

## Guidelines for moderators at IGeLU 2011

Before the session:	During the session:	After the session:
Check out the room ahead of time, if possible.	Introduce the presenters (see below)	Vacate the room quickly, especially if a new session is due to begin right away
Get help immediately for any technical problems in the room (see below)	Help the presenter with typing or mousing, if requested	<h1>THANK YOU</h1>
Ask the presenter how they should be introduced and how they would like you to handle the Q&A section	Watch the time and signal the presenter if necessary	
Offer to assist the presenter(s) by typing or mousing	Be aware of technical problems and get help if needed (see below)	
As the room fills up, direct people to available seats	Make sure speaker can be heard. Be an advocate for the audience as needed.	
Prompt the presenter(s) to start on time.	Manage the Q&A portion, if the presenter would like you to	
	Intervene with presenters or audience as needed to make the Q&A effective	
	Thank the presenter for their stimulating presentation and lead applause if it wasn't spontaneous.	
	Remind the audience that presentations will be available on the IGeLU website after the conference (if they aren't there already) – <a href="http://www.igelu.org/">http://www.igelu.org/</a>	

Each room will have a PC and a projector. PCs are preinstalled with Israel versions of Windows XP or Windows7; Internet Explorer & Mozilla Firefox (latest versions); MS Office standard (pro -version, 2007) Adobe Reader PuTTY WinSCP.

### **Please don't panic alone!**

You can access technicians and staff responsible for each room through the organization team, easily recognizable by their special badge. Also, feel free to call on any members of the Steering Committee, or Product Working Groups, or Haifa organizing team in the room to run errands for you.

Contact information for technical help if no organizers are on hand		
Technical (IT) support 1: Yoav Ayash or Tzahi Shusterman: 052-8699851	Technical (IT) support 2: Boaz Dotan: 052-6178233	General requests for assistance: Naomi Greidinger 052-8699865