



ELUNA 2010 FORT WORTH



Moderator Orientation

Janet Lute, Princeton University Library

GENERAL OVERVIEW

Welcome to the ELUNA 2010 Moderator
Orientation Session

Hands-on with the microphones at the end

Very informal, please ask your questions
as we go along



BEFORE THE SESSION PRESENTERS SHOULD HAVE...

- Loaded all of the files that they will need
- If they have requested a live connection: tested it out, and be prepared for it not to work
- Talked with the moderator about introductions and questions
- If you do not know then try and touch bases with the presenter before their session

BEFORE THE SESSION MODERATORS NEED TO...

- Check out the room ahead of time, at least know where it is
- Distribute any handouts. In order to make sure that everyone in the room has a handout you should distribute them as people are seating themselves.
- Enroll help from attendees if needed



BEFORE THE SESSION MODERATORS NEED TO...

- As the room fills up, direct people to seats that may not be visible from the entrance
- Talk with the presenter about introductions and questions
- Yours is a background role, be helpful without being intrusive
- Prompt the presenter to start on time if necessary



FIRST BASIC SKILL

Both moderators and presenters must deal with two basic systems. You don't have to be a technical whiz to use them well.

Computer/projector

The computer you will use is connected to a data projector. What you see on the monitor will also be on the screen. The projector should be on when you get there. If it is not, look for a remote control to turn it on (or adjust it) or get help.



SECOND BASIC SKILL

Microphones



Each room is equipped with microphones. Most of them are wireless mikes like these. The presenter should not hold them; clip them to clothes near the throat. Help the presenter if necessary. They should face forward and talk normally. **Presenters should always use the Microphones.** Moderators will probably use a stand or hand held mike.

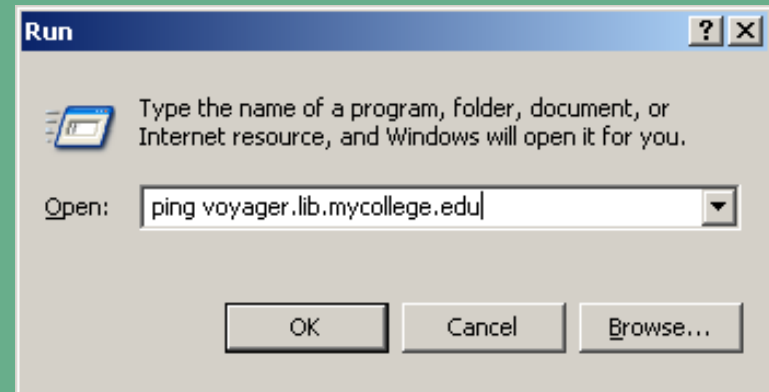
NETWORK CONNECTIONS

Presenters using the internet should test the connection prior to the session. If you're not sure if you're having network problems, firewall issues or something else, just try pointing a web browser to any open site to see if the network is okay. If it is, you can try

ping:

Start → Run → ping <host>

If this does not work, it may be a firewall issue. Get Help



NEED ASSISTANCE?

Don't hesitate to ask for assistance if you need it for:

- Equipment problems (sound system, computer, projector, network connection)
- Missing or non-functioning software (PowerPoint, Internet Explorer, Access)
- Windows login or permissions problems
- Room environment (temperature, noise)
- Additional chairs



HOW TO GET ASSISTANCE

Go to the Registration Desk and they will have someone come to your aid.

Also, feel free to call on an attendee in the room to run errands for you. Try and pick someone you know or a Committee member.

The hotel staff often do a round of the rooms before the sessions begin. They are very helpful if you have an equipment question.



INTRODUCTIONS

Moderators should briefly introduce the session and presenters.

For example:

Welcome to the Moderator Orientation session.

Our speaker this morning is Janet Lute, Integrated Library System Coordinator at Princeton University. Janet has spoken many times on the blarr blarr subject, and we hope that you find the session informative.



Your introduction should include:
Name of the session
Presenters' names and information
Brief comment, if desired.
Reminder about silencing hand held devices.
Keep it short and sweet.

THE PRESENTATION

- Make sure the presenter uses the microphone!!!!
- Moderators should sit so that they are in eye contact with the presenter.
- Watch the time, especially near the end, and signal the presenter when time is short. Leave time for Q&A.
- Be aware of technical problems. Go for help or send someone for help if it is needed.
- When there are multiple presenters moderators should be watchful for microphone hand over issues.



QUESTIONS & ANSWERS

- ? The presenter may want to handle the Q&A section themselves, or may want the moderator to be in charge. Talk about this prior to the session.
- ? Ask anyone with a question to come to the microphones provided. People may line up to use these.
- ? Repeat the question before answering if there is a reasonable chance that some people in the audience did not hear it.
- ? Diplomatically ensure that one person does not “hog” the microphone
- ? Watch the time, and say something like “we have time for one more question”



WRAP UP

Thank the presenters!!!

Remind the presenters to copy their materials to the folder on the desktop. These will be collected each day and put onto Eprints (ELUNA website)

Make sure that the presenters don't walk off with any room equipment such as a mike

Gather up any left over handouts

Vacate the room quickly especially if a new session is due to begin right away



Hands-on Time

