CMS Career Carnival

Information for Room Moderators

Thank you for volunteering to be a moderator. Your involvement will help ensure that the Carnival runs smoothly for everyone. We could not do it without you!

* Carnival Time line:
	+ 8:10-8:40: Presenter set up
	+ 8:45-9:35: Carnival Session #1
	+ 9:40-10:30: Carnival Session #2
	+ 10:35-11:25: Carnival Session #3
* Things to do:
	+ Help the presenter(s) with set-up and take-down (e.g. move tables, make photocopies, help hand out materials to students)
	+ If the presenter needs anything please help them obtain it, please come to the main lobby if you are need of assistance by a Carnival committee member
	+ Help split students into smaller groups in the classroom when necessary
		- If there is more than one presenter in your room students will need to be split either in half or thirds when they arrive. These smaller groups will then rotate between the presenters over the course of the 45 minutes.
	+ Time-keeper: Some presenters will have the entire 45 minutes to present while others will only have 20 or 15 minutes with each group of students before rotating. Again the time is determined by the amount of presenters in the room.
* Hospitality Room
	+ If presenters would like something to drink or eat please pick them something up in the Hospitality Room which is located on the 2nd floor. Feel free to grab a drink or snack for yourself too!
* Certificates of Appreciation
	+ Please make sure that each presenter in the room receives his or her certificate before leaving.
* Evaluations
	+ Please make sure to collect the Presenter Feedback & Evaluation Form from each presenter in the classroom.
* You will receive specific information about where you will be located and the presenters you are with when you arrive.