

2018 Annual Conference – Moderator Information

This is **your** session and you have ownership. As WRII staff will be tending to a number of other matters when running the conference, it's important to recognize your role as a moderator, and seek help from McKimmon Center technical support when needed. The information provided below will prepare you for what to expect with each session, and how to deal with commonly experienced technical difficulties. We appreciate you helping us make the conference a success by keeping the sessions running smoothly and on time.

Presentations/Session Timing:

- **ALL presenters MUST use microphones** (no matter whether they think they need it or have a loud voice or not). Many attendees have hearing difficulties and microphones ensure everyone can hear.
- Each speaker has 20 minutes total to present AND answer questions. We have recommended that they speak for about 15 minutes and leave 5 minutes for questions. The speaker must stop talking once their 20 minutes is reached. We have provided time cards to help you keep the speaker on track.
- Everything will start at the same time in all concurrent sessions. For example, if the first speaker starts at 10:30 am and goes until 10:45 am with no questions from the audience, wait to start the next speaker until 10:50 am. Do not start the next speaker early. This will allow all sessions to be on time in case attendees want to jump between sessions to view other talks.
- Please use your cell phone to track time, NOT the clocks on the wall of the McKimmon Center. Cell phones are all set to the same time and help ensure sessions are truly concurrent. McKimmon Center clocks vary.
- If a speaker does not show up, do not bump up the next speaker to start sooner. Simply skip the 20 minute slot, and start the next speaker as scheduled. Feel free to use this time for an impromptu discussion, or you can allow the previous speaker to show some supplemental slides if they wish.

Introducing Speakers/Loading Presentations:

- **Loading Presentations: Please arrive to your room 5-10 minutes early to open up each presentation in advance.** We will attempt to open up a web browser and have presentations open in a web window before you arrive, but we cannot guarantee WRII staff availability for this.
- It is the moderator's job to load presentations and switch presentations from one speaker to the next (this can be done while a speaker is answering questions, or after, depending on timing). Please introduce the speakers and the titles of their talks as they come up while you are pulling up their presentation. You do not need to provide any additional info in your introduction. Presentations will be loaded to a google drive folder that will be open on each computer and organized in folders.
- Folders will be named according to session number, and presentations will be named by the presenter's last name.
- If google drive has been closed, open a web browser and go to the following links depending on which session you're moderating, and then find the correct room you're in
 - Concurrent Session 1 – go.ncsu.edu/wriiac_presentations_1
 - Concurrent Session 2 – go.ncsu.edu/wriiac_presentations_2
 - Concurrent Session 3 – go.ncsu.edu/wriiac_presentations_3
 - Concurrent Session 4 – go.ncsu.edu/wriiac_presentations_4
 - Concurrent Session 5 – go.ncsu.edu/wriiac_presentations_5
 - Concurrent Session 6 – go.ncsu.edu/wriiac_presentations_6
- **Please review the "how to launch presentations" doc attached to your email to help ensure you know how to launch presentations from google drive.**

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Introducing Speakers/Loading Presentations:

- **Technical Difficulties:** Please go to the front desk of the McKimmon Center (not the WRRRI registration table) and ask them for assistance if you need it. There is also a courtesy phone on the wall in some rooms that will directly ring the front desk when you pick it up. Going to WRRRI staff just adds a step in the process of resolving an issue.
- Commonly experienced issues and their suggested resolutions are below:
 - If the clicker/laser pointer does not work, it probably needs batteries. Do not delay the start of the session to find new batteries, have the presenter use the laptop to change slides. Once they've started, you can then go search for batteries. Check the podium first for spare batteries first.
 - Unless previously arranged, sound is not turned on in all rooms (to prevent unnecessary feedback). If a speaker tells you in advance of their talk that they will need to play sound during their presentation, let the McKimmon staff know, but don't delay starting the session if the speaker has waited until the last minute to inform you of this need. Most speakers have let us know about this need in advance.
 - Microphone not working - If no mics are working, call McKimmon staff and start session if possible if there is a back-up mic or if speaker has a loud voice. All speakers should use a microphone if available.
 - A remote control/laser pointer for the projector will be in each room. NOTE: If the speaker's presentation slides start flipping forward without them doing it, it may be interference from another remote control device in the next room. The best way to correct this is to remove the remote thumb drive and make the speaker manually move the presentations forward.