Thank you for serving as a volunteer at this year’s University Undergraduate Research and Arts Forum (UURAF). 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 ($8 – valid *TODAY only*), Dairy Store Coupon (valid for 2-3 months; *expired coupons are accepted* due to pandemic closures), Judging Instructions, and list of student presentations to review. Offer a pen and clipboard if they would like to take notes
    - **All judging is online**—they must sign into their Symposium account to see their assignments and evaluation forms.
    - Describe the importance of selecting **ONE first-place winner** at the completion of the session. The form to select the winner will appear after they have completed all evaluations.
    - Judging must be completed by **5:00 PM** on April 8th
  - **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” – make a note on the judge form, submit the form, and move to next poster. **ORAL No Shows:** if a student does not show up the time will be used as a break, do not move ahead of schedule.

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**SIGNS IN THE ARENA**

**VERIFY NUMBER BELOW POSTER**
When (if) the Judge Returns at the end of the Session

- Review the completed judge forms in Symposium – verify that a winner has been selected in Symposium
  - Note: it does take a few minutes for servers to sync. Data display is not immediate.
- Thank the judge for volunteering
- Indicate that the judge forms 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 forms