

WECANet Virtual Round Table guidelines

The following guidelines are provided for the organisation of the WECANet Round Table discussions that will be held as part of the 3rd WECANet Annual Assembly.

The key objective of these Round Table discussions is to identify specific collaboration opportunities.

- The schedule for each Round Table should be as flexible as possible. The following timings are a suggestion based on a total of 60' (including a break)
 - 7' – Introduction to Round Table and participants (45'' per participant)
 - 5' – Introduction of topic by the Chair of the Virtual Round Table (if possible prepare some slides that can be used to support discussion of the topic)
 - 38' – Discussion of topic
 - 10' – Identification potential collaboration areas and partners
- The **Chair** of the Virtual Round Table has the following roles:
 - Explain the process and objectives for the Round Table, including the schedule
 - Invite all participants to introduce themselves
 - Start the discussion
 - Ensure that the discussion remains on topic
 - Ensure that everyone is encouraged to participate
 - Ensure that no one person dominates the discussion
 - Ensure that the discussion follows the specified schedule (approximately)
 - Ensure that collaboration opportunities are identified
- A **rapporteur** with the following roles should be assigned by the Chair to each Round Table
 - Ensure that the names of the members in the discussion are recorded/noted
 - Ensure that the main points in the discussion are recorded/noted
 - Add potential collaborations (inc. named partners) to database (after session)
- All **participants** should
 - Provide a brief (max 45'') verbal introduction of themselves that includes reference to their research interests
 - Be aware that everybody should have the opportunity to contribute to the discussion, and thus please respect the 45'' of introduction per participant
 - Attempt to build on other participants contributions