

Volunteer Roles: URCAD 2009 (Wednesday, April 22, 2009)
Sign up with Janet McGlynn, mcglynn@umbc.edu, 5-5754

More detailed descriptions of the volunteer positions are available.
Many positions require several volunteers over the course of the day.
Sign up for the hours you are available.

Tuesday 4/21

Early Posterers (Monday 7-10 pm) or Tuesday 6-8 am

Early posterers walk around campus, preferably before 9 am (or the evening before) to put up signs announcing that URCAD is tomorrow. Each posterer is assigned to specific buildings or an area of campus.

Ballroom Set-Up Tuesday 12:00 – 2:00 p.m., 1:00 – 4:00 p.m.

These volunteers set up the presentation locations, posting signs and organizing materials.

Evening Posterers Tuesday 7:00 – 10:00 p.m.

Evening posterers hang up posters throughout campus that announce “URCAD TODAY.” Each posterer is assigned to specific buildings or an area of campus.

URCAD Wednesday 4/22/2009

Photographers 8:30 a.m. – 3:30 p.m.

Photographers take pictures at the URCAD presentations around campus. Photographers must have use of a digital camera.

Runners 7:00 a.m. – 3:30 p.m.

Runners help the program operate smoothly by delivering materials or messages as needed.

Green Room Staffers/Ballroom Lounge 8:30 a.m. – 3:00 p.m.

Green Room Staffers work in the ballroom lounge welcoming and providing materials to faculty moderators and students presenters

Ballroom Microphone Announcers 9:45-11:00 a.m., 11:00 a.m.-12:30 p.m., 12:30-1:30 p.m., 1:30-3:00 p.m.

Ballroom microphone announcers provide simple, clear, short announcements of upcoming oral programs and make other necessary assorted announcements. Text is provided for all announcements.

Supervisor of tables and guest check in 8:15-11:15 a.m., 11:30 a.m.-12:30 p.m., 9:00-11:00 a.m.

The supervisor of tables and guest check in assists table groups in finding their space, distributes programs, keeps a list of faculty in attendance, and explains the venues and program to any and all.

Research Table Staffer 8:30-10:30 a.m., 10:00 a.m.-12:30 p.m., 12:00-2:30 p.m., 2:00-3:30 p.m.

The research table staffers talk with attendees, giving information about how to get involved in research. An information session is held in early April to prepare table staffers.

Wrap Up Help 3:00-4:00 p.m.

These volunteers collect posters, help remove materials, ensure equipment is returned to proper locations, etc.

Room UC 310 and 312 Wednesday, April 22, 2009 (8 a.m. to 3 p.m.)

Room Monitor 9:00 a.m.-12:00 p.m., 1:00-3:30 p.m., and 12:00 – 1:00 p.m.

The room monitor makes sure all is running smoothly, helps to resolve any problems, and directs speakers and attendees to seating.

Respondent 9:00 a.m.-12:00 p.m., 1:00-3:30 p.m.

The respondent listens closely to each speaker, whether in an area of respondent's expertise or not. He or she then prepares to ask at least one thoughtful question of each speaker, if no one else from the audience starts with a question.

AV Operator 9:00 a.m.-12:00 p.m., 1:00-3:30 p.m.

All presenter .ppt files for use in this room are to be assembled in advance of the day on a memory stick. The AV operator will transfer these files to the computer, review the file names, and test operations before 9 am.

- He or she will call up the .ppt or other program needed for each presenter and click slides forward for the presenter if the optical clicker fails in some way.

Usher 9:00 a.m.-12:00 p.m., 1:00-3:30 p.m.

The ushers encourage attendees to enter, direct them to seating, and change signs showing current speakers.

General Session Seaters 11:45 a.m.-12:15 p.m.

The plenary session seaters role requires very assertive and friendly individuals. They direct people to seats, cajoling and prodding them to move the middle of the rows of seats and leaving absolutely no empty seats between people.

Dance Studio, FA 317 9:00 a.m.-12:00 p.m.

Room Monitors, Respondents, and Ushers needed: see above descriptions

Film Studio 1:00-3:00 p.m.

Room Monitors, Respondents, and Ushers needed: see above descriptions

Thursday 4/23/2009

Follow up Assistant 9:00 - 11:00 a.m. (approximately)

The follow-up assistant should have a flexible schedule. He or she will take down flyers/posters all over campus, return poster boards and easels, throw away paper posters, etc.

For more information on how to get involved with URCAD, contact Janet McGlynn via mcglynn@umbc.edu or call 5-5754