

# UURAF | Judge Table

## Instructions and Responsibilities

Thank you for serving as a volunteer at this year's University Undergraduate Research and Arts Forum (UURAF) happening on April 14<sup>th</sup> at the Breslin Center. Volunteers play a key role in helping the event run smoothly.

### Primary Responsibilities:

#### Greet and Check-In Judges

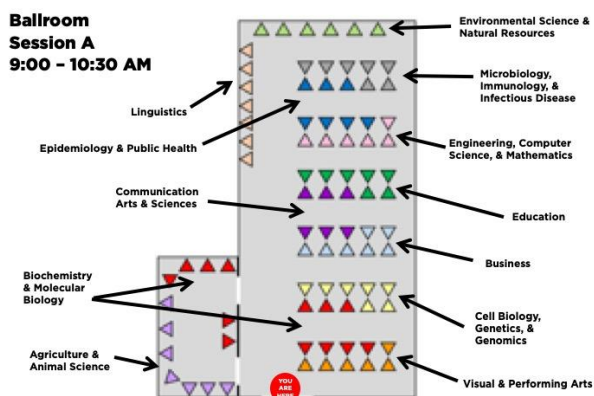
- **locate the packet for the judge and review the contents**
  - Name Tag, Food Voucher (valid *TODAY only*), Dairy Store Coupon (does not expire), Judging Instructions, and list of student presentations to review. Offer a pen and clipboard if they would like to take notes
  - Describe the importance of selecting **ONE first-place winner** at the completion of the session.
  - Judging must be completed by **5:00 PM on April 14<sup>th</sup>**
- **Review how to locate presentations (use screenshots below)**
  - Category/Room/Section listed on name tag and label of packet
  - Signs inside the Arena will indicate locations for category/section
  - Explain that they should verify poster # matches between the judge sheet and poster # on easel (see below for example)
  - **POSTER No Shows:** If an easel is empty / "presenter no show" – move to next poster.
  - **EXHIBIT/PERFORMANCE No Shows:** If a student does not show up, the time will be used as a break. Do not move ahead of schedule.

#### Signs in the Arena

#### Verify Number Below

#### Poster

### UNIVERSITY UNDERGRADUATE RESEARCH & ARTS FORUM



### When the Judge Returns at the end of the Session

- Review the completed judge form – verify that a winner has been selected
- Thank the judge for volunteering
- Indicate that the judge form have been received on the check-in sheet

- **Begin calling judges by mid-day if their session is over, and we have not received their form**