

Moderating a Symposium Session

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 moderator 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 Moderators

- 1) Check in before the session (preferably in the morning) at the information table in the Great Hall to pick up your name tag and lunch ticket.
- 2) Arrive at your room at least 10 minutes before the start of the session and introduce yourself to the session facilitator and the presenters and check on any name pronunciation.
- 3) You will find a red Moderators' folder on the lectern. It contains a sheet with an opening statement, the session title, the students' names, presentation titles, and start times. Each moderator has a sheet in the right pocket; please find yours. Each student has a total of 15 minutes to present (13 to talk and 2 for Q&A), followed by 5 minutes for transition. Total session time is 75 minutes (unless otherwise noted). See the following example.

9:15–10:30 a.m. Session I: Oral Presentations

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: _____

- 4) Please heed the time cues from the session facilitator and begin your session promptly at its start time. This is incredibly important because people will be coming and going from the session during the transition time and expecting talks to begin and end as scheduled.
- 5) At the beginning of the session, read the opening statement and then introduce the student(s) prior to each talk with give name, class, and presentation title. You have at most a couple of minutes to introduce the session. Please keep your comments very brief so that our start and stop times are consistent across sessions and presentations within sessions. The time used for introductions will likely shorten the Q & A time for the first presenter.

Timekeeping during Presentations

The student's allotted presentation time is 13 minutes, with an additional 2 minutes afterward for Q & A (15 minutes total per student). The session facilitator will hold up the timecards as follows:

- a. Green "5" minutes 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 allotted 5 minutes between speakers for setup and transition to other sessions. 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) At the end of the session, offer general thanks to all speakers and their mentors. If you feel comfortable you could add a few summary words of your own. Return the materials to the red Moderators' Folder, and ***leave it on the lectern for the next moderator.***