

UURAF/Mid-SURE | Presenter Check-In Table

Instructions and Responsibilities

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

BELOW POSTER

VERIFY NUMBER

