Moderator Instructions

General Duties

- **Introduce each speaker** (refer to abstracts). We recommend that Moderators ask each speaker in advance for the proper pronunciation of their names and terms used in their presentation titles.
- **Introduce Judges** (refer to program).
- Announce to audience:
  - Turn off cell phones/pagers.
  - Maintain a respectful silence and minimize movement during presentations.
  - No photographs may be taken until the Question and Answer session.
  - Announce presentation schedule (below) and ask speakers to acknowledge you (by eye contact or nod) when you stand to give the ten minute warning.
  - No coaching of any kind is allowed from any member of the audience.
- Remind judges that the presenters’ research papers will be available during the deliberations to refer to.

Each student’s presentation must adhere to the following timeline:

- Twelve (12) minutes is allotted for each student’s uninterrupted oral presentation.
- When ten precisely (10) minutes have elapsed in the presentation, stand briefly to indicate that there are two (2) minutes remaining. Be sure the student sees and acknowledges you.
- When precisely twelve (12) minutes have elapsed, stand and remain standing. **Student must stop immediately.** Begin taking questions.
- During question and answer period, students may not show new slides ... slides that were not part of their 12 minute presentation.

Schedule for **INSERT SESSION NAME (5 Different Speaker Sessions)**

It is imperative that the following schedule be followed exactly. **This schedule allows approximately 10 minutes between session rooms for observers.**

<table>
<thead>
<tr>
<th>Speaker</th>
<th>Start Time</th>
<th>Stop Time</th>
<th>Finish Time (5 minutes for Q &amp; A)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Speaker 1</td>
<td>1:00 pm</td>
<td>1:12 pm</td>
<td>1:17 pm</td>
</tr>
<tr>
<td>Speaker 2</td>
<td>1:30 pm</td>
<td>1:42 pm</td>
<td>1:47 pm</td>
</tr>
<tr>
<td>Speaker 3</td>
<td>2:00 pm</td>
<td>2:12 pm</td>
<td>2:17 pm</td>
</tr>
<tr>
<td>Speaker 4</td>
<td>2:30 pm</td>
<td>2:42 pm</td>
<td>2:47 pm</td>
</tr>
<tr>
<td>Speaker 5</td>
<td>3:00 pm</td>
<td>3:12 pm</td>
<td>3:17 pm</td>
</tr>
<tr>
<td>Speaker 6</td>
<td>3:30 pm</td>
<td>3:42 pm</td>
<td>3:47 pm</td>
</tr>
<tr>
<td>Speaker 7</td>
<td>4:00 pm</td>
<td>4:12 pm</td>
<td>4:17 pm</td>
</tr>
</tbody>
</table>

Managing Questions

It is the Moderator’s responsibility to monitor and manage questions.

- Five minutes are allowed for questions and answers (Q & A) per presentation.
- Be sure the student repeats the question so everyone hears.
- Invite questions from judges first; then allow a few from the audience.
- No more than two consecutive questions should come from the same person.
- Disallow any questions that, in your judgment, are designed to embarrass or denigrate.

Deliberations

The Moderator must stay during the judges’ deliberations to take notes and summarize comments. Moderators should be prepared to give, upon request, an oral overview of the judges’ comments to students and/or teachers. However, written comments are not to be given out.

The Moderator delivers the judges’ decisions to Marissa Tanner. Please also return papers and timers to Marissa.

**THANK YOU!!**