

ROUNDTABLES HOST INFO PACK

COLLISION[®]
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What is the role of a roundtable host?

Roundtable hosts engage live with a small group of online attendees and facilitate open conversation around a specific topic.

Each roundtable host can pick their topic. We encourage our hosts to pick a topic that is engaging and relevant to their experience.

Roundtables are meant to be interactive, so all attendees should be encouraged to participate and share their thoughts. Asking open questions is a good way to assist the conversation's flow.

Duration: 45 minutes

Capacity: 6 active video participants, (including the host). Collision attendees who did not RSVP for the roundtable can view the session, but will only be able to participate via the live chat.

Location: The roundtable is a virtual room on our web app. Once you log in to the app, click the calendar icon on the top right of your screen, select the roundtable, and click 'Join the conversation'.

Set up: All you need is a laptop or PC with a camera and an internet connection. A member of our team will be in the roundtable before it starts to meet you and ensure everything is good to go.

Dos

- Have everything you need around you before the roundtable starts.
- Allow time for attendee questions. The sessions should be as interactive as possible.
- Ensure your camera is as close to eye level as possible. You can elevate your laptop/monitor with books.
- When speaking, always ensure that your microphone is unmuted.
- At the end of the session, summarize the conversation with key takeaways.

Don'ts

- There's no need for a presentation, unless it helps the conversation.
- Don't worry about introductions. Keep it casual to avoid going over the 45-minute session time.
- We ask that you and others on your shared internet network avoid uploading or downloading any files during the roundtable.
- Please put your devices on airplane mode to avoid interruptions.
- Avoid talking in loud spaces, as your microphone will pick up background noises.

ALUMS



Anie Akpe
Founder
African Women In Tech



Fernando Machado
CMO
Burger King



Ruby Zefo
Chief privacy officer
Uber



Werner Vogels
CTO
Amazon



Michelle Zatlyn
Co-founder
Cloudflare



Garry Kasparov
Chess grandmaster and
security ambassador
Avast