

UCOWR/NIWR Annual Water Resources Conference

Moderator Instructions

Before the session:

- Arrive 15 minutes before your session begins. Bring a watch/phone for keeping time. The conference program is available through an Event App.
- Introduce yourself to each speaker. Let them know you are there to maintain the presentation schedule.
- Take note of student presenters (denoted by an * in the program). Student presenters will be included in the student presentation competition. Judging sheets are located inside a packet labeled "Student Oral Presentation Judging Sheets"; the packet is near the computer in each breakout room. If you cannot locate the judging sheets, please send someone to the registration desk.
- Make sure the speaker loads his/her talk onto the laptop.
- Laser pointers will be available for speakers in each room.
- Full length (15 minute) talks: remind speakers that they have 13 minutes maximum for the presentation, followed by 2 minutes of questions. Inform speakers that you will hold up cards with 5, 3, and 1 minutes remaining to warn them when time is short.
- Lightning talks are 5 minutes in length. Inform speakers that you will hold up a 1 minute remaining warning. All questions should be held until all lightning talks have been given. Time for questions is allotted as noted in the program.
- All other talk lengths: refer to the conference program and hold up warning cards accordingly.
- If you are also presenting in the session, please ask one of the other presenters to keep time for you.

During the session:

- Introduce each speaker with name and affiliation (provided in the program). You do not need to provide a bio.
- If you have students in the competition: Pass out judging sheets before each student speaks. Please collect them and bring them to the registration desk after the session ends.
- Sit in the front, keep time, and hold up warning time cards (5, 3, and 1 minute remaining). To ensure fairness to all presenters, it is important that presenters stay within their allotted time.
- If the presenter leaves no time for questions, you may tell the audience to save their questions and see the presenter at the end of the entire session.

Please note:

- If a scheduled speaker is not present, do NOT skip to the next talk. Inform the audience that the next presentation will begin as scheduled in the program. This ensures that all who wish to attend a certain presentation will have the opportunity.
- If technical problems arise, please send someone to the registration desk for assistance.

Questions? Before the conference, contact the UCOWR office: ucowr@siu.edu or 618-536-7571.

During the conference, please see the staff at the registration desk.

Moderators keep the conference running smoothly and on time.

UCOWR/NIWR thanks you for volunteering your time!