

## **UCUR Moderator & Presenter Information for Oral Sessions**

Thank you for your willingness to participate in this year's Utah Conference on Undergraduate Research!

**Please check-in before moderating.** The check-in table will be located in the Jewett Center (#24, campus map) from 8:00am-2:00pm. You will receive a nametag, conference program (including abstracts and schedule for each session), and t-shirt. Lunch will be in the Health, Wellness & Athletic Center (#21, campus map) from Noon-1:00pm. A student panel discussion will also take place during the lunch session. A campus map is included in the program, and there will be signs directing you to the locations of oral sessions.

### **Equipment for the Oral Session Rooms:**

All the oral presentation rooms will have computers and LCD projectors. Presenters will be able to log in as a guest and access remote PowerPoint presentations. Presenters may also bring a laptop or a jump drive to use although it is not necessary to do so.

### **Please help us implement the following oral session guidelines:**

1. Moderators:
  - Please arrive 10 minutes before the start of your oral session.
  - Please introduce each presenter.
2. Cell phones should be turned off!
3. Oral session presentations must start on time.
4. Each presenter is allowed 15 minutes (12 minutes for the presentation, 3 minutes for questions and answers and transition to the next presenter). We will provide one, two and three minute time card reminders to assist the moderators in timekeeping for the presentations. Presentations must not exceed the time limit.
5. It is important to adhere to the presentation schedule for your oral session. If a presenter is not present at her/his designated time, please do not move to the next presenter until his/her designated time. This may be a good time to initiate a discussion on topics relevant to the session or perhaps the importance of undergraduate research from the student perspective.
6. Ideally, presenters should remain for the entire session, listening thoughtfully to others on the panel. If it is necessary to leave or enter a session that is underway, try to cause as little disruption as possible.

***If you have any questions, please contact Tim Dolan (801.832.2327) or Michelle Parrish (801.832.2303).***