

Symposium Volunteer Time Slots

***multiple slots available

Date	Session Time	Volunteer Opportunity
TUESDAY, February 6th		
	Pre-symposium	Pre-Symposium Logistics***
2/6/2016	8:00 - 10:30	Computer Support: Technical Support
2/6/2016	8:00 - 10:30	Computer Support: Loading Presentations at Front Desk***
2/6/2016	8:00 - 5:00	Registration and Front Desk (multiple shift times)***
2/6/2016	10:30 - 12:00	Computer Support: Loading Presentations at Front Desk***
2/6/2016	8:00 -10:00	Poster: Help during poster presenter set-up
2/6/2016	8:15 - 10:00	Session: Opening Plenary Session***
2/6/2016	10:00 -10:30	Break
2/6/2016	10:15 -12:00	Session: Concurrent Oral Presentations (5 Sessions)***
2/6/2016	12:00 -1:30	Lunch***
2/6/2016	1:15 - 3:00	Session: Concurrent Oral Presentations (5 Sessions)***
2/6/2016	3:00 - 3:30	Break
2/6/2016	3:15 - 5:00	Session: Concurrent Oral Presentations (5 Sessions)***
2/6/2016	5:00 - 5:30	Poster: Judges meeting
2/6/2016	5:30 - 7:30	Poster: Poster Session***
2/6/2016	5:00 - 7:30	Reception
2/6/2016	6:30 - 8:30	Poster: Help with entry of judging scores into database
2/6/2016	7:30 - later	Poster: Set up 5 SWS poster boards in main hallway***
2/6/2016	7:30 - later	Poster: takedown*** (<i>tentative</i>)
WEDNESDAY, February 7th		
2/7/2016	8:00 - 5:00	Registration and Front Desk (multiple shift times)***
2/7/2016	8:00 - 10:30	Computer Support: Loading Presentations at Front Desk
2/7/2016	8:15 - 10:00	Session: Concurrent Oral Presentations (5 Sessions)***
2/7/2016	8:30 - 10:00	Poster: takedown*** (<i>tentative</i>)
2/7/2016	10:00 -10:30	Break
2/7/2016	10:15 - 12:00	Session: Concurrent Oral Presentations (5 Sessions)***
2/7/2016	12:00 - 1:15	Lunch***
2/7/2016	1:15 - 3:00	Session: Plenary Session - Telling Water's Story***
2/7/2016	3:00 - 3:30	Break
2/7/2016	3:30 - 5:00	Session: Final Plenary Session***

Symposium Volunteer Role Descriptions

Pre-Symposium Logistics

Assist in compiling materials for the Symposium, such as nametags, poster materials, amenities, and check-in materials. This will take place several days prior to the event and will have more flexible time slots and scheduling.

Poster

Assist in various tasks related to the poster presentations, from setup to judging to takedown.

Board Setup

Help set up the poster boards in the correct orientation for the presentations.

Presenter Setup

Assist poster presenters in setting up their posters on the provided poster boards.

Judges Meeting

Provide support during the judges meeting prior to the poster presentation session.

Poster Session

Provide logistical support to the judges and presenters during the poster presentation session.

Score Entry

Assist in entering judges' scores into our database for the student poster competition.

SWS Poster Board Setup

Set up the poster boards from Soil and Water Sciences in the main hallway to display the student poster competition winners.

Takedown

Assist in taking down the poster boards and clearing the poster presentation room.

Computer Support

Loading Presentations at Front Desk

Assist presenters of oral presentations with loading their supporting media onto the Water Institute drive for access during their presentation.

Technical Support

Provide general technical support during the morning of the first day of the Symposium.

Registration and Front Desk

Assist in registering and checking in Symposium guests. There will be multiple shifts available each day to cover the entire event.

Session

Help the session moderator with room setup, loading presentations onto the computer, and timekeeping. *If you would like to request a specific session, please see the [Symposium Agenda](#), and I will try to accommodate your specific requests and interests as best as I can.*

Break, Lunch, and Reception

Assist with the general logistics of Breaks and Lunches, as well as the Reception on the first night during the poster presentation session.