

**MOVE 2020: Event Details**

**Your Participation:**

On behalf of Terrapinn, I’d like to thank you for leading a round table at MOVE 2020. Exact details of your round table can be found on the agenda page of our website, which will appear in December. Please ensure you check these details thoroughly; if there are any queries or concerns please let us know at your earliest convenience.

**Round Table / Workshop Guidelines**

We always encourage…

* A **strong workshop/roundtable title**. Not salesy but **learning focused.**
* Prepare a **short introductory opening** for your round table/workshop. A few slides may be helpful for illustrative purposes, but ideally not too many. Best to keep it simple. Please send slides through for approval
* **Interacting with the audience as much as possible.** This is a great opportunity to uncover pressing questions, opinions, ideas and insight from the room
* **Set some tasks for your delegates to work through** – if there are a lot of people in the room, it can be useful to divide them into groups or teams or ten or less to work together and come up with solutions This is also a great chance for delegates to meet each other and work together, and for you as a moderator to demonstrate thought leadership and make some valuable contacts.

**Workshop Structure**

How you utilise your time is ultimately up to you but we have found that this set up has worked quite well in the past:

Introduction – 8 minutes

Task A – 6 minutes

Task B – 6 minutes

Task C – 6 minutes

Audience solutions – 14 minutes

If you have any questions at all, please feel free to call Cormac, the Conference Director, at +44 207 092 1029 or e-mail him at Cormac.martin@terrapinn.com

Also, if you have not already, please forward a **cell number** for contact on the day of the conference.