What to do as a moderator?

The Department may ask the PhD students to help out as a moderator on special events like
- Undergraduate Final Year project presentations (usually end of June)
- MSc project presentations (usually middle of September)

Duties and goals of a moderator include:

- Starting/introducing presentation
- Time keeping of overall length of presentation
- Starting a question session when appropriate
  (e.g. after 10min presentation a 2-min-questions session starts)
- If needed, direct questions yourself
  (means that the moderator starts by asking a question himself to keep the flow)
- Ensuring that all academics fill in the mark sheet