AGENDA
Math Day Volunteer Meeting
3:30 pm, Friday, March 11, 2016 / Padelford C36
Jim Morrow: Department of Mathematics, jamorrow@uw.edu
Sherri Nielsen: UW Conference Management, snielsen@pce.uw.edu

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! Note: this year lunch will be in Walker Ames in Kane Hall (rm. 225)

- Review Schedule

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

Fieldtrips/Activities
- Before Math Day, try to make contact with the field trip contact person.
- Practice your route before Math Day!
- All fieldtrips depart from George Washington statue outside of Meany Hall.
- Collect the yellow sign for your tour from the volunteer check-in table inside Meany. Each field trip has a maximum number of people allowed (the quantity is printed on the yellow sign). Hold your sign up so the students with tickets will be able to find you. When you have reached your maximum number of students, with the correct ticket, you may depart for your location. **If you do not have the maximum number of students, take your group to the standby line in front of Meany**, and offer the fieldtrip to the first students in line, working your way down the line until you are full. 1-2 staff members will help manage the standby line and can assist you. We would like all the fieldtrips to be full so encourage the students to join your group.
- Wear a watch, and leave no later than fieldtrip departure time, which is written on the tickets.
- Guide your students to the fieldtrip, and at the end of the session, guide them back to Meany.
- During the session, politely, be the timekeeper, reminding the presenter that you need to leave in 5 minutes. Schedules are tight, so it is very important to stay on time.
- When you bring the students back to Meany, return the collected tickets to the volunteer table. Tell the coordinator how many students were in your activity OR email the information to mathday@pce.uw.edu

Presentation/Lecture Sessions
- 1-2 volunteers are typically assigned to a session. Please plan to arrive early to assist with set up. We encourage you to email the presenter ahead of time to see what assistance they will need.
- If only 1 volunteer is assigned to a session -- **the priority is to aid the presenter**. Two classroom services technicians will stop in lecture rooms prior to the beginning of the session to help with any a/v issues that may arise.
- If 2 volunteers are assigned: 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 the session fills, post a “Session Full” sign on the door. Please stand outside the door and help people select and find another session.
- **Please count approximately how many students & teachers attended your activities and relay the information to the volunteer desk. You can also send this information via email to mathday@pce.uw.edu.**
- The classroom services website is helpful to see the schematics of the room your presenter is assigned to. http://www.css.washington.edu/buildings/

Maps and locations and helpful links
- Campus maps http://www.washington.edu/maps/

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