



## Interactive Roundtables

Attendees to the SAME Small Business Expo will have the opportunity to participate in Interactive Roundtable discussions with government agency, large business and resource representatives. Please note that you must pre-register with Kim Garber for the Interactive Roundtables.

A few notes on the Roundtables:

- Registration for the roundtables will be March 9, noon – 5:00 pm, and March 10, 7:30 – 11:30 a.m. The location will be provided when you CHECK IN AT THE EVENT.
- Roundtable meetings are scheduled on a first come first serve basis and will begin Thursday, March 10 at 1:30 pm; and again, at 2:45 p.m.
- Each Roundtable session will be 30 minutes in length. The Roundtable Host will have 5 minutes to present their organization and attendees will have no more than 1 minute to present their business to the Roundtable. For the balance of the time, the host will facilitate a discussion on their specific topic. **Make sure you sign the attendee sheet at each table!**
- Be sure to come to your meetings prepared; bring your business cards, one page capability statements, and be PREPARED with a one minute elevator pitch.
- Note that the roundtables follow a strict schedule. Please leave the Roundtable area as soon as your meeting ends – even if you have consecutive meetings. You will be allowed back into the Roundtable area as soon as the next meeting begins. Please move any individual discussions into the hallway or exhibit area.
- If you were unable to schedule a meeting with an agency, business or resource of your choice, be sure to check if openings become available. Slots may become available as the day progresses.
- If you are unsure of who your business should be meeting with, please see Kim Garber or other WPI staff for assistance.



## Interactive Roundtables

### Information for Roundtable Hosts

#### Roundtable Schedule for March 10:

- 1:30 – 2:00 pm
- 2:00 – 2:30 pm
- 2:30 – Networking Break
- 2:45 – 3:15 pm
- 3:15 – 3:45 pm
- 3:45 – 4:15 pm Final session

#### Other Notes:

- Registration for the roundtables will be March 9, noon-5:00 pm and March 10, 7:30 – 11:30 a.m. The location will be provided when you CHECK IN AT THE EVENT.
- Each roundtable will have UP TO 6 businesses per session.
- The host will pass a sign in sheet for all businesses to sign in. The host will take the first 5 minutes to introduce their agency, business or topic. Attendees will then have no longer than one minute each to introduce their business. Hosts will then facilitate a discussion on their topic for the balance of their time.
- We have advised attending businesses to bring cards, one page capability statements, a prepared elevator pitch and to be prepared to participate in the discussion.
- The meetings will take place in 30 minute rotations (23 minutes of content and 7 minutes to shuffle attendees in and out of the meeting space). There will be a time keeper on site and hosts are not expected to keep time.
- If we see there are open slots in your roundtable, we will invite attendees to fill those slots.
- We have asked attendees to leave the entire Roundtable area after each session.