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 5th in the MSU Union.

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 (Concourse, 2nd Floor, MSU Union).

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:
  - 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? Contact IT Support listed in the room and call or text Lizzy King, 269-449-1522 or go to the Volunteer table on the 2nd floor.

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!