**Room Moderator Instructions**

1. **After checking in so we know you’ve arrived, please go to your session’s room to help your speakers get settled.** Find out whether your speakers plan to facilitate individual activity stations or a large group activity so you’re prepared for this part of your script.
2. **Be in the ballroom with your industry sign by [15 MINUTES BEFORE END OF WELCOME SESSION].** At the end of the welcome session, each industry moderator will be called to the front of the room one by one. You’ll display your sign so kids can find you. When your group is assembled, walk them to the room for Session One.
3. **During the session, your job is to prompt the speakers with a few questions and keep track of the time, so each session ends on time.** *See attached script.*
4. **At the end of Session One and Two, students are dismissed to their next session.** Please remind them to grab a snack or visit the restrooms, if needed, before reporting to their next session. As you can, offer to help students find their next room assignment without leaving your room.
5. **In the final five minutes of Session Three, please hand out the student surveys and ask students to complete them before leaving your session.** Once they’ve returned the surveys, instruct them where to go to prepare to load the buses. If you aren’t sure, please ask an event organizer where to instruct students to report after your session.

**Schedule of Events [ADJUST TIMES FOR YOUR EVENT]

9:15 — Welcome Remarks and Opening Presenter, [NAME]**
*9:45 — Transition to Session One in groups*
**9:55 — Session One**
*10:40 — Transition to Session Two*
**10:50 — Session Two**
*11:35 — Transition to Session Three*
**11:45 — Session Three**
*12:30 — Load buses to return to school*

**CITY NAME
Career Hunt Sessions, Speakers, Locations and Room Monitors**

 **[Update all highlighted information]

Aerospace & Aviation – ROOM NUMBER**• Speaker One, email address
• Speaker Two, email address
• Speaker Three, email address

**Agriculture & Animal Health – ROOM NUMBER**

• Speaker One, email address

• Speaker Two, email address

• Speaker Three, email address

**Business & Administrative – ROOM NUMBER**

• Speaker One, email address

• Speaker Two, email address

• Speaker Three, email address

**Construction – ROOM NUMBER**

• Speaker One, email address

• Speaker Two, email address

• Speaker Three, email address

**Culinary & Food Service – ROOM NUMBER**

• Speaker One, email address

• Speaker Two, email address

• Speaker Three, email address

 **Energy – ROOM NUMBER**

• Speaker One, email address

• Speaker Two, email address

• Speaker Three, email address

 **Manufacturing – ROOM NUMBER**

• Speaker One, email address

• Speaker Two, email address

• Speaker Three, email address

**Medical – ROOM NUMBER**

• Speaker One, email address

• Speaker Two, email address

• Speaker Three, email address

**Public Service – ROOM NUMBER**

• Speaker One, email address

• Speaker Two, email address

• Speaker Three, email address

**Service – ROOM NUMBER**

• Speaker One, email address

• Speaker Two, email address

• Speaker Three, email address

**Technology – ROOM NUMBER**

• Speaker One, email address

• Speaker Two, email address

• Speaker Three, email address

**Transportation – ROOM NUMBER**

• Speaker One, email address

• Speaker Two, email address

• Speaker Three, email address