
Market Science FAQs

1. WHEN AND WHERE IS MY EVENT?

The email that you received from the Market Science organizers will have information about the date and venue for your event. You can also email us if you have further questions.



2. WHAT TYPES OF ACTIVITIES SHOULD I BRING?

We encourage all session leaders to plan 3-4 active hands-on modules and have one more passive display. We also want all tables to have a dissecting scope at the event to help attract and engage visitors.

3. WHAT INFORMATION DO I NEED TO FILL OUT THE PRE-SESSION SURVEY?

You will need to know:

- basic information about your event,
- Your finalized title
- Preliminary ideas of modules and if there are any safety concerns
- If you need electricity
- If you need help recruiting volunteers
- If you want additional help with lesson planning
- Discussion Topics
- Trivia questions

4. HOW DO I GET VOLUNTEERS?

Recruit volunteers from your lab, cohort, or friends. If you are still in need of volunteers, let us know in the pre-session survey and we will put it in our monthly emails.

5. HOW LONG IS MY EVENT AND HOW MANY VOLUNTEERS DO I NEED?

This will depend on the venue, but most events are 4-5 hours in length. We recommend having 4-5 volunteers with 3-4 scheduled during peak hours.

6. WHO DO I CONTACT IF I CAN'T FIND SOMETHING/FIGURE SOMETHING OUT?

You can contact the Market Science working board by emailing marketscience@umn.edu or at the venue, try and find the event organizers.

7. WHAT SHOULD I HAVE IN MY ROLLER CASE FOR THE EVENT?

You will need to bring materials specific to your activities. Additionally, you should bring the following items:



8. ALWAYS BRING:

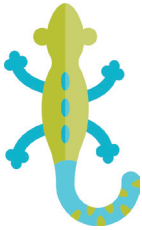
- Rolling tote box
- Market Science banner (hanging or stand-up) and tablecloth
- Market Science promotional giveaways: stickers, temporary tattoos, buttons, cards, bookmarks
- Market Science branded signage
- Three (3) Standing acrylic sign holders for your Market Science branded signage
- Dissecting microscope
- Step stools (two)
- Market Science t-shirts for volunteers/leaders that don't already have one
- Tape and string (to hold down materials in the wind)
- Attendance clicker counter and event log sheet
- Tokens for markets that provide the

9. COMMONLY USED ITEMS:

- hand lenses and magnifying glasses
- small easels (2) and chalkboard
- clear plastic paper holders
- long extension cord and power strip (need to let the Market know in advance if need electricity)
- Paper towels for clean up (hand sanitizer, wet wipes)
- **Pop-up tent, tables, and chairs for events that don't provide them.**
- **Outdoor events can be breezy, bring tape or a plan to hold up signs (we have easels)**

10. HOW DO I COUNT ATTENDANCE?

- Collect attendance data throughout the day with our counter: make sure to write down (or take a picture of) the final tallies
- Kids: how many kids came to the booth
- Adults: how many adults came to the booth
- Stayed: how many people (both kids and adults) stayed longer than 5 minutes or completed at least one module at the table in an engaged way.



11. WHAT SHOULD I DO FOR SNACKS IF MY EVENT DOES NOT HAVE MARKET TOKENS ALREADY PROVIDED?

You can purchase snacks/drinks up to \$20 and be reimbursed using the reimbursement form you upload with the post-session survey.

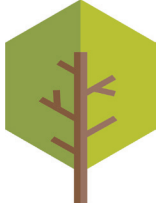
12. HOW SHOULD I ENGAGE IN SOCIAL MEDIA?

Promote your event on you own social media and please tag us using @_MarketSci and #MarketScience. Please also take pictures at your event of the booth and activities. However, **do not** post a picture with identifiable faces (especially of children). During or after the event, email/share pictures to marketscience@umn.edu.

13. WHAT INFORMATION WILL I NEED TO FILL OUT THE POST-SESSION SURVEY?

You will need to provide:

- The names and contact information for your volunteers
- Attendance numbers
- Anecdotes from the day
- Receipts to fill out and upload reimbursement form.



14. HOW DO I GET MY REIMBURSEMENT?

You can fill out a reimbursement form and upload it with copies of your receipts in the post-session survey.

This summer (2019) the University is transitioning to an automated reimbursement system. We will change the instructions for reimbursements in the post-session survey as we get more details.

15. HOW DO I COLLECT MY HONORARIUM?

After you fill-out your post-session survey, you will receive instructions on how to collect your honoraria.

HOW DO I POST A BLOG ABOUT MY EVENT?

If you are interested in posting a blog, we would love to work with you to edit it and post it on our website.