

UURAF | Presenter Check-In Table

Instructions and Responsibilities

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 Presenters**
- **Locate the Name Tag for the presenter and check-off the box next to their name**
- **If the student does not have a name tag or the information is incorrect**, or there are any other issues/concerns, send them immediately to the **SOLUTION CENTER** (located near the Volunteer Table).
- **Encourage students to take the stairs, if possible. There is only 1 small elevator.**
 - Rooms B – D on Mezzanine level
 - Posters on Arena level
- **Poster Presentations – Additional Information**
 - **Session B (11:00 – 12:30) give the student with the poster 4 binder clips**
 - Presenters should not need binder clips after session B. Indicate that they can come back to the table to get more binder clips if needed once they've located their easel.
 - **Review how to locate easel (use screenshots below)**
 - Category/Section/Time/Session is listed on name tag
 - Signs inside the Arena will indicate locations for category/section
 - Explain that they should verify poster number matches that on their name tag **and** on the easel (see below for example)

Signs in the Arena

Below Poster

Verify Number

