**SESSION MODERATORS**

**Specifics for Oral Presentations:**

1. *When should****you****arrive at the venue?* Ten (10) minutes prior to the session, if at all possible.

*2. What should you expect upon arrival?*

a. Two volunteers who have been assigned as “Passport Stampers.” Their responsibilities include keeping a record of student attendance. You are not responsible for this.

b. All rooms should be set up with: chairs, tables, a podium and microphone (if the venue needs it) a screen, data projector and a single computer. The sound system cable should work with the computer.

c. The students using PowerPoint presentations will have loaded their presentations onto the computer on Monday.

d. Two eager student presenters (or groups). **Introduce yourself to students you don’t know**.

*3. What are your duties as session moderator?*

a. Meet & greet the student presenters and audience.

b. Inform the presenters to pick up their certificate at the end of the session from a SLAM committee member.

c. Inform presenters of your method for keeping time (see below).

d. Start and end the session on time.

e. Ask the audience to turn off all electronic devices.

f. Introduce each presenter: **Name, Major, and Title of Presentation.** Feel free to add personal comments, as long as you don’t eat away at the time allotted to the students.

g. Keep time: Each student/group has 20 minutes. Approximately 15 minutes should be oral presentation; 5 minutes should be directed toward Q&A. Please devise an unobtrusive system for indicating 5-, 2-, and 1-minute warnings to the presenter (e.g., hold up pre-marked note cards, stand up & move forward, hold up fingers). Explain your system to the presenters before the session begins.

h. Facilitate the Q&A. Please start the question-asking if silence reigns.

i. Thank and dismiss the audience.

**If you have any questions, about anything, please contact Joy Clifton, Amanda Knapp, Brett Johnson, Al Theisen, or Greg Clemons**

**Passport Stampers keep reading!!!**

**If you are a PASSPORT Puncher:**

1. *What is the student Passport?*

The passports are “documents” each student receives at the Opening Ceremony of SLAM (tucked inside the Program). The Passports provide a way to record student attendance at SLAM sessions.

1. *How are the Passports designed?*

The Passport provides general information, space for students’ names and signatures, and a Passport number to be used at the end-of-day raffle drawing. The Passport has different areas that indicate the various sessions of the day. These areas will be punched as each student **LEAVES the VENUE**. Stamps are miniature SLAM logos, and can’t be faked (we hope).

1. *When should you arrive at the venue?*

 Ten (10) minutes prior to the session, if at all possible.

4. *What are your duties as a Passport puncher?*

a. Help “escort” students into the venue in a timely manner.

b. Help maintain an appropriate atmosphere and behavior, if necessary.

c. Ask students to turn off and put away all electronic devices.

d. Ask latecomers to stand in the back of the room until the break between presentations.

e. Punch each student’s Passport in the **appropriately-marked area as they leave the venue**. The areas are clearly marked for Session I, Session II, etc.

f. By punching as they LEAVE the VENUE, we hope to discourage some regrettable behaviors seen at previous SLAMs – namely students arriving, getting a passport punched and immediately leaving. **Because that undermines the spirit and nature of SLAM participation, please do not punch passports upon entry**. We would also like to discourage “presentation hopping” but you can use your best judgment for punching (the passport!) folks who choose to leave after the first presentation.

*Special Note: Arrangements will be made for the punchers to be delivered to the appropriate venue.*