

Event Schedule:

- **10:00-11:00 a.m.:** Registration & Breakfast
- **11:00-12:00 p.m.:** Opening Ceremony
- **12:00-2:00 p.m.:** Team Formation & Lunch
- **2:00-5:30 p.m.:** Hack Sessions
- **5:30-6:30 p.m.:** Judging & Presentations (walk-in assessment)
- **6:30-7:00 p.m.:** Closing Ceremony
- **7:00 p.m. onwards:** Social Time (Dyson)

DE10 Volunteer list:

V1. Kang

V2. Ankita

V3. Nora

V4. Freddie

V5. Site

V6. Steven

V7. Rishi

V8. Linda

V9. Zile

V10. Ronan

9:30- 11:00



- **All Volunteers:**

9:30 - 9:45 a.m.: Meet at Dyson front door (we'll collect all merchandise and bring it to QTR). If you are late, go directly to QTR.

- **9:45 - 10:00 a.m.:**

Below are your assigned locations:

- **V1 & V2:** Free solo
- **V3 & V4 (Registration):** Use V3's laptop. Location: Level 1 near the entrance to GH. Sign everyone on the list. For those not on the list, ask them to wait until 11:00 and return to check (1st priority: DesEng). In the meantime, direct them to enjoy a free breakfast in QTR. Remind participants to leave their belongings in GH before heading downstairs for breakfast.
- **V5:** Help with food delivery and management (including allergy concerns) in QTR.
- **V6:** Stay on the ground floor of the Sheffield building, guide participants upstairs to registration, and direct those coming down from GH to the QTR for breakfast or to the restroom.
- **V7:** Stand outside the Sheffield building near the library to guide people into the building.
- **V8:** Stay in GH, guide participants to find seats, and direct them downstairs to eat. Reserve the first row of seats for staff, speakers, and sponsors.
- **V9:** Keep QTR clear and avoid crowding. Guide people who have finished breakfast to return to GH.
- **V10:** Prepare the opening slides and check the speakers.

- **All Volunteers:**

Keep an eye on the time and ensure all participants return to GH before 11:00 for the opening ceremony.

11:00-12:00



11:00 - 12:00 a.m.:

- V1 & V2: Sit at the front to prepare for the talk.
- V5: Stay at the registration area for any incoming participants.
- Other volunteers can watch the opening.

12:00-13:00



- **V2, V4, V6 & V10:** Stay in GH to guide people to form teams at the back of GH after the opening. Once they have formed teams, direct them down to QTR.
- **V1, V3 & V5:** Go to QTR to help teams find and sit at tables.
- **V7:** Stay at the entrance to guide people from GH to QTR or to the toilet.

13:00-13:15



- **V2, V1 & V5 & V4:** Go to pick up the Waitrose food.
- **V6, V7 & V10:** Stay in QTR to ensure everyone has a team and a seat. Make sure all staff members have seats in the bottom-right corner of QTR.
- **V3 :** Stay in GH to help remaining participants form teams and bring anyone without a team down to QTR.
- **All:** We might face a seating capacity issue in QTR (150 seats). Please communicate in the group to keep everyone updated. If needed, we can have extra teams work in GH.

13:30-14:00



- **All:** Let every participants to eat. Try to eat as well or eat during hack.

14:00-14:15

- **V2:** Announce again about the panels, rules, and joining the Discord platform.
- **14:15 - 15:00:**
 - **V7:** Stay in the Ace workshop as the 3D printer expert.
- **15:00 - 16:00:**

- **V4:** Stay in the Ace workshop as the 3D printer expert.
- **16:00 - 17:00:**
 - **V6:** Stay in the Ace workshop as the 3D printer expert.
- **Others:** On call. V2 makes sure to sync up with the judges.

17:00 -17:30



V2, V1, V5, V4 & V10: Go to pick up the dinner, bring it back to QTR, and distribute the food to each team's table.

V3, V6 & V7: Inform every one of the 30-minute deadline and address any questions from participants.

17:30 -18:15

- ❑ **V2:** Check with the media team to confirm if we have the event video.
- ❑ **Others:** Be on call and help the judges walk to each team for assessment while participants have dinner at the same time.

18:15 -18:30

- **V10 & V2:** Double-check the closing slides and event video to ensure everything is ready.
- **Others:** Direct anyone who has finished the assessment and dinner to leave their belongings in QTR and go directly to GH for the closing ceremony. They can return to pack their belongings after the closing.

18:30 -19:00

- **All:** Attend the closing ceremony and help the judges present prizes to the winning teams. Ensure that someone remains in QTR to keep participants' belongings safe.

19:00 On wards,

We will have our social with free drinks at Dyson, so we will guide people there.