**Interactive Roundtable Session Guide**

As you prepare for your presentation, the Healthcare Design Expo & Conference program team offers the following tips to help make your Interactive Roundtable a success.

**INTERACTIVES**

Interactives are hour-long, smaller group sessions that provide a mix of education and problem-solving. Through a roundtable format, session leaders will share just-breaking information and set the stage for a facilitated discussion among session participants. Those who sign up for interactive roundtables will have the opportunity to connect with you in advance (through the HCD Conference Mobile App, social media, etc.) to discuss talking points and submit questions relating to the content. On-site, you will have the opportunity to take the dialogue to the next level with attendee feedback captured and then, where appropriate, distributed to the group to keep the conversation going.

**AUDIENCE**

The Healthcare Design Expo & Conference draws its audience from many disciplines and different levels of professional experience including architecture, interior design, facilities management, academia, clinical care, providers, health systems, product developers, and researchers to name a few. These attendees want information that they can take home with them and begin to apply to their respective disciplines and initiatives. Attendance in your presentation may range from 50-250 people.

**INTERACTIVES FORMAT**

Moderators are asked to not give a formal presentation for the full hour, but rather present pertinent information and content to introduce the topic and then act as a moderator to to foster discussion, provide rich content and insight about that topic and facilitate productive dialogue.

In keeping with the spirit of a discussion, attendees will not be arranged in a theater-type setting, but will be arranged in a more informal, networking-type setting (i.e. crescent rounds or rounds)

Also, because the Interactive Session is not a formal presentation, moderators are asked to not rely on PPT or Prezi for the whole session. However, where appropriate, visual cues should be used to relay information where appropriate (i.e. pictures, drawings, graphs, charts, boards, etc.)

Moderators are encouraged to supply visuals and/or Mobile App handouts that support ideas, facilitate discussion and/or provide deeper background into the subject matter. (i.e. before/after photos, process charts, architectural drawings, graphs, symbols, handouts or links to more extensive background reading materials, etc).

A flip chart or other presentation aide may be provided to capture discussion points that are generated during the discussion.

**FACILITATING YOUR INTERACTIVE ROUNDTABLE DISCUSSION**

**Provide Two-Three Discussion Points**

Prior to the event that can be shared with participants via the Mobile App

**Capture the Audience**

People form an impression of an experience in the first 15 seconds.

* Introduce yourself and share with the group why you wanted to lead a discussion on this topic and what you hope to accomplish.
* Get them to sit up and take notice by opening with a story, an anecdote, and a startling piece of information, a quote or something humorous that is germane to your topic. Let your audience know that they are going to enjoy the next 60 minutes with you. .

**Prepare an Agenda**

* Prepare an agenda and/or outline of topics you want to cover.
* Share it with the participants, either as a handout or on the flip chart/ visual aide.  Ask them if they have anything to add.

**Use Stories and Be Relevant**

* Most audience types relate to a story or anecdote that ties your message back to them.
* If your discussion relies on statistics, use only the most relevant data to relay the message
* If your discussion introduces research, focus on the results and its applicability (over the methodology).
* Make sure your audience is familiar with acronyms, references and technical terms used in your talk. Be kind and define any terms that may not be understood.

**Create A Dialog**

* Create a dialog with participants by asking probing questions at various times during the agenda.
* Try not to let a few people dominate the conversation and ask those who are silent if they have anything to say.

**Use Variety**

* A great way to engage your audience and maintain their attention is by delivering information in a way that they can relate to.
* Think of how you can make your topic applicable to their everyday use a few anecdotes and practical examples.
* Ask participants to brainstorm/ participate in solutions to questions that you pose.
* Ask participants to share their experiences with the topic you are discussing.

**Timing**

* Watch the time and make sure to end at the appropriate time.
* Five minutes before the end of the discussion, engage participants in a summation of key thoughts and concepts.

**AFTER THE EVENT**

* Capture notes and attendee feedback from the flip charts/visual aide and upload to the conference Mobile App.
* Take pictures and share on the Mobile App if appropriate
* Keep the conversation going by participating in dialogue via the Conference Mobile App.