

2018 Annual Engineering Student Design Conference

Instruction to Moderators

- 1) Students will begin loading their presentations on the instructor computers at **8:30 am**. Eric will log on as an administrator so students should have access to the computers in the room. Please arrive in your room before 9:00 am to make sure all presentations are pre-loaded on the computer.
- 2) Please make sure each session starts on time! Students will be given 20 minutes for their presentation and 8 minutes for questions. Judges will be given 2 minutes to complete the two Assessment forms (in yellow and blue).
- 3) Please stick to the schedule. Students swapping presentation times has caused confusion with best project awards.
- 4) Please use the enclosed time cards to notify presenters when they have only 5 minutes, and then 2 minutes, remaining in their presentation.
- 5) This packet contains 50 copies of rubrics for the judges, entitled “Evaluation of Senior Design Oral Presentations.” Please collect the score sheets/rubrics from the judges and return them to Austin McCoy. *These are on yellow paper.*
- 6) This packet also contains 50 copies of an ABET assessment questionnaire, entitled “Evaluation of Student Design Technical Presentations.” The questionnaire may be completed by judges and other observers (preferably **not** students). Please collect the completed assessment questionnaires and return them to Austin McCoy. *These are on blue paper.*
- 7) Each room should have a staff member or Ph.D. student who has volunteered to assist as needed. Austin McCoy will remain in the EC lobby (at the registration table) throughout the event. Should you need additional forms, etc., please send your volunteer assistant to Austin McCoy.
- 8) Lunch break will be from 12:00 pm to 1:00 pm. Lunch will be served on the third floor of the ENG C for judges, moderators, and volunteer staff room assistants.

Thank you!