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 oral presentations run smoothly at UURAF. This year’s Forum takes place on April 8th in the Breslin Center.

**Primary Responsibilities:**
- Introduce each presenter
- Keep track of time during presentation
- Assist student with uploading presentation files if needed

**When You Arrive...**
- Please arrive 20-25 minutes prior to your scheduled shift
- Check in at the volunteer table (Gilbert Pavilion, Concourse)

**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 (time cards will be provided).
- Students will bring their PowerPoint presentations with them on a thumb drive.
- All presentations must be downloaded onto the computer in your room before the first presenter begins. Verify with the students that all 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:
  - Up to 10 minutes for their presentations, with
  - 5 minutes for audience questions.
- If presentations run over 10 minutes, deduct the overage from the 5-minute question period.
- Use the “...Minutes Remaining” signs to help participants time their conclusions.
- If presentations exceed 10 minutes, politely inform student that s/he is out of time and thank them for the presentation.
- 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? Breslin Center staff will be in the hallway outside of the meeting rooms to assist you.

**After The Last Presentation...**
- Please give the clicker and timer to the next moderator in your room. If you are moderating the last session of the day, return any remaining UURAF materials to the volunteer table. Thank you for volunteering at the event!