



## Instructions for roundtable convenors

Thank you for convening a roundtable at the DDD17: Politics of Death conference in Utrecht. Roundtables are an important part of the program, offering space for interactive, collaborative, and creative engagement. Below are some practical guidelines to help your session run smoothly.

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### Before the session

- Please arrive at your assigned room **at least 15 minutes before** the roundtable begins.
  - All roundtables will be organized in room Kanunnikenzaal (Academiegebouw). You can find a photograph of the room below. We will arrange **high chairs and high tables** for all roundtable speakers, en ensure a lively environment for discussion.
  - A **volunteer** will be present during the session to help with any technical questions.
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### Technical information

- During the roundtable session, a volunteer will be present to support with any technical issues.
  - If you use slides, these must be in **PDF or Powerpoint (PPT)** format. Other formats (e.g., Google Slides, Keynote, Prezi) are not supported. Test your slides on a Windows system to ensure fonts, media, and formatting display correctly. Ensure embedded media (videos, audio) works offline and is compatible with standard Windows setups.
  - All presentations will run from the conference-provided computer. **Personal laptops are not permitted.** Bring your slides on a **USB flash drive**. Slides stored in cloud accounts (e.g., Google Drive, email inboxes, Dropbox) will not be accepted. No downloads will be made on-site.
  - To ensure lively discussion, please note that the roundtable will **not be offered in a hybrid format**.
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### During the session

- Roundtables are scheduled for **90 minutes**. Please ensure your roundtable stays within the allocated time. Ensure a moderator is assigned to your session to manage time and facilitate audience participation.

