UURAF | Room Moderator
Instructions and Responsibilities

Thank you for serving as a Room Moderator at this year's University Undergraduate Research and Arts Forum (UURAF). Room Moderators play a key role in helping exhibit and performance presentations run smoothly at UURAF. This year's Forum takes place on **April 14th** in the Breslin Center.

Primary Responsibilities:
- Introduce each presenter
- Keep track of time during presentation
- Assist student(s) with setting up for their presentation, if needed

When You Arrive…
- Please arrive 20-25 minutes prior to your scheduled shift
- Check in at the volunteer table (**Breslin Center Concourse; enter at Gilbert Pavillion**).

In Your Room…
- Introduce yourself to student presenters as they arrive, answer any questions they have, and explain how you will keep time during presentations (timecards will be provided).
- Students will bring their PowerPoint presentations with them—flash drive or cloud storage.
- Presentations must be downloaded onto the computer in your room. Verify with the students that presentations downloaded successfully and are ready to go.
- Students may **not** use their own laptops. **This policy is listed on the UURAF website.**

During Presentations…
- Each presenter has:
  - 15 minutes for their exhibit/performance, with
  - 3-5 minutes for audience questions
  - 5 minutes will be allotted for the change over to the next presentation
- Use the "*…Minutes Remaining"* signs to help participants time their conclusions.
- If presentations exceed 15 minutes, politely inform students that they are out of time, thank them for the presentation and move to the questions.
- If a presenter fails to show for their presentation, use the time for a break, then resume with the next presentation at its scheduled time. *Please DO NOT move ahead of scheduled timeslots.*
- Technical problems? Contact Breslin Center staff at (517) 432-1989 or go to the Solutions table on the Concourse.

After The Last Presentation…
- Please give the clicker and timer to the next moderator in your room and return any remaining UURAF materials to the volunteer table. Thank you for volunteering at the event!