



ACTFL
ANNUAL CONVENTION
& WORLD LANGUAGES EXPO

NASHVILLE 2017
MUSIC CITY CENTER
NOVEMBER 17-19

Tips for Roundtable Presentations

Roundtables are two 25-minute oral presentations and discussion with a group of 10 people seated around a common table in the Confer-sation Corner in the Exhibit Hall. The presentations at the Roundtables run for 15 minutes, followed by 10 minutes of discussion and feedback. After the first 25 minutes of presentation, attendees will be asked to select another table and topic. Roundtables are an ideal format for networking and in-depth discussion on a particular topic. Presenters are encouraged to present their latest research or project. Multiple roundtables will be conducted in the same room. **If you plan to use your laptop during your presentation, please make sure it is operating on battery power, because we cannot provide access to an outlet in this room. Unfortunately, ACTFL cannot provide laptops/computers or Internet access. No additional audiovisual equipment is provided or allowed for roundtable presentations.**

Pre-talk Preparation

- Plan to get in the room a few minutes early to set up and test the equipment.
- Turn off your cell phone and ask others to do the same.

Handouts:

- Presenters are advised to always prepare at least 20 copies of syllabi, assignments, and other curricular tools for discussion. Be sure your name and e-mail address are on the handout.
- Distribute handouts at the beginning of your talk.

Opening:

- Jump right in and get to the point by stating the question you will seek to answer.
- Give your rehearsed opening statement; don't improvise at the last moment.
- Use the opening to catch the interest and attention of the group.
- Briefly state the problem or topic you will be discussing.
- Briefly summarize your main theme for an idea or solution.

Speaking

- Remember the first round of your presentation totals 25 minutes. Your presentation is only 15 minutes followed by 10 minutes for group interaction.
- Speak clearly and distinctly.
- Pause briefly to give your group time to digest the information on each new slide.
- Don't read the slides aloud. Your audience can read them far faster than you can talk.

PowerPoint Slides:

- You may show PowerPoint slides on your laptop at the table; however, the laptop must be battery powered and fully charged.
- Let the pictures or graphics in your PowerPoint slides tell the story – don't overload with text and/or data. Too much text makes the slide unreadable.
- The aim is to have a few powerful PowerPoint slides.
- Prepare an Agenda or Table of Contents slide.
- Proofread everything, including visuals and numbers.

- Font size must be large enough to be easily read. Size 28 to 34 with a bold font is recommended.
- It is distracting if you use too wide a variety of fonts.
- Animation effects can be interesting when used in moderation.

Conclusion:

- Remind everyone to complete the survey for your roundtable presentation in the mobile app.

- Too much animation is distracting.
- Consider using animated clip art.
- Consider using custom animation.
- You can insert video and audio clips into PowerPoint, but they must be on your computer because you won't have access to the Internet.

Discussion

- Leave 10 minutes for group discussion.
- Relax. If you've done the research, you can easily answer most questions.
- Some questions are too specific or personal. Politely refuse to answer.
- If you can't answer a question, say so. Don't apologize. "I don't have that information. I'll try to find out for you."

Length:

- End on time! After 25 minutes the moderator will ask everyone to change tables to new topic.
- Be prepared to begin your presentation with a new group at your table for another 25 minutes.

Conclusion:

- End your talk with the summary statement or question you have prepared. What do you want them to do? What do you want them to remember?
- Remind everyone to complete the survey for your roundtable presentation in the mobile app.