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
  - For Poster Presentations in Session A (1:00 – 2:30) give the student with the poster 4 binder clips
    - Presenters should not need binder clips after session A. Indicate that they can come back to the table to get more binder clips if needed once they’ve located their easel.
  - For POSTERS: Review how to locate easel (use screenshots below)
    - Category/Room/Section listed on name tag
    - Signs inside the Arena will indicate locations for category/section
    - Explain that they should verify poster # matches between their name tag and poster # on easel (see below for example)

- **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 stars if possible. There is only 1 small elevator.**
  - Rooms A – D on Mezzanine level
  - Posters and Room 26 on Arena level