Instructions for Session Facilitators

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 facilitator role.

All symposium volunteers are warmly invited to lunch at Atwater Dining Hall between 11:30am and 2:00pm. Please also join us at 5:00pm 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 and Primary Duties

(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 Facilitators

1) Pick up your name tag and lunch ticket at the information table in the Great Hall.

2) A blue packet in your room will have a schedule of presenters, for reference and tracking audience attendance (see the following example). It will also contain laminated time cards for signaling. Sit at the back of room so that timing cards are visible and it is easy to take attendance and monitor the room. Please record an approximate peak attendance number for each presenter on the schedule.

S1-104 Narrating the Self
Moderated by Christopher Star, Associate Professor of Classics
Venue: MBH 104

Note: the introductory remarks do reduce the first presenter's presentation time so beginning on time and being brief is appreciated.

Opening script: Please read
Good morning. This session is organized around four 15-minute presentations. The students will speak for 10-12 minutes followed by 3-5 minutes of questions and comments. At the end of each presentation, the audience will have a 5-minute transition period during which anyone switching sessions can leave this room and enter another without disturbing presentations in progress. Adhering to this schedule allows all presentations to begin on time.
[Moderator now has up to 2 minutes to introduce session.]

9:15 a.m. Learning to Love: The Meditations of Marcus Aurelius—**Caius Mergy '17**
ATTENDANCE: _____

9:35 a.m. The Traveling Folktale: Exploring Cross-Cultural Storytelling through Devised Theatre—**Akhila Khanna '17, Nolan Ellsworth '17**
ATTENDANCE: _____

9:55 a.m. Female Voices East and West: A Comparison between *Heroides 7* of Ovid and *Changmen Fu* of Sima Xiangru—**Wentao Zhai '17**
ATTENDANCE: _____

10:15 a.m. The Sound of Music: Dissonance and Harmony in *The Dead*—**Erin Winseman '17**
ATTENDANCE: _____

3) Introduce yourself to the moderator and the presenters before each session and let them know to watch you for time signals with the time cards.

4) Please make sure the session starts and ends on time. Delays reduce presenter's time and throw off the room transition across presentation spaces in MBH.

5) Refer to the room clock, as <u>all clocks in Bi Hall are synced</u>. **The student's allotted presentation time is 13 minutes, with an additional 2 minutes after the talk for Q and A (15 minutes total per student).** To time each talk, hold up the timecards as follows:

   a. Green "5" min to go card at **~8** minutes into the talk
   b. Yellow "3" minutes to go card at **~10** minutes
   c. Red "STOP" card at **13** minutes. This will leave 2 minutes for questions.
   d. Orange "Transition" card at 15 minutes

6) We have allowed for 5 minutes between speakers for setup and transition. Please do not use this time to allow students to over run on their talk. Also, if a student ends early ***do not advance the schedule***. It is important to adhere to the time schedule listed. This will allow people to move in or out of the various sessions and make it to the talks they wish to hear without missing them.

7) As crowd manager, please keep an eye on room capacity, blocked exits, or other safety issues. Fortunately, during the 5 minutes between presentations the crowd will shift so any situation should be short term and alleviate itself. Notify the symposium staff at the information table if there is a persistent issue.

8) At the end of the day, return everything to packet and leave in the room or drop off at the information table in the great hall.

If you need any assistance there will be a tech staff member floater on each floor to contact or symposium support members at the information table in the Great Hall.

Also see the "How to Time a Session" sheet

How to Time a Session

There are 4 cards (green, yellow, red and orange).

The presentation time is 13 minutes, with an additional 2 minutes after the talk for Q&A (15 minutes total per student).

The GREEN card is held up to signal there are 5 minutes left in the talk. If you are counting up to 13 minutes (the entire length of the talk) then you would hold up this card after the speaker has been speaking for 8 minutes.

The YELLOW card is held up to signal there are 3 minutes left in the talk. If you are counting up to 13 minutes (the entire length of the talk) then you would hold up this card after the speaker has been speaking for 10 minutes.

The RED card is held up to signal the end of the talk. This should be held up after the speaker has been speaking for 13 minutes. This ensures they will have time for 2 minutes of Q&A.

The ORANGE card is held up to signal the end of the presentation time. This should be held up at 15 minutes and conclude the Q&A portion. The moderator may continue briefly with a thank you and closing remark.