

**\*\* Looking for Volunteers for the WEFTEC Student Design Competition \*\***

The WEFTEC Student Design Competition will be held on **Sunday, October 1<sup>st</sup>** in **Rooms S105a and S105bc** of the **McCormick Place** conference center in **Chicago, IL**. The **full-day event** will be from 8:00am to 5:00pm – though we will need help with set up and the end time may be flexible, as this is a live event. Volunteers are needed to help keep this busy and well attended event running smoothly!

The volunteer sign up tables have been broken up by room - see below. Please let us know which role and time slot you may be interested in volunteering for. See the descriptions following the sign up tables for more information. You are welcome to stay and help as long as you would like, just let us know what time work for you. Please provide your name, day-of phone number, and volunteer information (role / time) by September 14<sup>th</sup>.

If you have any questions, please feel free to contact Pono Hanson (202) 747-4248 | [phanson@BrwnCald.com](mailto:phanson@BrwnCald.com) or Caroline Pakenham (703) 684-2400 x7220 | [cpakenham@wef.org](mailto:cpakenham@wef.org).

**ROOM S105bc – Wastewater Competition, Networking Reception, & Award Ceremony**

Start Time	End Time	Task/Role	Volunteer 1	Volunteer 2
7:15 AM	7:55 AM	Welcome Teams!	Tim Ware	<i>n/a</i>
7:15 AM	7:55 AM	Presentation Coordinator		<i>n/a</i>
7:15 AM	2:10 PM	Master of Ceremonies	Kristen Waksman	
7:15 AM	2:10 PM	Judge Coordinator		
7:55 AM	2:10 PM	Timer		
7:55 AM	12:15 PM	AM Runner/Floater (WW)		<i>n/a</i>
12:00 PM	5:00 PM	PM Runner/Floater		<i>n/a</i>
2:00 PM	3:00 PM	Scorer		
2:45 PM	4:30 PM	Team Photo Coordinator		
2:45 PM	4:30 PM	SYPC Representatives		
3:00 PM	5:00 PM	Award Coordinator		<i>n/a</i>

**ROOM S105a – Water Environment Competition & Process Design Challenge**

Start Time	End Time	Task/Role	Volunteer 1	Volunteer 2
7:15 AM	7:55 AM	Presentation Coordinator		<i>n/a</i>
7:15 AM	11:05 AM	Master of Ceremonies	Pono Hanson	
7:15 AM	11:05 AM	Judge Coordinator		
7:55 AM	11:05 AM	Timer		
7:55 AM	11:30 AM	AM Runner/Floater (ENV)		<i>n/a</i>
11:00 AM	12:00 PM	Scorer	Krystin Kadonsky	
12:00 PM	3:30 PM	PDC Runner/Floater		<i>n/a</i>
12:00 PM	2:00 PM	PDC Set Up	Maria Reed	Krystin Kadonsky
1:30 PM	2:00 PM	PDC Team Coordinator		
1:30 PM	3:30 PM	PDC Master of Ceremonies	Maria Reed	<i>n/a</i>

	<i>Critical Role</i>
<i>n/a</i>	<i>Second volunteer not needed</i>

## DESCRIPTION OF VOLUNTEER NEEDS

### **Welcome Teams!**

- Encourage and inspire teams regarding today's competition, taking full advantage of WEFTEC, and getting involved in professional organizations (WEF / MA) for a lifetime of professional growth.
- Master of Ceremonies should also participate to answer last minute team questions

### **Presentation Coordinator**

- Confirm that laptops are set up and displaying correctly on the screens
- Oversee upload of each team's presentation onto laptop
- Confirm all teams are accounted for and displaying correctly
- Start competition welcome presentation

### **Master of Ceremonies (speaking role)**

- Participate in team welcome
- Maintain timeliness of competition – do not need to fill time or run early, just keep to schedule as audience tends to flow in and out for specific teams
- Starts competition (8:00a) with welcome to audience, teams, judges/sponsors, etc. (key points provided)
- Introduce each team (school name) and open presentation for team
- (Wastewater only) Announce lunch break and request timely return (only 30 minutes) to maintain schedule
- Closes competition with thank you to audience, teams, judges/sponsors, WEF, etc. (key points provided)
- Calls competition to conclusion and direct participants/attendees to process design challenge next door

### **Judge Coordinator**

- Welcome and confirm presence of all judges
- Refresher demonstration of presentation score sheets
- REMIND JUDGES TO PROVIDE CRITICAL REVIEW COMMENTS, written or typed
- Place reports on judges' tables for reference and let judges know they are there
- Only judges are allowed to ask questions, remind judges they have up to 10 minutes to fill with questions and dialogue with the student teams
- During Q&A period, facilitate judge access to microphone (typically one mic available and passed between judges)
- (Wastewater) Collect and confirm all judges are present after lunch break
- Collect score sheets via flash drive and comments sheets at end of the competition.
- Escort judges meet to Scorer after competition to review and confirm scores

### **Timer**

- Responsible for timing all presentations
- Need to sit in a place visible to student teams; time notification cards will be provided
- Support Master of Ceremonies and Judge Coordinator

### **Scorer**

- Compile all judge score sheets into one final score spreadsheet
- Double-check judges' scores and all formulas in final score spreadsheet
- Compile judge comment sheets
- Coordinate with judges for any necessary follow up

### **Process Design Challenge Set Up**

- Confirm that all poster board stands are in place
- Place / confirm that white paper covers each side of the board stand (one team will be using each side)
- Place / confirm pins, markers, unit process cards, team designations are at each team location

### **Process Design Challenge Team Coordinator**

- Confirm that all team members have assembled
- Confirm that each team knows their designation and where they will be working
- Provide an initial introduction to the concept and tools available

### **Process Design Challenge Master of Ceremonies (speaking role)**

- Confirms Process Design Challenge judges are present and oriented
- Calls event to order and welcomes students, teams, audience, etc.
- Introduces the event, problem statement topics (briefly) and how winning teams will be scored/selected (briefly)
- Keeps time for the event (45-50 minutes max. duration)
- Calls event to conclusion and direct participants/attendees to networking reception next door
- Coordinate with judges for selection of winning teams

### **Team Photo Coordinator**

- Greet WEF Leadership (Tom Kunetz)
- Assist WEF staff and official WEFTEC photographer
- Responsible for coordinating teams to be ready for their photos in a timely fashion
- Responsible for getting the next team ready to maintain flow and efficiency
- Assisting with distribution of participation certificates
- All teams are photographed once holding certificates (for name identification) and then officially with WEF Leadership

### **Award Coordinator (speaking role)**

- Collect winning team names (school names) from Scorer for wastewater and water environment categories
- Collect winning team participant names (student names) from PDC Master of Ceremonies
- Update PowerPoint presentation to reflect winning teams
- Greet WEF Leadership (Tom Kunetz) and review flow for award ceremony portion of event
- Call awards ceremony to order and thank students, MAs, sponsors, judges, WEF, SYPC, audience, etc.
- Introduce WEF Leadership
- Call event to close

### **SYPC Representatives**

- SYPC members who will commit to attending the networking reception and will greet / network with students, encouraging them to get involved in the committee through various activities and opportunities at WEFTEC and throughout the year

### **AM Runner/Floater (WW / ENV)**

- Able to walk between adjacent rooms to confirm volunteers / WEF staff are coordinated and supported
- May step into other volunteer roles as needed
- Assist in directing students to Student Lounge (for lunch) at end (ENV) or break (WW) in competition
- (WW only) Responsible for directing students and audience back to wastewater competition after short break for lunch

### **PDC Runner/Floater**

- Able to walk between adjacent rooms to confirm volunteers / WEF staff are coordinated and supported
- May step into other volunteer roles as needed
- Assist in directing students and audience to networking reception

### **PM Runner/Floater**

- Able to walk between adjacent rooms to confirm volunteers / WEF staff are coordinated and supported
- May step into other volunteer roles as needed
- Assist in directing students to Process Design Challenge at end of wastewater competition
- Assist Award Coordinator during award ceremony and direct students during large group photo