

## **Host's Responsibilities**

1. Sit in the front row.
2. When the presenter is ready, introduce her/him (in no more than thirty seconds). Give the presenter's name. Describe the presenter's educational background. ("... is a senior majoring in ... Engineering and expects to graduate in ....") Mention interests and/or plans for the future ("After graduation, ... hopes/plans to ....") Name the topic of the talk. ("Mr./Ms. ... will speak to us today on the subject of ....")
3. When the presenter has finished or the technician indicates that the time allotted for the presentation has passed, whichever comes first, stand up, thank the presenter and ask the audience for questions. (Let the presenter field the questions.)
4. When the technician tells you that time has expired, or when there are no more questions, whichever comes first, thank the presenter again and initiate applause.

## **Technician's Responsibilities**

1. Help the presenter verify that the equipment (computer, pointer, etc.) is ready. Be sure the lights are fully bright for the introduction.
2. If lights need to be dimmed for better visibility of the slides, dim them after the host has introduced the presenter.
3. Sit in the seat agreed upon by you, the presenter and the host.
4. Time the presentation. Record the time elapsed for the presentation (not including questions). Take the following actions only if the presenter has not finished at the specified times. After 10 minutes, raise your hand with five fingers spread until the presenter acknowledges your signal. After another 3 minutes, stand until the presenter acknowledges you, then sit. After the final 2 minutes, signal the host that the time allotted for the presentation has passed.
5. After 20 minutes, or when there are no more questions, whichever comes first, tell the host that time has expired and, if the lights were dimmed, reset them to fully bright.