

## Moderator Guidelines

### 1. Beginning the Session

- a. As soon as you and the judges arrive in your schedule room, provide them with the list of students in that section as well as the scoring sheets. After that, call roll from your list. Please note any no-shows (If any student arrives late for the session, please note that as well. ***Also note students not making effort on presentation***). Ask the judges to introduce themselves by name, position, and company affiliation.

### 2. Order of Presentations

- a. Work through the list you were given, making changes as needed to accommodate audio-visual needs or legitimate personal emergencies of students.

### 3. Introducing Speakers

- a. You need only introduce speakers by name. Students should state the titles of their talks. (***You might want to announce a reminder that cell phones be silenced during presentation times***)

### 4. Timing

- a. Begin timing from the time the speaker “takes control” of the session. For all speakers, begin showing the “countdown” cards at 17 minutes (i.e., with 3 minutes left).

### 5. Question-and-Answer Session

- a. Do not allow students to ask questions of their fellow students.
- b. Please allow judges up to 5 minutes for question and answer. If there are no questions from the judges, you may pose a question or allow the speaker to be seated. Please stop this session after 5 minutes.

## 6. Selecting Winners

- a. After the last presentation, dismiss all students from the room (including the assistant). Ask judges to tally their scores and list their top five speakers on their **Individual Judge Tally Sheet**.
- b. Copy each judge's list onto your **Winners Tally Sheet**. Value each winner as noted on the tally sheet. Add points for each student who was ranked, and determine the top two places from the total points. *In case of a tie for first, or second place, ask the judges to confer and select the top two presenters.*
- c. List the five top students in the blanks at the lower right of the page then sign the bottom of the page.

## 7. Reporting for Your Section

- a. Please collect all materials from the judges, including individual score sheets and **Individual Judge Tally Sheets**. Place all the documents in the provided envelop and hand it to the student assistant who will carry it to room B141.
- b. Please place the **Winners Tally Sheet** and attendance list on top of all other items in your packet. Importantly, be sure you have indicated no-shows and late-comers on the attendance list.

## 8. Announcing Winners

- a. **DO NOT ANNOUNCE THE WINNERS FOR YOUR SECTION.** The top two winners will be announced after lunch following the contest.