

# WORKSHOP ROOM HOST RESPONSIBILITIES ON-SITE AT CONFERENCE

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**For room assistance, call or text  
Sara: 630-803-3966 or Desiree: 312-550-2425**

1. In the morning, at the AME registration desk, pick up:
  - Envelope with AV form, room diagram (if applicable), speaker bio(s).
  - Flipcharts/smartsheets and markers (if applicable).
  - Slide changer for laptop.
  - IPad for checking in attendees.
  - 5- and 10-minute prompt signs.
2. **Arrive at room 30 minutes prior to session start time.** Using the AV form and room diagram (if applicable), confirm the room is set correctly and all AV is in place. Set up the tabletop flipcharts on top of the highboy tables provided by the hotel. If something is inaccurate or missing, call or text Sara or Desiree (numbers noted above.) Do not contact the hotel directly. Familiarize yourself with light controls. In the event of AV, temperature or other room problems, call or text Sara or Desiree for assistance.
3. At the door, check attendees in from the attendance list on the IPad provided. Either scan their badge or swipe the name and check them in on the app. If they are not registered, send them to the registration desk.
4. **Prior to speaker introduction:**
  - Welcome attendees and remind them to silence cell phones.
  - Announce when session ends, break schedule and that Q&A will be at the end.
  - Inform them of the Wi-Fi password and the conference mobile app (“*Have you downloaded the app?*”) Announce that AME is using online surveys to rate the speaker(s) and the session, and surveys are accessed on the app.
5. Introduce the speaker(s) with provided bio(s).
6. Allow 10 minutes at the end of the workshop for Q&A and comments (5/10-minute signs will be provided to prompt speaker of time remaining.) Hold the group to 8-10 minutes of Q&A and facilitate by selecting the questioner.
7. After Q&A, thank the speaker(s) and **ask attendees to complete the online survey:**  
*“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. Ask audience to thank the speaker with a round of applause.
9. Ensure the room is tidy prior to leaving.
10. **At the end of the workshop, return the IPad, slide changer with USB stick from laptop, and 5/10-minute signs to the speaker registration desk.**

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## Workshop Co-Chairs:

Joe Fisher: Cell - 289-259-3584 / email – joerfisher@live.com

Pat Lucansky: Cell - 847-910-0830 / email – plucansky@vipgroup.us

## Program Coordinator:

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