**ASPEN CONFERENCE ROUNDTABLE GUIDELINES**

* **Please submit your information and materials on time!** ASPEN is required to submit your information to various accreditation organizations to remain in compliance. ASPEN also makes presentation materials available to attendees prior to the conference. Please help us have a successful conference by submitting your information and materials by the deadline dates.
* Please be sure you understand what is expected of you: the general scope/educational level of the roundtable, your discussion points, discussion points covered by other presenters, and the sequence of presenters.
* The entire roundtable session is 90 minutes in duration. Attendees will have an opportunity to attend three different tables in the 90-minute period; therefore, you will lead the discussion three times (three rotations of 25 minutes each).
* Lead and engage participants in an interactive discussion (there is no need to prepare a formal presentation). Give a brief overview of the topic and lead the group through identifying ways to manage and solve practice challenges regarding the topic.
* Prepare case discussions or come up with additional ideas and thought-provoking questions to engage participants.
* Laptops are not provided for Roundtable sessions.
* If you wish to provide handouts for your roundtable topic, please upload them in the Speaker Center.
* **Please do not go beyond your allotted time.** You will have 90 minutes to lead discussions in three rotations (three 25-minute presentations).
* Please remain in the room for a few minutes after the session ends to answer additional questions.
* Presentations and materials should not include any type of promotional marketing, advertisement, or selling of any products or services.