



### **Instructions for Moderating Podium Presentation Sessions**

Each podium presenter will have fifteen minutes, with twelve minutes for presentation and three minutes for questions. The purpose of the Q&A portion is to give presenters and judges a chance to discuss the students' work. Your role as moderator is to manage the session you are assigned.

#### **Preparing for your session:**

1. Either Dr. Tuan Tran (undergraduates) or Dr. Michelle Eble (graduate students and postdoctoral scholars) will coordinate access to slides (PowerPoints or Google Slides) with you prior to the event date. Please note that some slides may not be available until the very last moment due to delays in receiving them from the presenters. We will do our utmost best to stay in communication with you.
2. The abstracts are available in the RCAW Program Book. Read abstracts in advance and prepare a few general questions in case the audience is questionless.
3. Plan to be present before your category session begins. We suggest arriving at the Main Student Center 30 minutes prior to the beginning of your scheduled session. Locate the Check-In table on the 2<sup>nd</sup> floor outside of Ballroom A and pick-up your nametag and any materials (if applicable).
4. Plan to be in your assigned room at least 15 minutes prior to the start time. Please ensure the computer is operational and the slides are activated. Students have been instructed to check-in with the moderator 15 minutes before their session. Identify and meet speakers before the session starts (as much as possible). Some students may arrive late or leave early. Some students may not show up at all.
5. Begin the session promptly at the designated start time.
6. Announce basic housekeeping rules with the audience before starting the session:
  - Everyone should have cell phones and other electronics muted.
  - Each student will have 12 minutes to present and provided 3 minutes of question/answer time.
  - You will signal to the presenter by raising your hand, indicating there are 2 minutes left to present and the presenter should prepare to wrap-up their talk.
  - Instruct judges and audience members to raise their hand when they have a question. You will call on them when it is their turn.
7. Other moderation notes:
  - Monitor the time to ensure each student speaker is given equal time.
  - Allow judges to have priority over audience members when asking questions.

Thank you for serving as a moderator at the 2024 Research and Creative Achievement Week!