

Moderator Instructions

We greatly appreciate your important contribution to the 37th Annual California State University Student Research Competition of 2023!

Registration

Check-in: Pick up your name badge and moderator's packet at the registration table, located in the Aztec Student Union, entry to the courtyard. ***We suggest you arrive 45 minutes prior to your session start time*** to allow enough time to check-in, locate your room, and get breakfast. Your moderator's packet contains a schedule of presentations, a pen, and a copy of these instructions. Staff at the registration table can help you locate your session.

There will also be a packet in the room that **must not leave the room**. The packet contains countdown cards (5-, 3-, 1- minute), a timer, copies of the judging instructions and scoring sheets, and the CSU Student Research Competition 1st and 2nd place winner sheet.

Judges: Prior to the start of your session, you should confer with the judges to remind them to review the procedures and stress the importance of fair and consistent evaluations. Judges should consider the student status (undergraduate vs. graduate students) and be open to the type of methodologies employed by the student, even if these methodologies are new and unfamiliar. The judges are also expected to be encouraging, supportive, and engaging through thoughtful discussion and questions.

Scoring: Judges received a packet at registration that includes scoring sheets for each presentation and instructions on how to score. At the end of the session, judges will confer with each other to combine their presentation scores, indicating the session winners. Judges will complete the 'winners sheet', located in the room packet. In case of a tie, judges will discuss and choose the 1st and 2nd place winner of the session. SEE 'ENDING THE SESSION' FOR IMPORTANT MODERATOR INSTRUCTIONS*

Session Number: Every session is assigned a number (1 to 24). This number can also be found in the program and as well as on the student's badge. Judges will enter this number and student presenter names on their scoring sheets. Moderators should announce the student presenters before each presentation.

Introduction: Use the time provided at the beginning of each session to introduce yourself as the session moderator and give a brief introduction; welcoming the student presenters, audience members, and judges. Please remind the presenters they will have 10 minutes to present with 5 minutes for questions.

Keeping Time: Each presenter (or group of presenters) will be allowed 10 minutes to give the presentation, followed by 5 minutes for questions (15 minutes total). **You must enforce these time limits**. Signal the speaker when they have 5-, 3-, and 1-minute remaining by holding up the appropriate card. If the speaker has not completed their presentation within the 10-minute limit, you must interject and begin the question/answer period.

Questions: As moderator, you will call on the questioner. Judges should be given preference for questions; **please make sure that all judges have a chance to ask questions**. Furthermore, as moderator, you should be prepared to ask the first question in case the other judges or audience members do not have any immediate questions.

VERY IMPORTANT: If a presenter fails to show, you must wait to begin the next presentation until the assigned time. This is in case others intend to arrive at a specified time for specific presentations.

Technical Problems: Students should not use their own computers. Students must use USB ports located in all session rooms. If any tech problems or concerns arise, please call the tech support phone number, located on the Tech Support sheet in your room. If you are unable to contact IT for technical support and need immediate assistance, please contact Kate Hatcher at 509-481-1870.

***Ending the Session:** Following the last student presentation, thank everyone for coming and direct them to the exit. The judges will confer to combine their presentation scores and complete the 'winner sheet' provided by you from the room packet. Judges have 15 minutes to complete the winners sheet (no ties) and return it to the session moderator (along with their completed score sheets). Please return the completed winners sheet to the staff table, located in Montezuma Hall.