

## AME Chicago 2019 35<sup>th</sup> Annual International Conference

### WORKSHOP ROOM HOST RESPONSIBILITIES

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

1. On the morning of the workshop, pick up the following items at the AME speaker registration desk located in the East Tower, Ballroom Level:
  - Envelope with A/V requirements, room diagram (if applicable), speaker bio(s).
  - IPad for checking in workshop participants.
  - Remote slide advancer.
  - Tabletop flipchart pads and markers (as requested).
  - 5- and 10-minute prompt signs.
2. **Arrive at workshop room 60 minutes prior to workshop start time.** Using the A/V form and room diagram (if applicable) included in room host envelope, confirm that the room is set correctly, and all A/V is in place. Familiarize yourself with light controls. If anything is inaccurate or missing or there are any issues with AV, temperature or other room problems during the workshop, call or text Sara or Desiree (numbers above) for assistance. Do not contact the hotel directly.
3. Check in workshop participants at the door using the IPad provided. Either scan their badge or swipe the name to check them in on the app. If they are not registered, send them to the AME registration desk.
4. **Prior to speaker introduction:**
  - Welcome workshop participants and remind them to silence all mobile devices.
  - Advise participants of workshop end time, break schedule and Q&A time at the end of the workshop.
  - 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 workshop, and surveys are accessed on the Conference mobile app.
5. Introduce the speaker(s) with provided bio(s) supplied in the envelope and enjoy the presentation.
6. Allow 10 minutes at the end of the workshop for Q&A and comments (use the 5/10-minute sign provided to prompt the 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 participants 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, remote slide advancer with USB stick from laptop, flipchart pads and markers, and 5/10-minute signs to the AME speaker registration desk.

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#### Workshop Co-Chairs:

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

Dave Deskur: Cell – 519-831-7810 / email – davedeskur@gmail.com

#### Program Coordinator:

Stephanie Broadbent: Cell - 905-424-4496 / email – steph.br@sympatico.ca