

Moderators:

Round 1 : 6-6:45pm
Round 2: 6:50-7:30pm
Round 3: 7:35 -8:15pm

- Familiarize yourself with the laptop & Google Drive to ensure you always use the correct round of questions
- Take a picture of the room so you can return it to its exact condition at the end of the event
- Arrange desks so teams have room to sit on the floor in two circles
- Read opening remarks and question procedure (before round 1 only)
- As audience member to flip door hanger once round is completed
- Position the teams in a manner that facilitates conferring among team members without providing an advantage to the opponents
- Count the students (no more than 12 at a time per team) and identify team captain
- Determine who is Team A: think of number between 1-10; closest guess by each team captain becomes Team A
- After Rounds 1 & 2, release teams to next round upon completion
- After Round 3, notify CCIU volunteer you are done so medals can be awarded
- Bye-Round Instructions: Read instructions on reverse if only one team is in a round.
- Return the laptop to RO staff before leaving your room and return room to its original state

Scorekeepers:

- Help moderator arrange room
- Prepare to time each question using phone or other device (20 seconds max. once question is asked)
- Familiarize yourself with scoring sheet using one side per round
- Before round one starts, give out unique scorecard to each round one team chaperone
- Recruit backup scorekeeper from audience; give he/she a scoresheet and pencil to also keep score
- After 40 questions are asked for each round, tally scores and verify with back-up scorekeeper
- Add scores to each team scorecard and initial (scorecards will travel with the teams)
- At end of round 3, give scorecards to your designated CCIU volunteer
- Help moderator return room to order

Bye Round Instructions to Team

A “Bye-Round” occurs when there is an uneven number of teams registered for this event. The following are special instructions to follow if only one team is present for a round.

- Your team will be asked 20 questions.
- The score will be entered on the team score card and “Bye Round” will be noted next to the score.
- At the end of the third round, your team can decide to use this score or use an average of the scores from your other two rounds.

Note: Since your team will have extra time at the end of this round, we can ask additional questions for fun however, these questions cannot be counted toward your score.