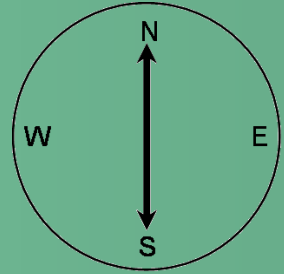


Presenter & Moderator Orientation

Janet Lute, Princeton University

Alan Manifold, Purdue University

GENERAL OVERVIEW



Welcome to the 2nd 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

The text in red is appropriate for presenters

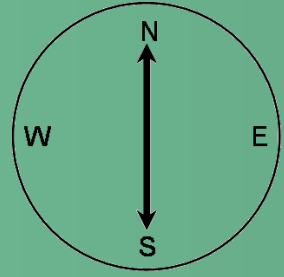
The text in blue is appropriate for moderators

Hands-on with the microphones at the end

Very informal, please ask your questions as we go along

BEFORE THE SESSION

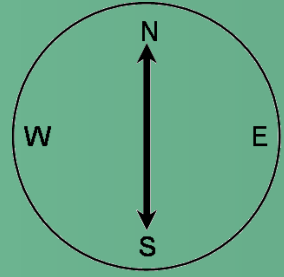
PRESENTERS NEED TO...



- 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

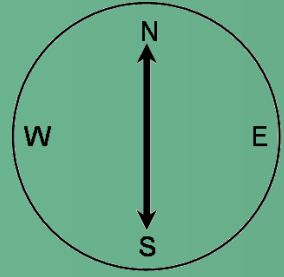
BEFORE THE SESSION

PRESENTERS NEED TO...



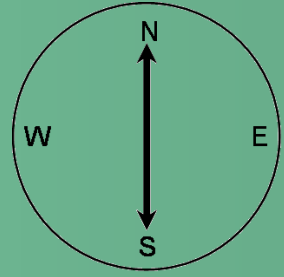
- Bring your own laser pointer if you want to use one
- Make sure that everything works!!!
- Talk with the moderator about introductions and questions
- Talk with your moderator if you would like them to help during the presentation by typing or mousing for you

BEFORE THE SESSION MODERATORS NEED TO..



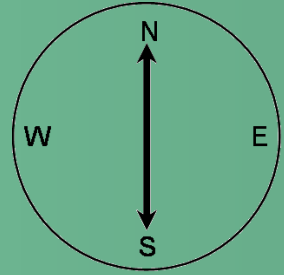
- Check out the room ahead of time
- Pick up the handouts and evaluation forms from the EndUser Registration Desk
- Distribute handouts and evaluation forms. In order to make sure that everyone in the room has a handout you should distribute them as people are seating themselves.
- Enroll help from attendees 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

BASIC SKILLS



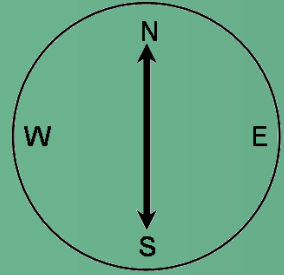
Both moderators and presenters must deal with two basic systems. You don't have to be a technical whiz to use them well.

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.



BASIC SKILLS cont.

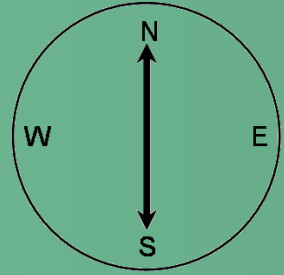


Microphones



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.

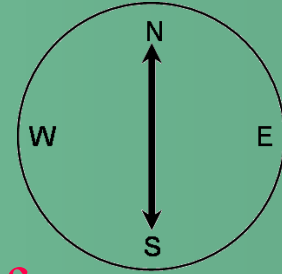
NETWORK CONNECTIONS



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

NETWORK CONNECTIONS

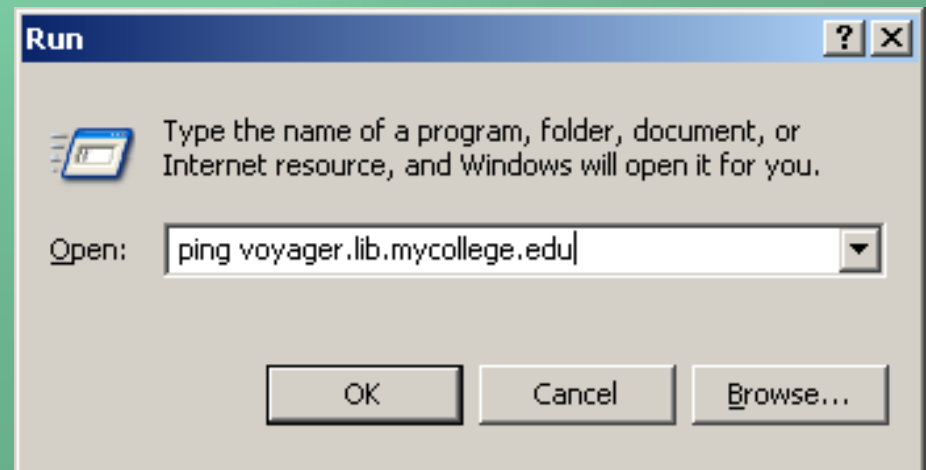


Test the connection prior to your session. If you're not sure if you're having network problems, firewall issues or something else, just try pointing a web browser to any open site to see if the network is okay. If it is, you can try

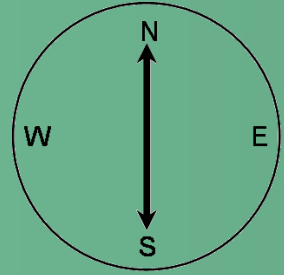
ping: Start→Run→ping <host>

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)

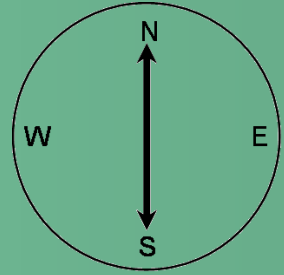
Windows login or permissions problems

Room environment (temperature, noise)

Additional chairs



HOW TO GET ASSISTANCE



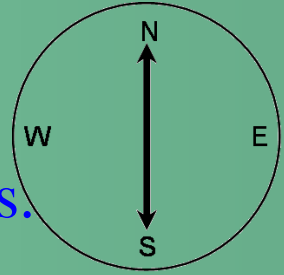
Go to the EndUser Registration Desk and they will have someone come to your aid.

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.

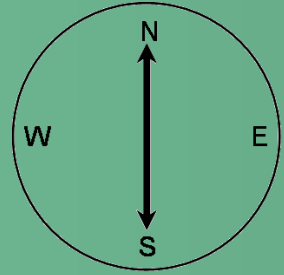
For example:

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

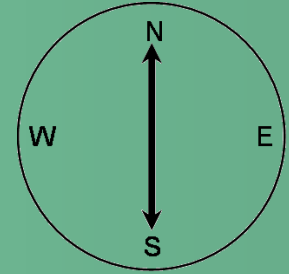
THE PRESENTATION



- 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.



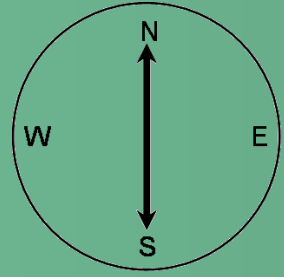
THE PRESENTATION cont.



- 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.



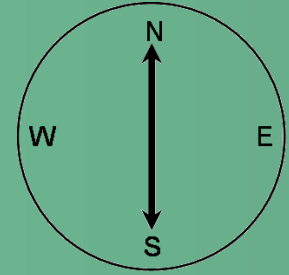
PRESENTING TIPS



- ✓ 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



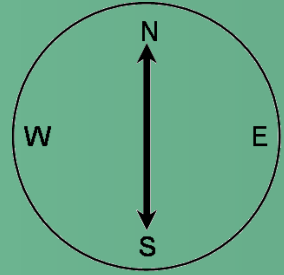
PRESENTING TIPS cont.



- ✓ 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



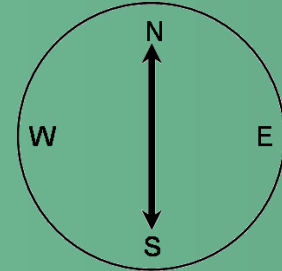
QUESTIONS & ANSWERS



- ? 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.

**Endeavor Users Group Meeting – April 15-17, 2004
INDIVIDUAL SESSION EVALUATION**

Session Number, Date & Time: #1 Th 1p
 Session Title: **The First EndUser 2003 Session**

My Library's Type (circle): Acad Govt Med Natl/State Public Special EHS/Staff Other _____
 My Library's Size (circle): Large Medium Small
 My Library's Location (circle): Americas Europe Asia/Pacific

Rating (circle one response per statement)	N/A	Strongly Agree	Agree	Neutral	Disagree	Strongly Disagree
Speaker(s) was/were knowledgeable about the topic	—	☉☉☉	☉☉	☉	☉☉	☉☉☉
Presentation(s) was/were delivered in a clear and effective manner	—	☉☉☉	☉☉	☉	☉☉	☉☉☉
Speaker(s) was/were engaging	—	☉☉☉	☉☉	☉	☉☉	☉☉☉
Speaker(s) used the allotted time effectively	—	☉☉☉	☉☉	☉	☉☉	☉☉☉
There was adequate time for questions	—	☉☉☉	☉☉	☉	☉☉	☉☉☉
Visual aids were effective	—	☉☉☉	☉☉	☉	☉☉	☉☉☉
Handouts were useful	—	☉☉☉	☉☉	☉	☉☉	☉☉☉
Room set-up was effective for this presentation	—	☉☉☉	☉☉	☉	☉☉	☉☉☉
Session met my expectations	—	☉☉☉	☉☉	☉	☉☉	☉☉☉
Presentation was at the level I expected	—	☉☉☉	☉☉	☉	☉☉	☉☉☉
Whether or not this session met my needs, I would recommend it to others	—	☉☉☉	☉☉	☉	☉☉	☉☉☉
I would be interested in further sessions on this topic at next year's EndUser	—	☉☉☉	☉☉	☉	☉☉	☉☉☉

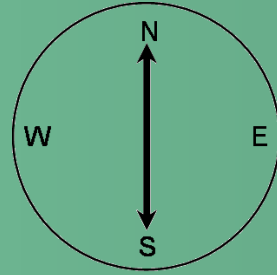
Comments: (please use back of sheet if more room is needed)

- The part I liked MOST about the session was:
- The part I liked LEAST about the session was:
- Additional Comments:

Thank you for completing this evaluation. Please turn it in before you leave the session! We appreciate your input as we continue to improve our Users Group meetings — EndUser Planning Committee and Endeavor Users Group Board

Thank the presenters!!!

AFTER THE SESSION



- EVALUATIONS

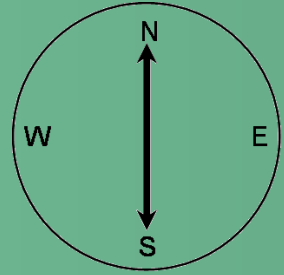
Moderators should collect evaluations from the tables at the back of the room

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

