

Helpful Hints for ELUNA 2008 Moderators

Before the session:	During the session:	After the session:
Check out the room ahead of time, if possible, including technical setup (see below).	Insist that the presenter(s) use a microphone (this is important!).	Ensure the speaker does not leave with the wireless laser or microphone still in a pocket.
Get help immediately for any technical problems in the room (see below).	Introduce the presenters on time (see below).	Gather up left over handouts and return to the presenter.
Ask presenter how she/he should be introduced and how she/he would like you to handle the Q&A section.	Help the presenter with typing or mousing, if asked.	Vacate the room quickly, especially if a new session is due to begin right away.
Remind the presenter that a PDF version of the presentation is due to Donna Hirst [donna-hirst@uiowa.edu] by 8/1. Thank the presenter if this has already been done.	Watch the time and signal the presenter if necessary. Leave time for questions.	
Offer to help the presenter by typing or mousing.	Be aware of technical problems and get help right away if needed (see below).	
Distribute handouts as people are sitting down. Get help from attendees if needed.	Make sure mikes are working. Be an advocate for the audience as needed.	
As the room fills up, direct people to available seats.	Manage the Q&A portion, if the presenter would like you to.	
Ask attendees to silence their cell phones.	Intervene with presenters or audience as needed to make the Q&A effective.	
Write the URL for the evaluation form on the white/board, if it is not already there.	Encourage attendees to complete the electronic evaluation form.	
Prompt the presenter to start on time if necessary.		

Electronic Evaluation Form: <http://www.el-una.org/eluna2008/survey/index.php?sid=68125&lang=en>

Technical problems include:

Equipment problems (sound system, computer, projector, network connection)
 Windows login or permissions problems
 Missing or non-functioning software (PowerPoint, Internet Explorer, Access)
 Poor room environment (temperature, noise)
 Need for additional chairs
 Go to the ELUNA Registration Desk and they will have someone come to your aid. Ask any Ex Libris staff members in the room to run errands for you.

Your introduction should include:

- Name of the session
- Presenters' names, titles and institutions
- Remind people to do evaluation
- Request that cell phones and pagers be silenced