



# Roundtable Session Instructions

## What to Know:

- Each roundtable presentation is assigned a 30-minute time slot (15 minutes presentation and 15 minutes discussion). You will be assigned your own table. Each table seats about 10 people; there may be a few extra chairs available for additional seating.
- Each presentation will run between 10-15 minutes followed by a discussion period for the remaining 15 minutes.
- There will be a 5 minute transition between sessions; please stop at the end of your allotted time and be mindful of time and transitions.
- There will be a time-keeper, who will keep time for both presentations and discussions.
- Please use the signs reading “2 minutes” “1 minute” and “Stop” to aid presenters in keeping time.
- WiFi will be available for attendees at the conference venue (**Connecting to WIFI:** (1) Open your network and sharing center; (2) Connect to **Sheraton-Meeting Room**; (3) Open a new browser (IE, Chrome, Firefox); (4) Enter **AAAL2020** and click connect; (5) Once Sheraton page loads then you are connected to the internet.) This will be a dedicated network specifically for AAAL attendees; however, you will be sharing the Internet with all other attendees. While the hotel has dedicated sufficient bandwidth for general Internet surfing and email, you may experience delays at some points during the day, particularly if you are streaming. Accordingly, AAAL stresses to all presenters who are planning on using the Internet during presentations that service may not be reliable and you should have a backup plan for your presentation.
- **Audio/Visual Note:** No A/V equipment is available for roundtable sessions. Please bring a handout or any other audio/visual aids you wish to use. You may use your own equipment such as a laptop or portable DVD player, but you should be certain your equipment has enough battery power to last for the duration of your session as proximity to outlets is uncertain.
- **Please be mindful of the time, and adjourn the session in time to allow the room to clear before the next session begins.**

**PLEASE LEAVE THESE SHEETS IN THE MEETING ROOM  
FOR THE NEXT SESSION**

**2**

**minutes**

**1**

**minute**

**STOP**