Instructions to Moderators

We greatly appreciate your important contribution at the Student Research Symposium!

**Registration:** Pick up your moderator’s packet at the SRS registration table, located in the Aztec Student Union Montezuma Lounge. Your moderator’s packet contains a program, a program addendum, an ink pen, and a copy of these instructions. Staff at the registration desk can help you locate your sessions.

There will also be a packet in the room that must stay there all day. **This packet does not leave the room.** This contains, 5, 3, 1, countdown cards, a pointer for the presenters, and a timer. There will also be copies of the paper scoring sheets just in case judges do not feel comfortable using the online scoring.

Each room is also assigned **one** tablet for judges who did not bring their own smart phone, tablet or laptop for online scoring. The link to the online scoring system will be bookmarked in the Chrome browser of the tablet. Since the link is already provided the judges do not need to sign into their email for the link. **This tablet does not leave the room.** You must make sure you have it at the end of the session to give to the next moderator.

**Judges:** Prior to the start of your session, you should confer with the judges to discuss the procedures and stress the importance of fair and consistent evaluations. Judges have been assigned a **4 digit (1000-1999)** identification code. This is located in the email they have received with their assigned sessions and it will be printed on their badge. This **MUST** be entered when they use the online scoring system.

**Scoring:** Judges have received an email with the link (goo.gl/3wiSi9) to the online scoring system and should have it ready prior to the beginning of the session. Please remind the judges to have this link open. There will be print outs of the instructions scoring categories available for each judge just in case they did not print out their own.

**Abstract Number:** Every student presentation is assigned a **3 digit (100-999)** abstract number. This number can also be found in the SRS program and will be on the student’s badge. Judges **MUST** enter this number when they are scoring.

**Introduction:** At the beginning of each session, introduce yourself as moderator and give a brief introduction welcoming the student presenters and audience members as well as give a description of the procedures. All audience members are invited to provide constructive feedback online (https://tinyurl.com/SRS2019-audience). Please encourage attendees to pick up a free sticker at the registration table in Montezuma Hall.

**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 he/she has 5, 3, and 1 minutes remaining by holding up the appropriate card. If the speaker has not completed his/her presentation within the 10-minute limit, you must interrupt the presentation and begin the question/answer period.

As moderator, you will call on the questioner; however, judges are to be given preference for 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.

**End of Session:** A Student Ambassador has been stationed near each room. If you have a judge that used a paper scoring sheet and not the online system, make sure you collect the scoring sheets and either you or have the Ambassador turn them into the registration desk as soon as possible after your session. For those late sessions on Saturday morning, **it is imperative that this be completed quickly as we are determining award winners immediately!**

**Technical Problems:** If any computer problems or concerns arise, call for a Student Ambassador just outside your room and ask for assistance. ITS is standing by in the event of any problems. Student are not allowed to use their own computers. They must use the computers in the rooms.