



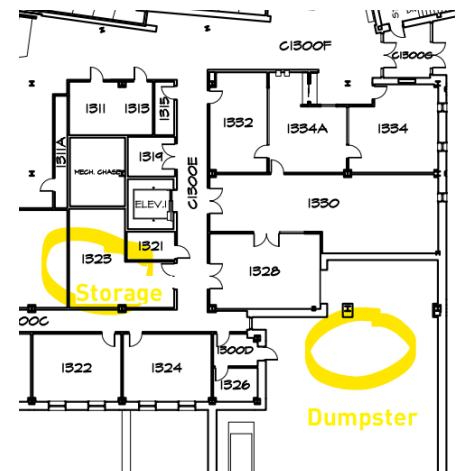
R|P 2023 Volunteer Guide

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 18th - 23rd, 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 RJP 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 RJP 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
- 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
 - Attendees in the priority queue will get food first
- WEAR GLOVES
- Each person can only take one meal!
- Do not cross contaminate



PuzzleBang (Saturday, Sep 23rd)

- Assist with escape room set up
- Assist with running the escape room and checking in participants

Thank you, and see you soon!