

Yankee 2020 Free Course Protocol

Additional Presiding Chair and Room Coordinator Instructions

Free Course Locations:

The majority of free programs are on the second floor of the BCEC in the southeast corridor (rooms 251-261) and on the exhibit hall floor.

EXPO ONLY Badges: Registrants cannot receive CEUs, general attendance credits, or take classes except for Bank of America Pavilion, Benco Pavilion, Crest + Oral-B Center for Excellence, Schein Dental Office Pavilion, Patterson Pavilion, Product Navigator Live, Pediatric Pavilion and CE on the Exhibit Hall Floor courses. Any other courses they would like to take will require them to upgrade their registration at the registration desk in the north lobby.

Guest Badges: No one with a *GUEST badge* will be able to receive CE credits.

If you are a volunteer for a morning course on the exhibit floor, you will be given an early access pass when you pick up your packet on your scheduled day.

Check registrant badges and collect tickets upon entrance to the lecture

- Course code on ticket must match course code number of class entering.
- As attendees enter, check badges and collect tickets. **Ask them to check their coats.** There are coat checks in the North Lobby, Level 1 east and west entrances. Coats take up valuable seating space in small rooms.

If an attendee has not pre-registered for a free course

- Attendees with tickets are seated first. If all seats are not full, those without a ticket should be allowed into the course 10 minutes after the start course start time. Please ask them to go to the registration area in the North Lobby to have the course added to their record after the completion of the course. No substitute tickets are allowed.

Fill seats from front of the room to the back

- As attendees enter the classroom make sure they **fill in the front of the room first**, leaving the back of the room for late comers, so not to interrupt the program in session.