
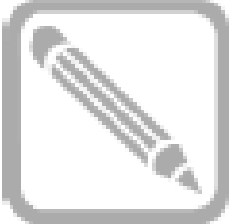



Live Case Studies – Room Monitor & Timekeeper

<p>Team Competition</p> <p>ITEA Judging</p>	<p>Arrive:</p> <ul style="list-style-type: none"> • At the Site Room at least 20 minutes prior to the session • At the session room at least 15 minutes prior to the session
  	<p>Pick-up:</p> <ul style="list-style-type: none"> • Customized Record sheet for the assigned team / time – includes detailed tasks for Monitor and Timekeeper (sample on page 2) • Session Attendee Choice Award Ballots • Pencils <p>Before the Session</p> <ul style="list-style-type: none"> • Review details of assignment; determine which Volunteer will be the Monitor and the Timekeeper • Place session sign outside the door <p>Monitor:</p> <ul style="list-style-type: none"> • Welcome attendees and monitor badges. • Distribute Attendee Choice Award Ballots to each Attendee – provide pencils as needed. • Direct attendees toward seats as needed. • Reserve last two rows for the latecomers. • Close doors when session starts, leave open a bit for latecomers. <p>Timekeeper:</p> <ul style="list-style-type: none"> • Obtain stopwatch and timing cards from the Lead Judge • Understand operation of the stopwatch • Set stopwatch countdown mode for 45 min
	<p>During the session:</p> <p>Monitor:</p> <ul style="list-style-type: none"> • Doors must remain nearly closed during the session; latecomers can be admitted but attendees will be asked NOT to leave. • Record attendee count on the ITEA Room Monitor Form • May be asked to perform various tasks by the Lead Judge in room <p>Timekeeper:</p> <ul style="list-style-type: none"> • Per schedule on ITEA Room Monitor Form, monitor countdown and display timing cards as scheduled; declare STOP time • At end of Q&A, return stopwatch and timing cards to Lead Judge
	<p>After the Session:</p> <ul style="list-style-type: none"> • Collect completed Attendee Choice Award Ballots • Return Attendee Choice Award Ballots to Site Room <ul style="list-style-type: none"> ○ Keep segregated from other Case Study sessions

EXAMPLE – EXAMPLE – EXAMPLE – EXAMPLE – EXAMPLE – EXAMPLE – EXAMPLE – EXAMPLE – EXAMPLE

American Society for Quality -World Conference for Quality and Improvement
International Team Excellence Award Process (ITEA) -Final Round
Ft. Worth, Texas, May 20-22, 2019

ROOM MONITORS

There will be one Monitor per room to help the judges with any logistical concerns. Display the Session sign on the easel. After the Team has started, record the number of attendees (include yourself, but do not count the Team or Judges) on the Customized ITEA Room Monitor Form. Give one hard copy of the Attendee Choice Award Ballot to each attendee. Reserve the last 2 rows for late comers, keep an eye on the door, and ensure that no one leaves the room until the presentation and judge Q&A is completed (to be respectful to the teams). Collect the completed ballot form from each attendee and return completed forms to the site committee room. An ITEA staff member will collect the completed forms at regular intervals.

TIMERS

There will be one Timer. Arrive 15 minutes before the session.
Ask the Lead Judge for the stop watch and timing cards. Sit at the Judges table.
Set the stop watch for 45 minutes. When the Team says their first word, start the stop watch.
When the watch gets to 5 minutes hold up the 5 MINUTES sign so the Team can see it.
When the watch gets to 2 minutes hold up the 2 MINUTES sign so the Team can see it.
When the watch gets to 0 hold up the TIME sign and verbally say “TIME” so the Team can hear you.

After the Judges complete their Q & A, return the stop watch and timing cards to the Lead Judge. The Judges will then leave the room. Move to the back of the room and stay until the audience has left.

LIVE PRESENTATION SCHEDULE

See example below for a presentation scheduled from 9:15 AM to 10:15 AM

- 09:00 – Lead judge, room monitor and judges enter room
 - 09:05 – Doors open for teams and attendees
 - 09:15 – At lead judge's signal, team starts 2 minute set up (doesn't usually take this long and lead judge will welcome attendees as soon as the set up is completed)
 - 09:17 – Lead judge welcomes attendees, reminds them about rules, choice awards, *etc.* and introduces team
 - 09:18 – Lead judge signals for doors to almost close—**45 minute presentation** begins
 - 10:03 – Team presentation ends (Timekeeper holds up "time cards" indicating “5 minutes,” “2 minutes,” and “Time.”)
 - 10:08 – Q & A ends (there may not be any Q & A and/or it may not take 5 minutes)
 - 10:08 – Judges leave room and team begins Q & A with attendees
 - 10:15 – Everyone leaves room, team undoes set up (including any added/removed chairs), and room prepared for the next scheduled presentation
- 15 minutes before the next scheduled presentation, the cycle repeats for the next team.

The doors will not completely close so that attendees and others can watch the presentation even if they don't arrive exactly on time.

Room Monitor Name _____ TIMER Name _____

Session Code: CS02

Organization: SANCOR SALUD

Team Name: ACTIVATED - ABACOM

Presentation Room: 202B **Day/Date:** Monday, May 20, 2019 **Time:** 12:15 p.m. - 1:15 p.m.

Total attendees (not including judges) _____

RETURN COMPLETED BALLOTS AND THIS SHEET TO THE SITE COMMITTEE ROOM
THANK YOU FOR VOLUNTEERING. WE APPRECIATE IT.