Presenter & Moderator
Orientation

Janet Lute, Princeton University
Alan Manifold, Purdue University
GENERAL OVERVIEW

Welcome to the 2\textsuperscript{nd} Presenter & Moderator Orientation Session

We read the evaluations from last year and have made some changes in the outline for this session

The text in black is appropriate for both presenters and moderators

\textcolor{red}{The text in red is appropriate for presenters}

\textcolor{blue}{The text in blue is appropriate for moderators}

Hands-on with the microphones at the end

Very informal, please ask your questions as we go along
BEFORE THE SESSION

PRESENTERS NEED TO...

- Check out the room ahead of time

- Load all of the files that you will need

- You could use your own laptop but you will have to reconnect the projector. Put the connections back when you have finished

- If you have requested a live connection, be prepared for it not to work, and test it out
BEFORE THE SESSION
PRESENTERS NEED TO...

• Bring your own laser pointer if you want to use one

• Make sure that everything works! ! !

• Talk with the moderator about introductions and questions

• Talk with your moderator if you would like them to help during the presentation by typing or mousing for you
BEFORE THE SESSION
MODERATORS NEED TO..

• Check out the room ahead of time

• Pick up the handouts and evaluation forms from the EndUser Registration Desk

• Distribute handouts and evaluation forms. 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

• Offer to help the presenter out by typing or mousing

• Prompt the presenter to start on time if necessary
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.
Microphones

Each room is equipped with microphones. Most of them are wireless mikes like these. If at all possible, don’t hold them; clip them to your clothes near your throat. Face forward and talk normally. Use them at all times when addressing the audience.
If you requested a network connection by 12 March, you should be assigned to a room that has one. This is the most frequent cause of problems for presenters.

Make sure you have a backup plan, in case the network connection doesn’t work. Have PowerPoint slides that show what you want to show or a static database or something that can fill the gap.
Test the connection prior to your 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>

**or telnet:**
Start ➔ Run ➔ telnet <host> <port>

If these don’t work, it may be a firewall issue.
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 EndUser Registration Desk and they will have someone come to your aid.

Also, feel free to call on any Endeavor staff members in the room to run errands for you.

The Marriott 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 Presenter & Moderator Orientation session. Our speakers this morning are Alan Manifold, Systems Implementation Manager at Purdue University and Janet Lute, Integrated Library System Coordinator at Princeton University. We hope you’ll find this session very useful. We will be very interested in your evaluation forms.

Your introduction should include:
Name of the session
Presenters’ names and information
Brief comment, if desired
THE PRESENTATION

• Give your presentation confidently and loudly. Use a microphone at all times. Face the audience when you speak.

• Moderators who are not helping with the presentation (by typing or mousing, etc.) should sit so that they are in eye contact with the presenter.

• Be aware of visual cues from the audience (e.g. hands cupped behind ears) and adjust as necessary.
THE PRESENTATION cont.

• Watch the time, especially near the end. The moderator should 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 and other presenters should help insure microphones are working properly.
PRESENTING TIPS

- Speak loudly – the attendees are there to hear you
- Be confident – you are giving valuable information to at least some of those attending
- Use a microphone at all times when speaking
- Face the audience at all times when speaking – the microphone won’t pick up your voice well if your head is turned
- Draft your moderator or a co-presenter to help with advancing slides or typing, if needed
PRESENTING TIPS cont.

- Don’t read your slides – add explanations to the material there

- Use a laser pointer (if available) to point to specific areas of the screen as you talk about them

- Use your time effectively – don’t end way early or let yourself run out of time before you finish your presentation

- Leave time for Questions and Answers at the end
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”
EVALUATIONS

Distribute evaluation forms to all attendees, preferably when you first distribute handouts. But you could do this near the end.

Remind people to fill out evaluation forms and leave them at the back or front of the room

…Before the Q&A begins

…At the end of the Q&A

…Anytime you notice significant numbers of people leaving

Evaluation forms are crucial to the success of EndUser. Do all in your power to make sure we get as much feedback as possible.

Thank the presenters!!!
AFTER THE SESSION

• EVALUATIONS
  Moderators should collect evaluations from the tables at the back of the room
  Check for evaluation forms left on chairs
• Gather up blank evaluation forms and left over handouts
• Deliver completed and blank evaluation forms, and left over handouts to the EndUser Registration Desk
• Vacate the room quickly especially if a new session is due to begin right away
• Watch your email for your Amazon gift certificate
AFTER THE SESSION cont.

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

- If attendees still have questions, guide them out into the public areas or arrange to meet up with them later.

- If you promised to send attendees more information after the meeting then note this arrangement and remember to follow up.

- Presenters have been asked to submit their presentations files to Endeavor in PDF format between 5 and 18 April.
Hands-on Time