This Way to Sustainability Conference
Volunteer Position Description

POSITION: Moderator Volunteers
(100 volunteers, +2 Gurus)

Timeline: January through dates of conference

DESCRIPTION:
Guru: The moderator Gurus work to enlist volunteers to act as moderators, coordinates schedules, coordinates and assists with moderator training meetings, and will follow-up on moderator/speaker connections in advance of the conference. Maintain moderator volunteer binder, contact lists and schedules.

Moderators are an essential part of the success of this conference in that they act as conference host to the over 140 speakers presenting at the conference. Moderators connect with speakers in advance of the conference to assist with the many aspects of presenting at this conference. Moderators introduce speakers in advance of presentations, assure that all speakers on the panel have been communicated with, assure technical and equipment needs have been accommodated, assure needs are met while at the conference, and speakers are aware of their participation at other conference events during their visit.

Moderators act as our campus representative and conference host for the many speakers participating and maintain continued communication before, during and after the conference.

TASKS:

• Sign-ups
  o As a Moderator Guru, you will be in charge of the moderator binder. This binder will contain a spreadsheet with the session schedules broken down by each day of the conference. The Moderator Gurus will work to fill each session with a moderator/volunteer. The Moderator Gurus will create an on-site check-in sheet in advance of the conference to assure all sessions are filled.

• Training
  o Gurus work with lead conference coordinators to arrange 2-3 moderator training sessions before the conference. During the meeting professional etiquette, advance speaker contact, hosting speakers onsite, equipment use, and many more details are explained. ALL Moderators must attend at least one of these meetings.

• Advanced Communications
  o The Moderator Gurus will be in communication prior to the conference with speakers and moderator volunteers. E-mail communication, as well as telephone conversations will be a must. In addition, gurus will use Microsoft for communications and setting up e-mail contact lists for volunteers. Gurus will need to commit an estimated 2-4 hours per week in the ISD Office to complete tasks.

• Conference
  o During the conference Moderator Gurus will be organizing volunteers and ensuring that moderators and speakers find their way to their assigned rooms at the right time ready to give their presentations using on-site check-in sheets. If there are no shows (either moderator or speaker), Moderator Gurus will need to provide a stand in moderator if necessary. Some speakers are comfortable
introducing themselves if their moderator does not show, but it reflects poorly on
the college! If a speaker does not show you may have to inform the audience that
the session has been cancelled.

- **Room tasks:**
  - Moderators are all responsible for an on-site session survey sheet.
    Moderator Gurus will work to make sure one survey sheet is available in
    all sessions and will work to collect them at the end of the day. These
    sheets are crucial to the overall conference logistics as they tell the
    coordinators which sessions were most attended, identify problems that
    may have occurred during the session, etc.
  - Capacity – Moderators are responsible for assuring the sessions do not
    exceed capacity for the room. Each room will be equipped with a
    “Session Full” sign that moderators can use to stop additional attendees
    from entering when full capacity is reached.