Judges,

Thank you for volunteering your Saturday to help make this year’s conference a success. Below is a synopsis of your duties for today. If at any point you have questions or problems, stop by the judges’ table for assistance. Again, thank you for your time.

**Step 1: Before your session.**

- Proceed to the room where your session is being held.
- Meet your fellow judges.
- For oral presentations...
  - Make sure that the equipment in the room is working. As presenters for your session arrive, ask to see if they are using PowerPoints or computer-based media for their presentation. If so, ask them to pre-load their presentations to the display computer now.

**Step 2: The session.**

- Each judge will use a score sheet to score each student individually during presentations.
- Facilitate questions at the conclusion of each presentation.
- For oral presentations...
  - Moderators should make sure presentations begin and end on time. For the oral presentations, students will have fifteen minutes. It’s recommended that 10-12 minutes is used by the student for the presentation and 3-5 minutes are saved for a Q & A. Even if a student does not show up, please maintain the posted schedule so that people who arrive to hear specific talks will not miss them.

**Step 3: After the session.**

- Committees may use the Judges’ Room, DSU 3029 throughout the day as a quiet place to convene.
- Based off of the presentation scores, judges should collectively determine the best single presentation in the session.
- Judges may discuss at this point student strengths and weaknesses.
- Moderators should collect the evaluations, place the winner on top of the stack of forms, and return them immediately to the judges’ table located outside of DSU 3029.
- Most importantly, moderators should let someone at the judges’ table know the name of the winner of their session.
- Session I winners should be reported no later than 10:30 am; Session II winners should be reported no later than 12:00; Session III winners should be reported no later than 3:15 pm. **All winners will be posted online no later than 4:00 p.m. the day of the conference.**