## INFORMATION ABOUT TABLE TOP PRESENTATIONS

## Description

Table Top sessions act as a pathway for networking and sharing of information directly with delegates in an interactive setting. Table Tops were introduced at the 2015 conference in Montreal and were hugely popular amongst delegates. The format has been updated slightly since its inception based on delegate feedback from previous conferences.

## How it works

The room will hold up to 12 tables and each will have a table number allocated. Each table will have seats for up to 7 delegates and 3 presenters. Each presenter will sit at a seat marked with a 'reserved for table top presenter' sign. There will be a maximum of up to 36 presenters in each concurrent session.

The table you sit at is based on the number listed alongside your name in the Conference Programme. Presenters are grouped based on themes, so you will be presenting with others who have a similar interest or area of work to yourself.

Each presentation has been allocated 10 minutes. It is up to you how you wish to divide your 10 minutes between presenting, adaptation or discussion.

Once your 10 minutes is up, the Chair of the session will advise you to move to the next presenter at the table, this will occur at least 3 times per session. At the end of 30 minutes, the Chair will direct delegates to move to a different table and you will repeat your presentation with the same presenters as before but to different delegates.

Depending on the session length and the number of presenters, you would present between 3-5 times during a session.

Only 1 speaker is able to present a table top. Dual presenters are not permitted. This is to ensure that as many delegates as possible can participate in Table Top presentation sessions.

## What to bring with you

We encourage all presenters to provide visual aids such as folders, promotional material, handouts etc. and to make the session as interactive as possible.

If you are using an electronic device, please ensure that it is cable free and has a full charge. Power points will not be available to charge devices before, during or after the session. No cabling can be used during the session for the safety of presenters and delegates.

It is recommended that business cards or QR codes linking to your contact details are readily made available by speakers for delegates. Please also be prepared and willing to share your LinkedIn profile if you have one.

Remember that your presentation should be short, engaging and interactive.