

The CASE Association

Annual Meeting ROUNDTABLES

SESSION FORMAT

Rather than use traditional front of the room presentations followed by relatively little author and audience interaction, The CASE Association will use a roundtable discussion format for our annual meeting sessions.

After a case has been accepted for the conference, the case is distributed to a small group of designated discussants and case writers whose cases have also been accepted. Usually these groups, which are formed around similar case subjects or topics, consist of several assigned participants in addition to anyone at the conference that 'drops in' on that table session as an observer. This is in the interest of balancing the level of preparation and spontaneity of each roundtable.

Case Presentations and Discussions

Participants and observers may take part in the case critiques and discussions. Participant members have the responsibility of reading and critically evaluating all the cases in their table session so that during the meeting they can make constructive and useful recommendations for the improvement of the cases presented.

The case sessions run about 75 minutes. A case writer will be asked to give a very brief overview of his/her case. This is followed by the other participants and observers seated at the table giving comments and suggestions, on how that particular case might be improved for future use and publication. This process continues until all cases have been presented and discussed. The emphasis is on constructive comments and suggestions during these sessions. Critiques should be presented with the understanding that the end goal is to develop stronger cases and that positive criticism yields more productive results for all.

Participant Responsibilities (Case authors and Discussants)

Read and prepare comments, critiques, and suggestions for ALL of the cases at your assigned table for your assigned session PRIOR TO ATTENDING THE CONFERENCE. Simply, if everyone is prepared, then everyone benefits all the more from the interaction.

Preparing a case for discussion is a critical exercise that requires you to look at the case with a narrowed eye and a constructive mindset. You can either prepare your notes on a separate page to give to the case author at the conclusion of the round table, or you might prefer to make your notes directly on the printed case and teaching note, copies later to be given to the case author to

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make revision easier. Since people are likely to focus on different parts of the case and teaching note, don't worry about being repetitive; if it's important, it's important to hear multiple times.

When preparing your review, think about what you would like to know about your own case.

- Is it readable?
- Does it grab the reader's interest and hold it?
- Is there an identifiable problem?
- What level student is the case best for?
- Is there enough information in the case to perform a thorough analysis?
- Does the TN provide a good discussion of relevant theory?
- Will it make the instructor's life easier?
- Can the questions be answered from the case or is more research necessary?
- Is the case connected to the most commonly used texts in the topic area?

And remember to offer compliments as well as criticisms. We all like to hear what is especially appealing about what we write.

A Round Table review process is a learning experience, both for authors and for reviewers. Your preparation will make it a valuable learning experience.

Please visit the CASE Association website at:

<http://www.caseweb.org/>