HONORS TRANSFER COUNCIL OF CALIFORNIA
STUDENT RESEARCH CONFERENCE
UNIVERSITY OF CALIFORNIA, IRVINE

INFORMATION FOR Moderators

Before students begin their presentation,
the audience needs to know who's who, and what the topics are --

-- and if student presenters get overly absorbed in their work,
somebody has to watch the time --

-- and everybody likes to see a friendly face --

so the HTCC Conference needs Student Moderators!

The HTCC Conference has three sessions: early morning, late morning, and afternoon. In each session, student presentations are spread over different rooms. Each of those rooms needs a Student Moderator.

Consensus from past moderators is that the job is pretty fun, and it does involve breakfast, and lunch . . . and the details of how to do it are on the next page.

Conference Moderator Protocol

Arrive by 8:30 at the latest – this avoids (my) panic and gets (you) the best choice of breakfast items!

Dress is "business casual," i.e., no T-shirts, jeans, clothes with messages on them, or visible toes. You're a scholar, so look the part! Academics aren't known for dressing well, so the bar isn't very high, but the men's shirts do have collars, their pants do reach their ankles, and the women dress on the serious side. (Especially for us women, this helps us to be regarded as scholars rather than room decorations.)

Bring a <u>WATCH</u>!!
(A cell phone is OK if you don't own a watch, but please keep it
in "airplane mode"; ignore incoming texts and calls!)

Session Formats:

Individual: 12-minute presentation followed by 5 minutes for questions (Four per session at most)

Small Group: 20-minute presentation, followed by 10 minutes for questions (Two per session at most)

Large Group: 40-minute presentation, followed by 10 minutes for questions (One per session at most)

Issues Forum: Panelists discuss the annual topic (see conference website for details for this year)

<u>What To Do At the Session:</u>

1 Collect the presenters, and introduce yourself. One or two may know you; do it anyway.

2 Tell them you'll be introducing them, and ask how they'd like to be introduced. Get any pronunciation problems out of the way.

3 Tell them you'll watch their time so everyone will have enough time to present their work.

4 Remind them how much time they have. If you have a no-show, don't extend the time of the others. Everyone's rehearsed for the original time. Besides, someone might be late. You can always use up that time in questions, or quit early if discussion doesn't open up.

5 Tell them you'll give time warnings: both a two-minute warning and a one-minute warning by holding up a sign in the back of the room, and when time is up, if they're not done, you'll have to stop them and then ask for questions.

6 Tell them you'll be at the back of the room during their presentation.

7 Turn to the audience:

   - *Welcome everyone.*

   - *Tell them to turn their cell phones and other miscellaneous equipment off.*

   - *Announce what all the presentations will be.*

8 Introduce the first presenter.

   - *Then go to the back of the room for your timekeeping.*

   - *Hold up the 2-minute and 1-minute warnings and stop the presentation when needed.*

   - *Go to the front of the room to ask for questions: call on people; ask whether everyone heard the question and repeat or have the questioner repeat if necessary.*

   - *If questions run long, say you have to move on to the next speaker, and that you'll allow more questions if there's time at the end. Be firm; you're being fair to the next presenter.*

   - *Go back to the beginning of this step and continue until you run out of presenters.*

9 After the last presenter:

   - *Open it up for questions if you promised.*

   - *Thank everybody for attending, and politely clear for the next presentation.*