

Instructions to Moderators

Oral Sessions

We greatly appreciate your important contribution to the SDSU Student Symposium!

Registration: Pick up your moderator's packet at the S³ registration table, located in the Aztec Student Union [Entry to the Courtyard](#). Your moderator's packet contains a schedule of presentations, a 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 not leave the room**. This contains, countdown cards (5-, 3-, 1-minute), a timer, copies of the judging instructions, and a QR code for judges to scan that links them to the online scoring system.

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.

Moderators as Alternate Judges: Moderators can serve as alternate judges if necessary, such as in cases of a conflict of interest, restroom breaks, or other situations where a judge is temporarily unavailable. Please have the judges notify you before the session starts if you need to step into this role.

Scoring: Judges received an email with the LINK to the online scoring system via Symposium/ForagerOne and should be reminded to have it open and ready prior to the beginning of the session. Judges can also use the QR code to scan and access the online scoring system.

Please use the QR code below to access the [online scoring form](#)



Project Assignment: Each student presentation has been assigned to specific judges. Judges must ensure they are scoring the correct project assigned to them. Moderators can confirm the project details (title, presenter/co-presenters, etc) when introducing the student presenter.

Introduction: Use the time provided at the beginning of each session to introduce yourself as 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.

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: If any computer problems or concerns arise, call the number on the tech sheet, or for a Student Ambassador who will be walking around outside the sessions. Students are not allowed to use their own computers. They must use the built-in computer in the room.

The table below has a sample of the session format and timetable.

Sample Session 1 Schedule - Oral/ Performance/ Film Presentations					
Presenter 1	Presenter 2	Presenter 3	Presenter 4	Presenter 5	Presenter 6
9:00 am Set Up	9:20 am Set Up	9:40 am Set Up	10:00 am Set Up	10:20 am Set Up	10:40 am Set Up
9:05 am Presentation	9:25 am Presentation	9:45 am Presentation	10:05 am Presentation	10:25 am Presentation	10:45 am Presentation
9:15 am Q/A	9:35 am Q/A	9:55 am Q/A	10:15 am Q/A	10:35 am Q/A	10:55 am Q/A