**Introduction**

Volunteers support the organisers of the Graphene Week by assisting with registration, hospitality, publicity, student presence, program execution, exhibits, sponsors, *etc*.

**Categories, Tasks and Responsibilities**

***1) Hospitality Volunteer***

Hospitality Volunteers support the social activities by acting as a host; welcoming guests, controlling entrance and offering information about the programme and local transport.

***2)*** ***Speakers & Sessions Volunteer***

Speakers & Sessions Volunteers checks and confirms to the session chair that the speakers are on-site, greet speakers and offer themselves to assist to distribute handouts (as needed), assist with equipment set-up incl. light control, do the microphone handout for questions, distribute and collect session evaluations, make sure the room is clean, the temperature inside the room is nice and water is in place.

***3) Poster Session Volunteer***

Poster Session Volunteers help poster presenters to find the location of their poster spot, assist in the hanging of posters as requested, provide push pins, keep track of posters by signing in the presenters, keep other conference attendees out until the poster session opens, and assist with clean-up/tear-down once the poster session ends.

**Benefits**

As a **Thank You!** for the effort put down – all volunteers receive:

***The full registration for the Graphene Week 2023, including***

***access to plenary and parallel sessions as well as social activities – and a T-shirt!***

**Sign-Up Sheet**

Please find below the sheet to sign-up to be Volunteer.Each Category 1-3 works in 3 different shifts: **A** = 07:30 – 13:15 (5h45)**, B** = 13:00 – 18:45 (5h45) and **C** = 18:00 – 21:00 (3h). Please be prepared to be present 30 min in advance of your scheduled time – more information will be provided.

***Please send filled out form to Volunteer coordinator Flavia Maia (***[***flavia.maia@chalmers.se***](mailto:flavia.maia@chalmers.se)***) by Thursday Aug 31st 14.00 the latest.***

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|  |  | **Work shift date and time (by code A-C)** | | | | |
| **Category** | **Volunteer Name, Telephone, E-mail, and  T-shirt size** | **Mon 4th** | **Tue 5th** | **Wed 6th** | **Thu 7th** | **Fri 8th** |
| *1 or 2 or 3* | *Donald Duck, 0123-456 789,* [*donald.duck@gmail.com*](mailto:donald.duck@gmail.com)*, Large* | *B or C (~~A~~)* | *ABC* | *ABC* | *ABC* | *A (~~BC~~)* |
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