

2021 NC Science and Engineering Virtual Fair
“Inspiring Innovation in Student Research”
Volunteer Roles Descriptions

March 27- Senior Division
April 17- Junior Division
April 24- Elementary Division

[Click here](#) to email Volunteer Questions or request additional Information.

Prior to the Day of the NCSEF

Scientific Review Committee (SRC)/Institutional Review Board (IRB) Member

Contact: SRC Co-Chair, Dr. Rachel Graham, UNC. (src@ncsciencefair.org)

This Committee focuses on the review of students' research projects for safety issues and compliance with the ISEF rules and regulations prior to the fair. Scientists, engineers, medical professionals, veterinarians, psychologists, counselors, STEM teachers, and school administrators are needed; graduate students and postdocs are welcome. The Committee works to improve all SRC/IRB processes and forms during the early winter. In February and March, it meets on approximately 5 Saturday mornings for 2-4 hours each meeting to conduct the SRC reviews of all student research projects for compliance with ISEF rules and regulations.

To serve on the SRC, please email SRC Co-Chair, Dr. Rachel Graham, of UNC.

Networking Platform Data Upload Support

Fully remote, can be done on a flexible schedule across a specified week. This remote role will involve uploading project presentation materials, descriptions, and images into a networking platform. Volunteers should be comfortable adding assets to websites/platforms based on a predetermined organization of materials. Primary function will be to copy/paste and upload materials based on an assigned categorization using the back end/admin access of a web platform. Each volunteer will be assigned a set number of projects to have uploaded by the end of their week, actual work can be done at any time within those dates.

Days of the NCSEF (See Dates and Volunteer Roles Below)

Competition Dates

- **March 27- Senior Division**
- **April 17- Junior Division**
- **April 24- Elementary Division**

[Click here](#) to register as a volunteer during the days of the 2021 NCSEF! The link will take you to the NCSEF STEM Wizard page. Once there, go to the “Registration” link at the top of the page and then select “Volunteer”.

Volunteer Roles and Descriptions (Roles are performed via virtual platforms provided by NCSFF)

Display and Safety Reviewers (D&S Reviewers)

This team of volunteers will use a one-page checklist to review students' project set-up for compliance with all rules and regulations. Prior training is provided through a 30-minute recorded webinar in advance of the competition and on-site training review.

The Chair, Dr. Chris Ashwell will contact you via email with information about the training.

Moderators

Moderators will be in judging rooms in Zoom along with a small group of judges. They will coordinate the welcoming of students, introductions, and timing of presentations. A moderator script will be provided. The moderators will communicate with room hosts via chat to facilitate the change in students. Anticipated Hours 8:30AM-2:30PM with a 40 minute lunch break and 5 minute breaks hourly. Larger categories for judging may require volunteers through 3PM.

Zoom Category Host

Zoom Category Hosts will need to be Zoom savvy, able to use breakout & chat features comfortably. The Category host will manage the main Zoom room where students join the meeting. Hosts will greet students upon arrival, add students to their judging room at the appropriate time, and remove students at the end of their judging session. A detailed script with speaking points will be provided for each host. The Zoom host will work closely with the moderators (who are in breakouts) to ensure that students are added/removed from breakouts based on judge readiness. The zoom host will have a tech support team to refer participants to if technical assistance is needed. Anticipated Hours 8:30AM-2:30PM with a 40 minute lunch break and 5 minute breaks hourly. Larger categories for judging may require volunteers through 3PM. A background check is required for Zoom Hosts.

Level 1 Tech support

Volunteers in this role would be troubleshooting level 1 technical issues with students and the families of student participants. They will need to be comfortable supporting technical issues from a remote location and interacting with families of students. The primary focus of this support will be accessing Zoom and managing sound and video settings. Technical issues that need to be escalated will be sent on to a level 2 tech support team. Anticipated Hours 8:30AM-2:30PM with a 40 minute lunch break and 5 minute breaks hourly.

Level 2 Tech support

Volunteers in this role would troubleshoot level 2 technical issues with students and the families of student participants, which have been escalated from level 1 support. They will need to be comfortable supporting advanced technical issues from a remote location and interacting with families of students. The primary focus of this support will be accessing Zoom and managing sound and video settings. Anticipated Hours 8:30AM-2:30PM with a 40 minute lunch break and 5 minute breaks hourly.

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