

## INSTRUCTIONS FOR STUDENT VOLUNTEERS

- Please, make sure that you know the day and room you are assigned to.
- Before first session go to Room 204 in the Convention Center to pick up radios and laser pointers assigned to your room. You will be also responsible for returning them to Room 204 after the last session.
- Be in the assigned meeting room at least 15 minutes before each session.
- The A/V staff will be inspecting all rooms before each session but you are ultimately responsible to confirm that the equipment is working. If not, do not wait for the A/V staff to show up but contact them immediately using your radio and **provide your exact location: room name and number.**
- Introduce yourself to the session chair. Most chairs will have a special badge. If a session chair does not show up you will need to find the replacement, in the following order: (1) ask the audience if someone will serve as chair; (2) ask the speaker of the first talk to continue as chair after the talk; (3) you become the session chair.
- Review Instructions for Speakers and Session Chairs so you know what speakers and chairs expect from you.
- Help speakers to connect their computers to the A/V equipment and test if the images appear on the screen. If not, remind speakers that laptop resolution be set to 1024 by 768 or lower. If the images still do not display suggest that they run their presentation from a memory stick on another connected computer that works.
- There is very little time to recover from an A/V malfunction, should one occur. You MUST contact immediately A/V staff using your walkie-talkie at the first hint that a serious malfunction occurs, such as a switching box not working or projector not turning on. Make sure that you provide your exact location: room name and number.**
- After the session ends make sure that you check all the equipment and that it is ready for the next session. After the last session of the day in that room return a radio and a laser pointer to the A/V staff room 204.
- If you notice ANY problems with A/V equipment, even minor, report them after the session to the volunteer leader AND the A/V staff.

## ADDITIONAL INSTRUCTIONS FOR VOLUNTEER LEADERS

- Please, make sure that you know what rooms and sessions you are responsible for.
- Go to each meeting room before sessions start and confirm that a student volunteer is present for each session. If all students are present you are free to go to attend other talks.
- If a student volunteer is absent: (1) call an alternate to replace the absent student; (2) if no alternate can be found you are to serve as a student volunteer in that session.
- When session ends, go to each meeting room and check that the A/V equipment is in order and ready for next session. Any problems with A/V equipment noticed by you or volunteers are to be reported to the A/V staff.