### Registration Table
*(need for 15 volunteers)*

1. Check in all student presenters.
2. Distribute name badges.
3. Help answer basic questions from conference presenters and attendees.

### Poster Evaluator
*(need up to 60 volunteers)*

1. Listen to informal presentations by students about their posters and ask questions.
2. Evaluate the posters using the structured form provided to you.

### Session Chair
*(need for 45 volunteers)*:

1. Begin and end session on time.
2. Introduce presenters (using information provided to you).
3. Initiate and sustain discussion during the question and answer period at the end.
4. Distribute and then collect evaluation forms.
5. Distribute certificates to each presenter after session.
Please print and complete this form by March 2\textsuperscript{nd} and mail it to:

Student Academic Conference MSUM Box 500 Moorhead, MN 56563

NAME: ______________________________ DEPT: ____________

I would like to volunteer for the Student Academic Conference APRIL 14.

Please indicate your preference:

_____ If the volunteers spots for my first choices have been filled, please assign me as needed.

_____ If the area in which I volunteer has already been filled, I prefer not to be assigned elsewhere.

Please mark all for which you are available and indicate your preferences with numbers (1st, 2nd...):

<table>
<thead>
<tr>
<th>Registration Table</th>
<th>Poster Evaluator</th>
<th>Session Chair</th>
</tr>
</thead>
<tbody>
<tr>
<td>__ 7:00-9:30 a.m.</td>
<td>__9:30-10:50 a.m.</td>
<td>__9:30-10:50 a.m.</td>
</tr>
<tr>
<td>__ 9:30-11:00 a.m.</td>
<td>__1:00-2:20 p.m.</td>
<td>__1:00-2:20 p.m.</td>
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<tr>
<td>__ 11:00 a.m-1:00 p.m.</td>
<td>__2:30-3:50 p.m.</td>
<td>__2:30-3:50 p.m.</td>
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<tr>
<td>__ 1:00-2:30 p.m.</td>
<td></td>
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<tr>
<td>__2:30-4:00 p.m.</td>
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</tbody>
</table>

The registration table has traditionally been staffed primarily by support staff.

The poster presentations have traditionally been staffed primarily by faculty and community experts.

The session presentations have traditionally been staffed primarily by faculty and community experts.

(If you check this; you will be contacted by email for additional information.)