Instructions for Tech and Media Support

Each session room is staffed by (1) a session moderator, (2) a session facilitator, and (3) a tech staff member or student. In some rooms, the facilitator and tech roles may be filled by one person. Below is a description of each role, followed by additional information about the tech and media support role.

All symposium volunteers are warmly invited to lunch at Atwater Dining Hall between 11:30 a.m. and 2:00 p.m. Please also join us at 5:00 p.m. in the Great Hall for the closing reception. We wish you a delightful day interacting with students around their research and creative works.

Thank you!

Description of Roles

(1) Session Moderator
- Faculty or staff member who leads the session in the front of the room
- Briefly introduces the session and each presenter
- Announces transitions, as signaled by facilitator, to keep room on schedule
- Moderates question and answer portion

(2) Session Facilitator
- Staff member located in the back of the room to provide logistical support
- Maintains room safety by monitoring exits and attendance
- Responsible for keeping the room on schedule by explaining and signaling time to moderator and presenters

(3) Tech and Media Support
- May be a staff member or student located in the back of the room
- Provides technical support for media, computers and peripherals

Additional Information for Session Tech and Media Support

- Reference the go/projection handout included in the blue packet if needed
- Before each session:
    - Check that the power cord is connected and remote mice are accessible
    - Open up each presentation for the session and test prior to start
- During the session:
    - Manage the remote mice
    - Switch the projection from Windows to Mac in rooms that don't have both
    - Other duties as required