

**THIS SHEET IS TO BE USED IN CONJUNCTION WITH YOUR ASSIGNMENT PROTOCOL SHEET.
IN CASE OF ANY CONFLICTING INFORMATION, THE PROTOCOL SHEET TAKES PRECEDENCE**

...CONTACT ON-SITE COORDINATOR BY JANUARY 15, 2020...

Arrange to have your onsite coordinator at the lecture room *at least* 45 minutes prior to the start of the program. Your onsite coordinator will:

- Check registrant badges and collect any tickets upon their entrance to the program
- Distribute and collect evaluation forms
- Distribute handouts, if necessary
- Monitor lighting, temperature, and audio-visual; call for help if needed

PREPARE SPEAKER INTRODUCTION...

Use the enclosed biography or CV to prepare a 1 to 2-minute introduction for your speaker.

If a biography is not enclosed, please contact Sherri Rodman

1. Take the speaker's preferences into account.
2. Avoid attempts at humor; some speakers find it embarrassing

...ON-SITE RESPONSIBILITIES...

1. Pick up both your speaker's packet and your packet at the BCEC North Lobby Clinician/VIP Desk. Make sure your packet contains these items *before* you leave:
 - Social/Cultural Committee Ribbon(s)
 - Your luncheon sticker to Clinician Lounge/BCEC
 - Speaker's biographical sketch
 - Course attendance list (ticketed courses/tours)
 - Problem solving card
 - Speaker Fact Sheet
2. Meet speaker 30 minutes to one hour in advance and escort him or her to the lecture room if he/she would like, or meet the speaker in the lecture room. Introduce speaker to on-site coordinator. If meeting the speaker in advance, the Clinician's lounge at the BCEC will be open at 6:00 am for breakfast, and at 11:30 am for lunch.
3. Locate closest house phone to the meeting room for use in case of a problem or emergency.
4. ***Begin the program promptly!*** Introduce yourself from the podium. Introduce speaker.