

Moderator Evaluation and Attendance Sheet



Moderator Name: _____

Session Date: SUN MON TUES WED **Session Time:** AM PM

Session Type: Symposium 10-min Student 10-min 3-min Student 3-min

Session Name/Number: _____

Room: _____

Please take attendance at three points during this session:

1. _____ 2. _____ 3. _____

Did you have any no-show presenters? Please list the presentation number from the Program Book below:

Equipment Performance: If there was a problem with any aspect of the room, please indicate it here:

Video Projector: _____

Audio/Sound: _____

Lights: _____

Computer: _____

Other: _____

Additional Feedback and Comments:

Please submit this form online using the link you received via email at the conclusion of your session. Thank you!