



**INSTRUCTIONS FOR
 MODERATORS, PRESENTERS & W.E.P. MONITORS**

PRESENTATION TIME ALLOTMENT:	
ORAL	SPEED TALK
12-minutes to present	5-minutes to present
2-minutes for Q&A	2-minutes for Q&A
1-minute to transition presenters	1-minute to transition presenters
= 15-minute total presentation	= 8-minute total presentation

• **BEFORE YOUR SESSION**

- **PRESENTERS:** Upload presentation(s) in scheduled presentation room* times listed below.
 - a. Please **bring your presentation on a USB Drive.**

Presenter upload times:	
Monday 7/21	11:00 AM – 4:00 PM* <i>* Presentation upload computer will be at check-in desk for uploads as the rooms are being set-up</i>
Tuesday 7/22	7:00 – 8:30 AM* 11:30 AM – 12:45 PM* <i>* Room 315 will be closed the entire morning and will open at 12pm for presentation uploads</i>
Wednesday 7/23	7:00 – 8:00 AM 12:00 – 12:45 PM
Thursday 7/24	7:00 – 8:00 AM 12:00 – 12:45 PM

- b. Ensure presentation length is **no** longer than 12-minutes, you will be interrupted if you go over time to be fair that next presenter has allocated time slot.
- c. Must sit in front of the room for entire session.

- **MODERATOR, PRESENTERS, W.E.P. ROOM MONITOR, & W.E.P. DOOR MONITOR**

- a. Meet in room 15 to 30-minutes before session begins to check in & check technology.
- b. Confirm all presenters are present & presentations are uploaded on computer in the front of the room (each presenter should have done this [per presenter guidelines](#)).
- c. Confirm with each presenter how they would like to be introduced (Moderators will be provided a moderator packet containing presenter bios from Conference Staff).
- d. Rearrangement of presenters within session schedule is **NOT** permitted.

• **DURING SESSION**

- **MODERATOR**

- a. **MODERATOR PACKET:** have in hand to ensure presenter, order, & start & end times.
- b. Required to sit at the front of the room & remain for the entire session.
- c. **INTRODUCING PRESENTERS:** Moderators introduce presenters at precisely the appointed time in the moderator packet to ensure each session begins on time.
 - i. Spend no more than 1-minute introducing each presenter.
 - ii. Keep presentation order, do not skip or re-arrange order of presenters or times.
 - If a presenter has withdrawn & it is not reflected in the moderator packet please keep this time slot open & fill with Q&A/discussion from previous presentation(s).
- d. **KEEPING TIME:** Moderators & W.E.P. Room Monitors are to work together to have sessions remain on time. Please use a device to help keep time & Presentation Time Allotment chart at top of page. As follows 15 | 8-Minute presentation:
 - i. 10 | 3-minute mark W.E.P. raises the 2-minute sign (indicating 2-minutes left to present).
 - ii. 11 | 4-minute mark moderator is to rise (indicating 1-minutes left to present).
 - iii. 12 | 5-minute mark W.E.P. raises the STOP sign (indicating Q&A is to begin).

- If the presenter refuses to stop at the 12-minute mark, they may use 2-minutes to continue their presentation but they **DO NOT** get additional time for Q&A.
 - iv. 14 | 7-minute mark W.E.P. holds the STOP sign indicating they have used all their time.
 - Moderator will stand.
 - Gently but **firmly** interrupt presenter; graciously thank them, remind presenter & audience they can follow-up at the end of the session.
 - Then introduce the next presenter (this will help the session remain on time).
- e. **RECOMMENDATIONS:**
 - i. Prepare a few questions to ask presenter at the end of presentation.
 - Allow pause for audience questions if quiet, propose a question.
 - Example: “Please further explain the management implications of this work.”
 - ii. For those sessions/symposia that have incorporated a discussion portion at the end of the session, please have the presenters return to the stage.
 - You may use part of the time for concluding remarks about session/symposium.
 - iii. **Please remind people to come to a microphone to ask their questions.** Assuring the whole audience will hear the question. Repeat the question if the person is soft-spoken.
- o **W.E.P. ROOM MONITORS**
 - a. W.E.P. Room Monitors & Moderators coordinate to maintain session schedule.
 - b. **INDICATING TIME:** Use provided signs to signal the presenter ensuring they remain on time, also aiding moderators. Please make sure to hold the sign up long enough for the presenter to clearly see (no less than 10 seconds). As follows 15 | 8-minute presentation:
 - i. 10 | 3-minute mark raise the 2-minute sign (indicating 2-minutes left to present).
 - ii. 11 | 4-minute mark the moderator will rise (indicating 1-minutes left to present).
 - iii. 12 | 5-minute mark raise the STOP sign (indicating Q&A is to begin).
 - Presenter may continue 2 minutes past 12-minute mark but lose Q&A time.
 - iv. 14 | 7-minute mark holds the STOP for 1-minute transition.
 - Moderator will stand.
 - Gently but firmly interrupt presenter.
 - Then introduce the next presenter.
 - c. Must sit in view of the presenter at the front of the room wearing provided W.E.P. vest.
- o **W.E.P. DOOR MONITOR:**
 - a. At door/entryway (standing or seated wearing provided W.E.P. vest).
 - i. Checking Conference name badges for appropriate access into the session.
 - Please refer to W.E.P. orientation guidelines.
 - ii. Counting attendees using provided counter.
 - iii. Monitoring door noise.

KEEPING TIME IS CRITICAL because....

- We are running up to five concurrent sessions & it takes time for people to transition rooms.
- Students are being judged on their presentations. All students should have the same time allotment & the judges need to be able to transfer between rooms as required.
- Respect for all presenters and they receive their allowed time slot, W.E.P. schedules & ensuring everyone can take breaks accordingly.

DO NOT REMOVE FROM THIS ROOM