**Volunteer Role: Moderator**

*Goal(s) of the role:*

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.

*Detailed description of duties:*

* 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.
* Each presentation is scheduled for a particular time within the hour timeslot. For example, one presentation will be scheduled at 2:00pm, one will be scheduled at 2:20pm, and one will be scheduled at 2:40pm.
* Attendees are encouraged to stay for an entire hour-long timeslot, but realistically, many attendees quickly move from room to room to see particular presentations (for instance, a student may attend the 2:20pm presentation in one room and then switch rooms to see a 2:40pm presentation elsewhere).
* 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, find a Presentation Assistant (Volunteer shirt and nametag) in the hallway to run to the Information Desk on the first floor of the building to get assistance. If you can’t find someone, you can call the Situation Room at 470-578-8187.

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.

3.Motion to the presenter when 5 minutes (of the 15 allotted) remains; then again when 2 minutes remain.

4.Do not let the session go beyond the allotted 20 minutes total.

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

* Arrive 15 minutes early to the room. The room will already be unlocked - you do not need to get keycard access prior to the conference.
* Check to make sure that the PC, projector and other equipment are working properly. If the equipment is not working properly, get IT help as above.
* 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 and 2 minutes remain (a sign should be available).
* In the event that a presenter is not present or has cancelled, please wait to begin the next presentation until the scheduled time.

*Dress Code/Suggestions:*

* Volunteer T-Shirt and nice pants or jeans (no holes or rips)

*Contact Information:*

* ncurvolunteer@kennesaw.edu
* Volunteer Hub, contact 470-578-6700
* NCUR Situation Room, contact 470-578-8187
* Emergency, call 911

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## *Common Errors by Moderators of Oral Presentation Sessions*

Feedback from previous NCURs illustrates several complaints about moderators:

1. **Moderators not starting and stopping presentations at the designated times**. If a presentation ends early, do NOT start the next presentation early. If a presenter is absent, do NOT start the next presentation in that timeslot. Many attendees are coming specifically for a particular presentation, and they do not like finding out they missed it because the moderator changed the schedule.
2. **Moderators rearranging the order of presentations**. Again, many attendees plan to attend a particular presentation assigned for a particular timeslot. When a moderator decides that the 2:40pm presentation would be better at 2:00pm, attendees planning to come to the 2:40pm presentation will have missed it.
3. **Moderators being late**. NCUR oral presentation sessions are very tightly scripted, with only 20 minutes assigned to each presentation within each hour-long session and only 15 minutes between sessions. A late moderator takes time away from all students' presentations during that session. Students have worked hard on their presentations and have often traveled from far away; it is not fair to them when they are unable to give a full presentation due to a tardy moderator.
4. **Moderators being absent**. At past NCURs, moderators sometimes do not show up at all, which means that students in the room have to fend for themselves. This makes the conference look unprofessional. If you sign up to moderate an oral presentation session, please be sure to show up for your assigned timeslot.
5. **Moderators not keeping time accurately**. If a presenter goes past 20 minutes, this means that the next presenter(s) will not have their entire 20 minutes to present. Be sure to keep time accurately so all presenters have the same amount of time to present.
6. **Moderators who are perceived as rude**. It is rare, but some past NCUR attendees have noted that moderators can come across as hostile, rude, and/or dismissive of students. Please remember that these are undergraduates who are likely giving their first conference presentation ever. Let's be sure to give them a good impression of academic conferences in general and KSU in particular. Moderators are encouraged to ask good, probing questions; however, it is not acceptable to belittle or demean students.