



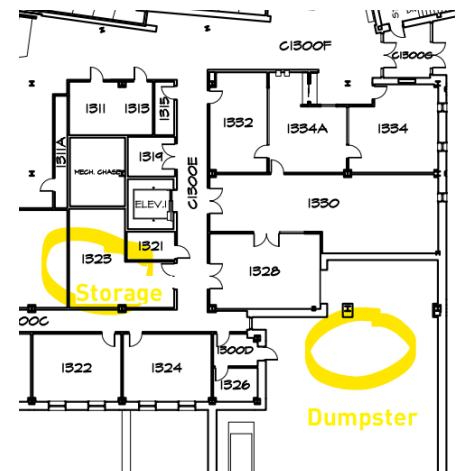
# R|P 2023 Volunteer Guide

## Conference Details

- **What:** Reflections | Projections is the largest student-led tech conference in the Midwest. Every year, R|P presents inspirational speakers, conducts cutting-edge workshops, and unites diverse students to participate in the technology industry.
- **When:** September 18<sup>th</sup> - 23<sup>rd</sup>, 2023
- **Where:** The conference is going to be held in person on the campus of the University of Illinois Urbana-Champaign at the Siebel Center for Computer Science and Campus Instructional Facility

## Cleaning

- Cleaning Supplies Location
  - Storage Closet (1323) (highlighted in image on right)
- Clean the following
  - Empty big rolling trash bins to dumpster, outside loading dock (highlighted in image on right)
    - Wheel the ENTIRE trash can to the dumpster
    - DO NOT empty bathroom bins
    - Extra trash bags in storage rooms
    - Do this especially during meal times!
  - Wipe down tables
    - Do this especially during meal times!
  - Wipe up spills
  - Pick up trash





## Check In

- Bring your laptop and charger
- Go to the desk outside Siebel ACM Office (Siebel 1104)
- Sign previously registered attendees into the conference
  - Help attendees register for the conference if they haven't already
  - An R|P Staff Member will help check in attendees
- Be in charge of handing out the swag (t-shirts, pins, etc) to people who check in.
  - Hand only one item to a person
  - Check for check in confirmation
  - Don't hand out swag for friends
  - Keep a track of how much swag is left (approximately) and get more from the middle room if required
  - The amount of swag to be given out each day will be predetermined and labeled accordingly. Please reach out to an R|P Staff Member for more information during the conference
- Direct attendees to different events
  - You should be familiar with the schedule for the day(s) you're working.  
You can find the schedule at [reflectionsprojections.org](https://reflectionsprojections.org)
- Make sure there is always at least one person at the Check-In at all times

## Food

- Ensure that food gets to the location where it is supposed to go (Details will be given to the volunteers on the day of the event)
- Hand out food to participants
- WEAR GLOVES
- Each person can only take one meal!
- Do not cross contaminate

Thank you, and see you soon!