Thank you for serving as a volunteer! Volunteers play a key role in helping our events run smoothly.

**Primary Responsibilities:**
- Greet and Check-In Presenters
  - Locate the Name Tag for the presenter and note on check-in sheet
  - For Presentations in Session A (9:00 – 10:30) give the student with the poster 4 binder clips
    - Presenters should not need binder clips after session A since students should leave them on the poster boards for students in the following sessions.
    - Indicate that they can come back to the table to get more binder clips if needed once they've located their easel.
  - Info on how to locate easel (use screenshots below)
    - Assigned Category/Room/Section listed on student nametag
    - Signs near each presentation room will indicate locations for specific category/section (see below for example)
    - Explain that they should verify that their poster # on their name tag matches to the poster # on their easel (see below for example)
- If the student does not have a nametag or the information is incorrect, or there are any other issues/concerns, send them immediately to the SOLUTION CENTER.
- Encourage students to:
  - Visit the Graduate School Fair when not presenting
  - Provide feedback to their peers. If they review 5 other presentations, they can receive a Dairy Store coupon!

**SIGNS NEAR PRESENTATION ROOM**

**VERIFY NUMBER**

**BELOW POSTER**

Mid-SURE Presentation Locations