

## NCUR 2017 MODERATOR GUIDELINES

Thank you for serving as a moderator for NCUR 2017. A moderator's primary function is to ensure that an oral presentation session runs smoothly. This means keeping every presenter on schedule, facilitating the question and answer section as necessary, and acting as the primary point of contact to resolve any issues that may arise.

Each session block is one hour in length, and includes three 20-minute presentations. Oral presentations are 15 minutes in length with 5 minutes for questions. While a presenter is welcome to take less than the full 20 minutes, they may not take more. It is the responsibility of the moderator to enforce the time limits for these presentations.

Please note:

1. If you experience technical difficulties with the SMART classroom equipment, call 678-8888. The IT Help Desk will then notify the technical support team assigned to your classroom building.
2. There may be last minute changes to the schedule, because we continue to receive cancellation notices from registered attendees. Do not be alarmed if a student does not show for his or her presentation. **If a student fails to show up for a scheduled presentation, do not reschedule the next presentation (or any other) to replace it. Instead, use this as a free period.**

Following are a few tips for performing your role as a moderator:

- Arrive early to the presentation room.
  - ✓ Arrive a few minutes early to the room.
  - ✓ Log into the computer using your UofM credentials.
  - ✓ Check to make sure that the PC, projector and other equipment are working properly. If the equipment is not working properly, call IT Help Desk at 678-8888.
  - ✓ Introduce yourself to the presenters and encourage them to load their PowerPoint presentations onto the computer prior to the start of the session.
- Introduce the presenters and provide instructions.
  - ✓ Explain that each presenter has 15 minutes MAXIMUM for the presentation, followed by a 5-minute Q&A session. Tell the presenters that you will give them a warning when 5 minutes is remaining.
  - ✓ In the event that a presenter is not present or has cancelled, please wait to begin the next presentation until the scheduled time.

We cannot thank you enough for your time. We appreciate your willingness to help us make NCUR 2017 a success and hope you enjoy the variety of interesting presentations you moderate!