WORKSHOP ROOM HOST RESPONSIBILITIES

**For room assistance, call or text
Sara: 630-803-3966 or Pam: 847-791-4278**

1. In the morning, at AME registration desk, pick up:
   - Envelopes of workshop materials (if applicable), including speaker bio, remote for LCD projector
   - Speaker gifts.

2. **Arrive at room 60 minutes prior to session start time.** Using the diagram and/or set up description and AV list included in room host packet, confirm that room is set correctly and all AV is in place. If something is inaccurate or missing, call or text Sara or Pam (numbers noted above.) Do not contact the hotel directly. Familiarize yourself with light controls. In the event of AV, temperature or other room problems during the session, call or text Sara or Pam for assistance. If there are any handouts, distribute prior to the start of the session (speaker may have already done this). Place materials on the table at every seat or on every seat.

3. Check attendees off the attendance list at the door; verify that they are registered for the workshop. **Scanners will beep if attendee is not registered.**

4. **Prior to speaker introduction:**
   - Welcome attendees and remind them to silence cell phones.
   - Advise attendees when session ends, break schedule and Q&A will be at the end
   - Announce that AME is using online surveys to rate the speaker(s) and the session. Survey is accessed on the conference mobile app.

5. Introduce the speaker with the bio supplied in the envelope, and enjoy the presentation.

6. Allow 10 minutes at the end of the workshop for Q&A and comments. If the speaker is not finished, let him know the session needs to be wrapped up for Q&A and scoring. Limit Q&A to 8-10 minutes and facilitate by selecting the questioner.

7. Once Q&A is done, thank the speaker and ask the attendees to score the speaker:
   - "Your feedback is important to us. Please take a moment now to take out your mobile device and complete the survey using the mobile app. We use your feedback to determine which presenters should be asked to speak at future AME conferences."

8. Present the gift and ask audience to thank the speaker with a round of applause. When the attendees have left, let speaker know to expect a survey link, so they can evaluate their conference experience as a speaker.

9. Ensure the room is tidy prior to leaving.

10. **Return projector remote, with USB stick from laptop, at the end of the workshop to the speaker registration desk.**

Workshop Co-chairs:
(Insert name): Cell – *(insert #)* / email – *(insert address)*
(Insert name): Cell – *(insert #)* / email – *(insert address)*
Program Coordinator:
Stephanie Broadbent: Cell - 905-424-4496 / email – steph.br@sympatico.ca
Insert date (month/year)