**APSNA ROUNDTABLE GUIDELINES**

**What is a Round Table discussion?**
The Round Table discussions are an opportunity for participants to get together in an informal session to examine issues as they relate to pediatric surgical nursing or professional nursing practice. The facilitator needs to be well versed on the topic and engage the group member in the discussion.

**There is no projection available during these sessions.** Section leaders are encouraged to have a PowerPoint to help guide the presentation for each of their sections. Please review the APSNA Presenter Guidelines for more information.

**FAQs**
- There will be 3 concurrent Round Table sessions, in **THREE SEPARATE** conference rooms or halls.
- Participants will attend one session.
- Each Round Table session will have 4 or 5 sections/components in the session designated hall/room.
- Each section/component will last 15-20 minutes.
- 75 total minutes have been allotted for the Round Table sessions.

**Qualities of Effective Round Tables:**
- Time managed carefully
- Facilitator follows educational objectives identified for session
- Moderator well versed on topic and keeps focused
- Facilitator does as much prep work for discussion as possible

**Preparation Materials and Round Table Guidelines**

I. **Background Information, Findings Publicized, and Other Key Facts about the topic to be discussed.**
Provide as much information as possible to the roundtable participants. Any summary background information that is available, pertinent or pending legislation or regulatory requirements, web links, other references.

Suggested presentation:
A. The central question/issue/problem you examined
B. Your findings
C. Your conclusions
D. Implications for policy, practice, and/or research
E. Questions for audience member

II. Round Table Discussion Issues
One format for a round table is to have the questions prepared in advance and provided to the participants. If this is chosen methodology, identify the key topics the round table is to address. Then develop thought-provoking, open-ended questions to get at and discuss the issues surrounding these topics. Be detailed in the formation of the questions. Develop enough questions to completely explore the issues. You do not need to expect a specific answer to each individual question; the discussion can address multiple questions. The best source for topics and related questions are the people who will participate in the roundtable. Another format is to have the audience present questions to the roundtable participants for spontaneous response. A combination of these two formats is also an option.

III. Suggestions for Round Table Facilitation
The overriding goal of this type of event is participation and exchange by the participants. If this happens, you have achieved your objective. The following bullets are intended to help the facilitator get into the proper frame of mind to achieve this goal:
A. Re-familiarize yourself with your objectives, process, and deliverables in advance.
B. Review the process you will use (how they are going to get there) so the group will know what is to be covered now or later, when, for how long, etc.
C. Get participants to supply the responses to the questions.
D. Stay on point/issue/target with the group as much as possible.
E. Recognize your view is least important to the group.
F. Avoid answering your own questions.
G. Stay active, attentive, standing, engaged.
H. Maintain a positive, supportive, on-point attitude.
I. React to participant comments with patients and non-evaluative demeanor.
J. Focus on participant while speaking and paraphrase back for clarification as needed.
K. Demonstrate you know something (but not too much) about the area under discussion.
L. Recognize all who want to speak with attentiveness and a smile.
M. Maintain a posture of openness, interest, and interaction.
N. Appreciate people for their contributions to the discussion.
O. Move the discussion to the next point when interest wanes or overkill is evident.
P. Promise and deliver on the results they achieved.
Q. Do not allow any one participant to monopolize the round table.
R. Have a designated scribe and facilitator assistant available at the round table. The scribe should obtain feedback of member sentiment.

IV. Suggestions for Opening Comments / Introduction / Ground Rules
A. Facilitator self-introduction and welcoming of the group.
B. Explanation of facilitator’s role and process.
C. General expectations/objectives of roundtable.
D. Discuss schedule, timing, and ground rules. Review planned roundtable format (what? How? How long? Why? What’s in it for you?)
E. Participant introduction.
F. Gather preliminary discussion questions and record.
G. Reach consensus and summarize roundtable objectives and ground rules.

V. Guidelines for discussion about specific products, brands, or companies
A. Moderators are encouraged to speak generally to types of products/devices. If specific brands/companies are mentioned, moderators will be encouraged to mention more than one example in that same product line.
B. APSNA cannot and will not guarantee that any moderator will mention any product/company that is present in an onsite vendor area.
C. APSNA appreciates the collaborative relationship with its sponsors/vendors. Participants will have opportunity to visit with vendors before and after round table and skills station sessions.