

North American Intercollegiate Dairy Challenge

Responsibilities of Presentation Volunteers – Day 3

For timer and door monitor volunteers: *If an individual has been assigned to fill each of these responsibilities for the AM session and the PM session, you can coordinate with the person serving in your room and your position (i.e., AM timer and PM timer Dairy A, AM monitor and PM monitor Dairy B, etc.) to switch off to fill the position throughout the day instead of one working all morning and one working all afternoon.*

Moderator

- In control of the presentation room
- Coordinate all presentation activities and maintain allocated time schedule
- Provide presentation photocopies to judges & yourself
- Seat dairy manager/owner & provide copy of presentations
- Provide instructions to teams after they enter the room
- Remind teams of hand signals at 5 min and 2 min remaining
- Remind everyone in the room to mute cell phones
- Introduce team by number
- If necessary, stop the presentation if too long
- Ask everyone to leave the room during the judges' deliberations (except moderator)
- Have judges introduce themselves during the oral feedback period
- Instruct team to have photo taken immediately after question session.

Timer

- 20 minute maximum for presentation
- Give teams hand signals at 5 min and 2 min remaining
- 10 minutes for question period
Everyone but judges leaves the room
- 15 minutes for judges' deliberations
- 10 minutes for oral feedback
- 5 minute break

Tech support

- Set up computer and projector
- Open presentations on laptop
- Explain laser pointer and LCD projector controls
- Provide technology support as needed

Door monitor

- Remain inside presentation room
- No one should enter or leave during presentations and questions
- Coordinate team movement between prep rooms and presentation room
- Coordinate seating of the team coach(es) - ***coaches can view their students and are allowed to record the presentation***

- Coordinate movement of sponsors into rooms
- Coordinate team entry into room on time
- Debriefers will pick up teams after the judges feedback
- Make sure this sign is posted outside the door: Presentation in Progress - Do Not Enter.