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)

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**Signs in the Arena**

**Verify Number**

**Below Poster**