This Way to Sustainability Conference
Volunteer Position Description

POSITION: Moderator Volunteers
(45 volunteers, +2 Leads)

Timeline: February through dates of conference

DESCRIPTION:
Leads: Work to enlist volunteers to act as moderators, coordinate schedules, coordinate and assist with moderator training meetings. Maintain moderator contact lists and schedules.

Moderators are an essential part of the success of this conference in that they act as conference hosts. Moderators will introduce speakers in advance of presentations, assure technical and equipment needs have been accommodated, and assure needs are met while at the conference.

Moderators act as our campus representative and conference host for the many speakers participating.

TASKS:
• Training – work with lead conference coordinator to arrange moderator training sessions before the conference. Training should include professional etiquette, equipment use basics, and more. All moderators must attend at least one training.
• During the conference – ensure speakers are able to find their way to their assigned rooms at the correct time to deliver their presentation. Moderators will introduce the session and at the close of the session, will remind attendees to rate the session content via the conference app.
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.