




Hospitality Table Volunteer

  	<p>Arrive:</p> <ul style="list-style-type: none"> • At the Site Room at least 20 minutes prior to the session • At the Assigned Table at least 15 minutes prior to the session
	<p>Pick-up:</p> <ul style="list-style-type: none"> • Conference brochure • Resource Book containing local information, brochures, etc.
	<p>Before the Session</p> <ul style="list-style-type: none"> • With predecessor at that table, review any additional question not currently in the Reference book • Become familiar with the structure and content of the Reference book • Assure understanding of the ASQ WCQI Event App
	<p>During the session:</p> <ul style="list-style-type: none"> • Welcome conference participants • Use the conference brochure, WCQI Event App, Resource book, and WCQI Ft Worth website to answer questions about: <ul style="list-style-type: none"> ○ Registration ○ Sessions, activities, and meeting locations. ○ Venue logistics, local transportation, local restaurants, entertainment and sightseeing options ○ Special needs.
	<p>After the Session:</p> <ul style="list-style-type: none"> • Share learnings with successor / Hospitality Coordinator