

SYMPOSIUM for UNDERGRADUATE RESEARCH and CREATIVE PROJECTS

Checklist for moderators and judges.

The Symposium Steering Committee would like to extend its thanks to you for taking the time to help make the event a success. The Symposium is a celebration of undergraduate research, but it is also a learning experience for the students, teaching them how to convey information in a public presentation and how to conduct themselves in a professional manner. Your participation is crucial to the learning.

Here is a checklist to help orient you:

- 1) Approximately a week before the Symposium, you should be notified by email of your room assignment as well as which session you have. If you are reading this checklist just before the event without that information, call the Honors office immediately (x68391). Student abstracts for your session(s) should be at our website the week before the event. (<http://undergradsymposium.higp.hawaii.edu>)
- 2) Judging of posters will occur on Friday afternoon from 2:30 p.m. to 4:30 p.m. in Keoni auditorium. You will be given a list of posters to judge in your category and a rubric for judging. If you are looking at this checklist early and you wish to see the rubric now, a PDF link is available on the website.
- 3) Judging of oral presentations will occur on Saturday morning. When you arrive at Keoni auditorium, please go to the registration desk to pick up your name badge and a packet containing a program and the score sheets. The packet will also include a rubric for judging. If you are looking at this checklist early and you wish to see the rubric now, find the link to a PDF version available on the website.
- 4) Become familiar with the room for your session (where the light switches are, etc.) if you have the opportunity. Looking over the equipment will help too. If you have equipment problems, we will have two technical assistants available. They will either be at a desk near the stairs on your floor or at the registration desk in the auditorium.
- 5) Introduce each speaker with name and title of presentation -- using the program for the basic information.
- 6) Students have been told that they should have their presentation on a CD-ROM or DVD and a flash memory stick that has a USB connector. (In general, we recommend they bring the presentation on two devices in case one does not work.) They are not supposed to bring their own laptop. Switching computers causes delays and sometimes projector malfunctions.

- 7) Students have also been told to load their presentations to the computer hard-drive prior to their talks. This pre-loading may not always be possible, but unless the presentation has movies or other large data files, the presentation should run fine from the CD, DVD or flash memory stick, so you may wish to tell students who have not pre-loaded to simply use the files on the disk or memory stick.
- 8) The five-minute question and answer period is also the time available to transition to the next speaker, which is why switching computers or spending too much time on loading a presentation into a hard-drive should be avoided.
- 9) Please be ready not only to facilitate the discussion during the question and answer period, but also to jumpstart the process with your questions and observations. Remember, the abstracts for the presentations are online a week before the event, giving you a chance to read them ahead of time.
- 10) Sticking to the scheduled times for speakers is paramount. Moderators should let students know at the outset that the ten-minute limit will be enforced, and should politely stop a presenter if he or she has gone past that limit and shows no signs of stopping.
- 11) Because audience members will move between session rooms to hear the speakers they have chosen from the program, moderators should do everything possible to keep the presenters in the program order and to have them start at the scheduled time. If a student is not present, it is probably better to take a break rather than juggle the presentation times. Students who fail to show at the scheduled time miss their chance to present.
- 12) Moderators will be assisted by another faculty member to judge the best speaker from each session. We have tried to have partners from disparate disciplines, but please remember that the award is based on the effectiveness of the student's communication skills rather than the specific content of the talk. Logic and cohesiveness can be discerned regardless of discipline, but the quality of a student's performance, including how he or she handled questions, should be the focus.
- 13) Fill out the scoresheets and make remarks. Consult with your partner. Remember that students are given the scoresheets during the symposium as a learning tool.
- 14) Return the completed scoresheets to the registration desk in Keoni Auditorium and report your choice. (Sorry, only one choice can be made per session.)

Thanks again!