MURC 2024
Volunteer Role Description

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About MURC

The Multidisciplinary Undergraduate Research Conference (MURC) is an annual conference held for UBC undergraduate students to present their research to professionals, family, friends, and the fellow UBC community. The conference allowed students across multiple disciplines to showcase their research through poster or oral presentations, as well as hearing from researchers and industry leaders through panels, workshops, and keynote speakers. This year marks MURC’s twenty-first anniversary, celebrating its continued commitment to empower generations of undergraduate students in developing knowledge.

The theme for MURC 2024 is Empower, Envision, and Excel. This year, we wish to focus on the researchers, particularly on the growth and self-discovery that they can generate for themselves. “Empower” represents our vision for undergraduate researchers to be driven by their own research, acting as foundation for their persistence in this long journey. “Envision” emphasizes personal aspirations that undergraduates uncover through their curiosity. Lastly, “Excel” demonstrates the ambitions that every researcher must possess to not only advance the frontiers of research, but also to enhance personal growth.

About Volunteers

Event volunteers are integral to the success of MURC. Volunteers will assist with the facilitation and logistics of the conference. In this role, volunteers will have opportunities to interact with graduate student adjudicators and network with other student leaders and researchers on campus. Volunteers will also gain professional training in preparation for their role, and build on those professionals skills during the conference. Additionally, optional professional development workshops will be organized exclusively for volunteers to enhance their skills and facilitate their research journey. Volunteers will be supported by the MURC Planning Committee and the UBC Centre for Community Engaged Learning Staff.

Event Dates

- March 16, 2024 from 8:00 AM to 6:30 PM*
  - Divided into four shifts. Each shift will have an allocated 45-minute break/rest time.
    - Virtual Shifts: 7:30 AM - 10:00 AM
    - Morning Shifts (in-person): 7:30 AM - 2:00 PM
    - Afternoon Shifts (in-person): 1:00 PM - 7:30 PM
    - All-Day Shifts (in-person): 7:30 AM - 7:30 PM

* Shift times may change slightly. A fixed timeline will be provided by mid-February 2024.
Contact Information

If you have any questions about volunteer application or roles, please contact the MURC 2024 Volunteer Co-Directors, Bernice Yue and Sam Manjunath at murc.volunteer@ubc.ca

Application Process and Timeline

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>December 1st, 2023</td>
<td>Volunteer application opens via Qualtrics</td>
</tr>
<tr>
<td>January 19th, 2024 @11:59 PM</td>
<td>Volunteer application closes</td>
</tr>
<tr>
<td>January 22nd, 2024</td>
<td>Selected applicants will be contacted for an interview</td>
</tr>
<tr>
<td>January 25th, 2024 @11:59 PM</td>
<td>Deadline to schedule an interview</td>
</tr>
<tr>
<td>January 27th - February 2nd, 2024</td>
<td>Interview period</td>
</tr>
<tr>
<td>February 5th, 2024</td>
<td>Volunteer Position offers go out</td>
</tr>
<tr>
<td>February 11th, 2024 @11:59 PM</td>
<td>Deadline to accept offer</td>
</tr>
</tbody>
</table>

Pre-Conference Timeline

<table>
<thead>
<tr>
<th>Type</th>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
</table>
| Mandatory| February 28th, 2024 @6:00 PM-7:00 PM | Mandatory Training Session  
**All accepted volunteers must attend ONE of these sessions.** The in-person sessions may be moved online depending on health restrictions. |
|          | March 2nd, 2024 @11:00 AM-12:00 PM | Mandatory Training Session  
**All accepted volunteers must attend ONE of these sessions.** The in-person sessions may be moved online depending on health restrictions. |
| Optional | February 28th, 2024 @7:00 PM    | Adjudicator Mingle Session                                 |
| Optional | March 5th, 2024 @6:00 PM-7:00 PM | Professional Development Workshop: Letter of Recommendation Workshop with Dr. Benjamin Cheung |
| Mandatory| March 16th, 2024               | MURC 2024                                                  |

**Stay tuned for more professional development opportunities!**
Volunteer Role Description

We will be accepting volunteers for both in-person and online components of the conference. In-person volunteers will be assigned to either the morning or afternoon shift, or both. Online volunteers will be assigned to one morning shift. Some volunteers will be scheduled in presentation rooms and will be paired off for each presentation wave. More specific responsibilities and schedules for each type of volunteer will be released on a later date. Volunteers will be given options to choose their shifts in the application form.

In-Person Volunteers
In-person volunteers will be split into two categories. Each category will be tasked with specific responsibilities such as:

- **Logistic Volunteers**
  - Assisting with pre-conference preparations as required
  - Ensuring every poster presentation is being evaluated
  - Answering general inquiries from conference attendees and adjudicators
  - Providing any additional logistical assistance to the MURC team and/or presenters as needed
  - Examples of tasks involve but not limited to (more than one task will be assigned):
    - Registration of attendees
    - Wayfinding/outdoor navigation
    - Photobooth management
    - Serving lunch and snacks
    - Poster swapping (the day of the conference)
    - Putting up posters (the day before the conference)

- **Oral Presentation Volunteers**
  - Hosting oral presentation sessions and introducing presenters
  - Hosting workshops (AMA, Panels, etc.) and introducing speakers
  - Answering general inquiries from conference attendees and adjudicators
  - Assisting with the facilitation, timing, and evaluation of oral presentations

Virtual Volunteers
Virtual volunteers will be tasked with responsibilities such as:

- Assisting with pre-conference preparations as required
- Assisting with facilitation, timing, and evaluation of oral presentations on Zoom
- Hosting oral presentation sessions and introducing presenters
- Providing any additional logistical assistance as needed

**Please note that tasks may vary based on the shift and operational needs of the event.**
Qualifications

- Ability to work independently and as part of a team
- Effective time management and organizational skills
- Adaptability and openness to new experiences
- Ability to problem solve and work in a fast-paced environment
- Strong communication and interpersonal skills
- Interest in learning more about student development and research
- Previous public speaking experience is an asset, but it not required
- Proficiency with Zoom, Powerpoint, and Microsoft Excel is an asset, but not required
- Previous experience with troubleshooting projector and connection issues is an asset, but not required

Additional Perks of Volunteering

- Opportunity to network with other student leaders on campus and work in a collaborative team
- Opportunity to build upon leadership and team-building skills
- Opportunity to learn about event and conference planning
- Opportunity to learn about undergraduate research from a variety of disciplines at UBC
- Letter of Service upon completion of the role
- Optional professional development opportunities as noted above.

Adjudicator Mingling Information

The adjudicator mingling session is a traditional networking event for volunteers and adjudicators. Volunteers are free to inquire adjudicators, who are primarily composed of graduate students across multiple disciplines, about their research journey and challenges that come from their career. Adjudicators are able to share valuable insights into research life after undergraduate studies as well as the application process. Pizza and juice will be provided as a light dinner.

This year, the mingle session will take place right after the in-person training session on February 28th at 7:00 PM in BC Hydro Theatre in CIRS.

Application Form