**Concurrent Session Room Monitor**

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| --- | --- |
|  | **Arrive**:* At the Site Room at least 20 minutes prior to the session
* At the session room at least 15 minutes prior to the session
 |
| **Pick-up:*** Session Audit Sheet
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| **Before the Session*** Display the session sign on the easel
* Familiarize yourself with the light controls
	+ Do not dim or turn off the lights unless absolutely necessary
* Direct attendees toward seats as needed
* Close extra doors when the session starts
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| **During the session:*** Take a head count, record it on the Audit sheet
* Remain by the door to assist those who enter late
* If Speaker takes questiond, direct member to go to microphone.
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| **After the Session:*** Return Audit Sheet to Site Committee Room for processing on to Jessica (HQ speaker coordinator).
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***Room Monitor Guidelines***

* Room monitors should become familiar with lighting in session rooms in case called upon to dim the lights. For assistance with the room set-up please check with the audio/visual technician in the area. Try not to dim or turn off any lights unless absolutely necessary.
* Stand by the door
* Watch for late arrivals - have them come in one door to minimize disturbance

* Make sure the screens are visible from the back of the room. It may need to be adjusted from the previous session.

* Contact audio visual technician immediately if there is a technical difficulty.
* Ask speakers if there are handouts to be distributed.
* **After the session,** if attendees are asking the speaker questions, please usher the speaker and attendees into the hallway so the room is available for the next session.

# *Session Evaluations*

* All session evaluations will be completed in the mobile app. Please encourage attendees to complete the evals in the app. Please still complete the room monitor sheets for each session and return to Jessica in the Speaker Ready Room. **It is extremely important to capture the number of people in each room.**

## **Presentations**

* **All conference presentations are online and in the mobile app this year** – attendees can purchase access to the PowerPoint presentations, synched recordings, and MP3 audio files for $49.00 (for ALL 2019 sessions).
* **During the conference access to the PDF’s of the presentations is free to all attendees.**
	+ **Free access to the PowerPoint presentations only will be available until mid-June.**