Math Day Volunteer Meeting
3:30 pm, Friday, March 13, 2015 / Padelford C36
Jim Morrow: Department of Mathematics, jamorrow@uw.edu
Sherri Nielsen: UW Conference Management, snielsen@pce.uw.edu

AGENDA

1. **Math Day luncheon**
   - Sign in today on the sign in sheet and indicate if you will be attending the luncheon. We hope you can join us!

   - Review Schedule

3. **Nametags**
   - Pick up nametags and packet at Volunteer Table in Meany Lobby when you check in.

4. **Fieldtrips/Activities**
   - Before Math Day, try to make contact with the field trip contact person.
   - Practice your route before Math Day!
   - Fieldtrips depart from the George Washington statue outside of Meany Hall **10 minutes** prior to the start of the session.
   - A sign will be provided for you inside Meany at the Volunteer check in table. Please hold it high so students can identify you as their guide. When you depart, please leave your sign at George Washington Statue.
   - Wear a watch, and leave exactly at the fieldtrip departure time, which is written on the tickets.
   - Please collect tickets from students in your group and make sure they have the correct ticket. **If you have not reached the maximum number of students allowed, you may take along stand-by students.** We will post limit on signs.
   - Count the total number of students in your group before you depart. Guide your students to the fieldtrip, and at the end of the session, guide them back to Meany. Politely, be the timekeeper, reminding the presenter that you need to leave in 5 minutes. Schedules are tight, so it’s very important to stay on time.
   - It is helpful if you can return the collected ticket to the Volunteer Desk in Meany. At the same time, please report the total number of students in your group. The total group count can also be sent to mathday@pce.uw.edu.

5. **Presentation/Lecture Sessions**
   - Two volunteers will be assigned to a session. One person should stand outside the building and direct people. Please ask students if they need any help. Think back to high school, some of these students are shy and may hesitate to ask for help. Be friendly! The second person should assist the presenter in the room and help students get settled. **If you are assisting the presenter, please arrive early to help with set-up.**
   - Please count approximately how many students & teachers attending your activities and relay to volunteer desk. You can also send this information via email to mathday@pce.uw.edu.
   - If the session fills, post a “Session Full” sign on the door. Please stand outside the door and help people select and find another session.
   - If only one volunteer is assigned to a session -- **the priority is to aid the presenter.** Email the presenter ahead of time to see what assistance they will need. Two classroom services technicians will rotate thru lecture rooms to help with any a/v issues that may arise.
   - The classroom services website is helpful to see the schematics of the room your presenter is assigned to. [http://www.css.washington.edu/buildings/](http://www.css.washington.edu/buildings/). You may have to refresh the page a few times to see the Equipment paragraph at the top. It also has instructions on how to use the equipment.

6. **Maps and locations and helpful links**
   - Distribute list of field trip sites, locations and contacts.
   - [http://www.pce.uw.edu/courses/math-day/uw-seattle-winter-2014/](http://www.pce.uw.edu/courses/math-day/uw-seattle-winter-2014/)
   - [https://www.math.washington.edu/~morrow/mathday.html](https://www.math.washington.edu/~morrow/mathday.html)

7. **Questions**
   - **If you have questions or a scheduling conflict,** contact Jim Morrow: cell phone 206-898-7906; office 206-543-1161; home 206-524-3168.
   - The **registration desk** can be reached day of the event by calling: 206-999-0275 or 206-999-3124