

SIBF Roundtables Program Outline & Moderator Guidelines

Why Roundtables? SIBF is committed to bringing value to all members, no matter their age, geography, or business level. The global network of SIBF includes members from diverse geographies, demographics, and areas of expertise. While those elements are what make SIBF a unique and valuable organization, they also make it challenging to connect people for learning and networking opportunities outside of our existing local, national and international programs. Roundtables will help build relationships on both a personal and business level, foster mentor/mentee opportunities, and give members of SIBF and its global network the opportunity to create relationships with people with whom they may not otherwise interact.

Roundtable Program Outline:

- Topic specific content
 - Topics will be broad enough to allow for meaningful learning and specific enough that the content can be consumed.
- Periodic virtual meetings
 - It is anticipated that most meetings will be an hour or less in length and will take place at a convenient time for most participants (e.g., lunchtime, first thing in the morning, later in the afternoon).
 - It is anticipated that the frequency will be 1 or 2 meetings per month. The meetings should occur frequently enough to hold the interest of participants, but not enough to create a significant time demand.
- Meeting format
 - Meetings will start with the presentation of a meeting topic and content by the moderator. General suggestions on content presentation are current news headlines, personal experience sharing on a subject, online video, member interviews, articles, or guest speaker).
 - Group wide discussion on the content presented will fill the remainder of the meeting.
- Group Size
 - Group size during the discussion portion of the meeting will be limited to ensure that each participant can have meaningful discussion and interaction

with the others. When a roundtable attracts a significant number of members, we have two options for managing the discussion group size:

- Nominate one or more co-moderators and break the group up into several more manageable groups. Co-moderators would coordinate on content, but the groups would mostly operate independently. Joint meetings for content presentation, followed by group specific discussions can be considered as well.
 - Keep the larger group intact for the content presentation portion of the meetings but use the Zoom Breakout Rooms feature during the discussion portion of the meeting.
- Finite existence
 - There is no fixed timeline, but Roundtables are not intended to live indefinitely. Once a topic has been thoroughly covered and the moderators feel that participant interest may be waning, the roundtable will close.
 - If there is renewed interest later, or a related/parallel topic, a new Roundtable can be formed.
 - Ideally, we will continually add new Roundtables and close those that have run their course.
 - Member Driven, Self-Sustaining Ecosystem
 - A list of active Roundtables, moderators, members, forum registration, and suggestion area for new roundtable topics will be maintained on the SIBF website. The goal is to create and maintain a dynamic membership driven system where members can register for current Roundtables or suggest new ones with ease.

Moderator Role & Responsibilities:

- Schedule meetings
 - Start with a plan for the frequency and timing of your meetings but be flexible and in-tune with the interests and dynamics of the group. There are no hard rules about the duration and frequency of the meetings.
 - Be prepared for the meeting and plan the schedule to allow time for preparation
- Choose and present meeting topic content
 - You can be an expert and/or teacher, but you don't have to be. An enthusiastic interest in the subject is sufficient knowledge to be a moderator provided you are willing and able to curate topic specific learning for the group.

- Involve the group in guiding content selection for upcoming meetings when it is beneficial to do so.
 - It is acceptable to bring in colleagues or other non-SIBF members to present content and participate in a discussion for a specific meeting.
- Guide the discussion
 - The name Roundtable was chosen specifically to convey the idea that this is a group learning exercise and not a lecture or speech. The success of the roundtable will be dependent on the collective input and participation of all the group members.
 - Keep the discussion focused on the intended topic.
 - Encourage participation from everyone in the group. There will be those that talk a lot and those that don't, so do your best to balance that equation.
 - Storytelling and personal experiences related to the topic are excellent ways for the group to connect
- Help the members get to know one another
 - Personal connections are an important part of this exercise. There should be some sort of introduction amongst participants initially, as well as any new group additions that join later.
 - While these are virtual meetings, it could be beneficial to capitalize on SIBF in-person events to connect with members face to face
 - If the group finds it both practical and beneficial to make a "field trip" to further learning on a topic, that could be something to consider.