**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” and “PAWS Sign In”.  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, and smart board/computer. The sound system cable should work with the computer.

c. The students using PowerPoint presentations will have loaded their presentations onto the computer prior to SLAM.

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, Jennifer Roberts, Jonna Kwiatkowski, Misty Rondeau, or Ryan Bell**

**Passport Stampers Sign-In keep reading!!!**

**If you are a PASSPORT Stamper:**

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 stamper?*

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. Stamp 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. Remind any students needing PAWS credit to scan the QR code or sign in at each venue. Should the QR code not work for a student have them sign in the SLAM notebook provided in each venue.

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

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