

**NCUR 2020**  
**Montana State University**  
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**Guidelines for Oral Session Moderator**

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As a moderator, you will facilitate an oral session, as time manager and discussion/Q&A leader.

Before the session

- Read the abstracts of your session to familiarize yourself with your presenters. This will help as you introduce each presenter at the session.
- Arrive 10 minutes before the session starts to check equipment/computer, load presentations, meet presenters and resolve any last-minute issues.
- Brief presenters how time warnings will be communicated. I.e. moderator will hold up 5 fingers for 5-minute sign and 2 for 2 minutes to communicate that it should be wrapping up.
- Conference technicians are available should there be problems. on the podium you will find the specific phone numbers for the technicians assigned to your session/building.

Introducing the session

- Begin the session on time.
- Introduce the session
  - Presentations should be given in the order and times in which they are listed in the program, because this is what attendees expect, and because, often, attendees want to hear specific presenters in simultaneous sessions.
  - If a presenter listed in the program fails to appear, use the extra time for discussion or extend the question period for the speakers.
  - In the intro, perhaps ask the audience to please silence their cell phones

During the session

- Introduce presenters: Make brief introductions Including the name of the student, title of their presentation and their university.
- Manage the presentation time: Each presentation should be 15 minutes, plus 5 minutes for Q&A. If a presenter is going over time and showing no signs of stopping, say something such as “you hate to cut such an interesting presentation short, but in fairness to the other presenters, we have to move on.”
- Encourage questions from session participants or raise some of your own.
- Provide a brief session summary at its conclusion. Thank the presenters and session participants.
- End the session on time. Ask all participants to make the room available for the next session.
- Encourage participants to continue the discussion after the session has ended.