
Thank you for agreeing to be a faculty moderator in an oral session at the upcoming Arts and Sciences Research Conference and Exhibition. This memo provides a schedule of events, and guidelines for moderating oral sessions.

Schedule of Events (Saturday, April 16)

- Conference registration begins at 8:30 a.m. in the Science Building Lobby.
- Opening ceremonies will be held in Science Building Room 104 beginning at 9 a.m.
- Oral presentations will occur in Science Building classrooms from 9:30 to 11:50 a.m. and Performing Arts will be in Webb110. (Please see conference schedule for specific presentation times and locations.)
- Poster presentations will take place from 11:30 a.m. to 12:30 p.m. in the walkway around Science Building Room 104.
- Visual Arts exhibitions will be in the Wood Support Services Center and digital arts exhibitions will be in the Student Center, 11:30 a.m. to 12:30 p.m.
- Closing ceremonies take place in the Student Center Cafe beginning at 12:30 p.m.

Moderator Arrival, Registration, and Checking on Your Room

- Please arrive by 8:30am and check in at the registration desk (if possible). Please arrive to your assigned room at least 15 minutes prior to any talks you are introducing.
- If you are one of the first moderators in a particular room, please proceed to your assigned room right after registering at 8:30am to see if any students need assistance setting up.
- If you encounter any technical problem, please alert Peter Drzewiecki or James Diller immediately.
- Once you are satisfied everything is in order, please join us for the opening ceremony in Science Center 104 at 9 a.m.

Guidelines for Moderating Sessions

A list of presenters and moderators for each room will be provided to you separately. We would appreciate your adhering to the following guidelines.

Starting the Session

- At the beginning of the session, please welcome the audience, and remind the presenters of the time limit (15 minutes for presentation plus 5 minutes for questions).
- Explain how you intend to let the speaker know when time is up.
- Please remind the audience that, if they intend to move to another session, to do so between speakers (so as to not disrupt a presentation).

Introducing Student Presenters

- Prior to the start of each presentation please introduce the student presenter, indicate the title of her/his presentation, and indicate who the student's faculty advisor is. Please feel free to work with faculty advisors if they wish to introduce their own student.

Keeping Time

- Oral presentations should be limited to 15 minutes, with an additional 5 minutes for questions. Please do not exceed 20 minutes in total for each presentation.

- At your discretion, you may want to use time cards or signals that discretely alert the presenter when there are 2 minutes left, 1 minute left, and when time is up.

Encourage Questions

- At the conclusion of the presentation, solicit questions from the audience. If the audience is silent, please try to think of a few questions yourself. Perhaps a question or two from you will break the ice or stimulate a discussion.
- Remember: parents, friends and fellow students may be a part of the audience.

Staying on Schedule

- It is important to stay on schedule so that people can use the printed schedule to move to different sessions.
- If a student does not show up for their presentation, or if a student finishes early, please hold the start of the next presentation until its assigned starting time. This will allow people who wish to move between sessions to be able to see as many talks as possible.
- If you find this awkward we suggest the following as a way to keep the audience informed.

“We have a few minutes before our next speaker is scheduled to present. As others may be planning to attend this presentation based on the printed schedule, we will have a momentary pause at this time. The next presentation will begin at XX:00. Please feel free to examine the poster displays or attend another presentation if you wish, although we would appreciate your coming into the room a few minutes prior to the XX:00 start time for the next presentation.”
- If a presenter shows up after their allotted time period, then he/she may present only if time permits.

Closing the Session

- If you are moderating the final session in a room, at the conclusion of ALL the presentations, thank everyone for coming and invite them to attend other sessions and the closing reception.
- Please remind the audience that the posters will be displayed in the walkway off the lobby of the Science Building room 11:30-12:30 pm, and that art exhibits will take place in the Wood Support Services Center and in the Student Center from 11:30-12:30 pm. Finally, the reception and lunch will be in the Student Center Cafe beginning at 12:30.

Again, we appreciate your willingness to serve as a faculty moderator. If you have any questions at all, please call Peter Drzewiecki (x54322) or James Diller (x52014). Thank you!