Instructions for Moderating Online Poster Sessions

The purpose of the live sessions is to give presenters and judges a chance to discuss the students’ work.

Participants submitted their posters and short videos prior to the live event, and the judges have reviewed the submissions for their assigned session. Your role is to manage the session you are assigned. Pre-recorded presentations are available online for viewing at [https://symposium.foragerone.com/rcaw2022/presentations](https://symposium.foragerone.com/rcaw2022/presentations)

The platform we are using is Symposium in ForagerOne. The links to our sessions will be live beginning April 4 at 8:00 am.

For further questions about moderating, please contact Kate Harcourt-Medina at harcourtk14@ecu.edu.

Preparing for your session

1. Go to the ForagerOne platform early so you can register, login, and find your sessions. [https://symposium.foragerone.com/rcaw2022/live-sessions](https://symposium.foragerone.com/rcaw2022/live-sessions)

2. Login to ForagerOne.
   If you have not previously registered in, you will need to register now.

3. Read abstracts in advance and prepare two or three general questions in case the audience is questionless.

4. Go to the live session area at [https://symposium.foragerone.com/rcaw2022/live-sessions](https://symposium.foragerone.com/rcaw2022/live-sessions)

The Live Sessions will be listed by section (e.g., Graduate Oral – Social Sciences). Find your assigned Live session by scrolling this page. Note, you will be named as the session moderator under the list of presenting students and judges.
5. Scroll down to find your session.

6. Click on the Access Link. You will go into a WebEx room.

7. 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.

8. Begin the session promptly at the designated start time.

9. Review basic housekeeping rules:
   - Everyone should be muted except for you and speaking students and judges.
   - Each student will briefly review the purpose of their study.
   - Each student should then be provided 3-5 minutes of question/answer time.
   - Attendees should put their questions in the chat box.
   - Judges can use the chat box or use their mics to have discussions with the students.
Other Considerations

Presentations have been pre-recorded and are available online. The Live sessions are scheduled to allow students a question/answer time, not repeat their presentation. It is expected that attendees listened to the presentations ahead of time. Attendees can find presentations by searching for students’ presentations in the search bar.

- Ask students to briefly remind the audience which presentation was theirs and to briefly state the purpose of the work. Monitor the time to ensure each student speaker is given equal time.
- Monitor questions as they arrive in the chat box. You do not have to ask all the questions or ask them in the order they arrive.
- Allow judges the opportunity to interact with students using mics.

Thank you for serving as a moderator for a live poster discussion session at the 2022 Research and Creative Achievement Week!
Instructions for Moderating Face-to-Face Oral Sessions

Each 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 is to manage the session you are assigned.

Preparing for your session

1. Read abstracts in advance and prepare two or three general questions in case the audience is questionless.

2. Plan to be present before your category session begins. We suggest arriving at Main Student Center 30 minutes prior to the beginning of your scheduled session. Check in at the coordinator table in the Main Student Center and pick up your packet with nametag.

3. Plan to be in your assigned room at least 15 minutes prior to the start time. 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.

4. Begin the session promptly at the designated start time.

5. Review basic housekeeping rules:
   - Everyone should have cell phones and other electronics muted.
   - Each student will have 12 minutes to present.
   - Each student should then be provided 3 minutes of question/answer time.
   - Monitor the time to ensure each student speaker is given equal time.
   - Instruct judges and audience members to raise their hand when they have a question, call on them when it is their turn.
   - Allow judges to have priority over audience members when asking questions.

Thank you for serving as a moderator for an oral session at the 2022 Research and Creative Achievement Week!