

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

... BEFORE THE CONVENTION...

1. Make sure your event chair has contacted you by January 15, 2020. If not, contact him/her yourself.
2. As onsite coordinator you will:
 - Check registrant badges and collect course tickets upon entrance to the lecture
 - Distribute and collect course evaluation forms
 - Pick-up and distribute handouts, if necessary
 - Monitor lighting, temperature, and audio-visual; call for help if needed
 - Turn Lights on and off if video or slides are shown
 - Know location of nearest house phone to report a problem

... ON-SITE RESPONSIBILITIES...

1. Pick up your packet from the BCEC North Lobby Clinician/VIP Desk. Check to see your packet includes:
 - List of registrants for ticketed courses (**most recent copy available at time of pick-up**)
 - *Attendees list **may not** include those registered on site.*
 - Course evaluation sheets
 - Volunteer Ribbon(s)
 - Speaker's audiovisual requirements
 - Problem-solving card
2. Report to the lecture room at least 45 minutes before the program starts. Review the list of audio-visual equipment and make sure all is set up and working, otherwise use house phone to call for help.
3. Make sure sign is posted outside lecture room; contact staff in Show Office if it is not.
4. Introduce yourself to the event chair and the speaker.
5. As the attendees enter, check badges and collect tickets.
6. Course code on ticket must match course code of program. No substitute tickets are allowed. Refer attendees with problems to the registration desk in BCEC North Lobby.
7. Distribute course evaluations.
8. During the program, be attentive to the speaker's needs. Make sure the audio-visual is working properly and the room temperature is moderate. If you are having a problem, contact the person on your problem-solving card.
9. At the end of the program, gather all course evaluations and place them in your original packet. Return the packet to the Clinician/VIP Desk in BCEC North Lobby.
10. For programs over 100, general arrangements personnel and/or paid ticket takers may have been assigned to assist you. Check with Clinician/VIP Desk for instructions.

...PROTOCOL FOR FILLED ROOM...

1. Make an announcement to clear off any empty chairs.
2. When a room is full, close the doors and stand outside the room for 30 minutes and post the "Room Filled" sign (a room is full when all the seats are occupied, standing is not allowed).