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**Have you contacted your Clinician? If not, please do so.**

1. Introduce yourself and explain your role to the clinician. (If the class has more than one PC, the designated PC calls to check for details; *hands-on PCs and others call to introduce themselves.*)
2. Confirm the speaker's audiovisual order. This is what MDS has ordered for the speaker based on the speaker's initial request and careful review. To make changes, call Samantha Blache at (508) 449-6034 immediately. If the order is correct, there is no need to call.
3. Remind speaker that the deadline for MDS to be able to provide handouts online was September 23th. Hopefully, every speaker responded. In an emergency have them contact Samantha Blache at (508) 449-6034 for further instructions.
4. Review biographical material and ask speaker what they would like you to include in the lecture introduction. This information is in your Volunteer Orientation packet.
5. Make certain speaker has made flight arrangements and has hotel accommodations. (Some local speakers do not stay in a hotel.) Flight arrangements are the speaker's responsibility. Some have been given an allowance for flight. Be sure they have reserved their flight!
6. Discuss ground transportation. Travel time to and from Logan is 15-20 minutes (longer during rush hour).
7. Review the Speaker Ready Room hours (see Speaker Fact Sheet).
8. Inform the speaker that a packet with their name badge and tickets will be held at the North Lobby Clinician Desk. Decide who will pick up the packet. ***If the speaker is arriving one or two days before the lecture, it is usually best for the speaker to pick up this material, as it allows him/her to visit the exhibits and attend events.*** If you are picking up the packet, make sure the speaker is clear about when and where you will meet.
9. **Panels:** If you are presiding chair for a panel, you need to contact the moderator only and remind moderator to call panelists; see program book for moderators.
10. **REMEMBER TO REGISTER YOURSELF FOR YANKEE BEFORE THE CONVENTION!!!**

**Have you contacted your Room Coordinator?**

Arrange to meet your room coordinator at the lecture room *at least* 60 minutes prior to the start of the program. Your room coordinator will:

- Check registrant badges and collect tickets upon their entrance to the lecture
- Monitor lighting, temperature, and audiovisual; call for help if needed
- Place reserved seat signs on PC and RC chair
- Have attendees check coats. **No coats in classroom.**

If you are unable to reach your room coordinator, please inform your Day Captain.

**Prepare Speaker Introduction:**

Use the enclosed biography or CV to prepare a 1-2-minute introduction for your speaker. ***If a biography is not enclosed, you will need to call the speaker directly.***

1. Use *only* current clinical, academic, or professional positions. Take the speaker's preferences into account.
2. Avoid attempts at humor; some speakers find it embarrassing.

**On-Site Responsibilities:**

1. **BRING YOUR VOLUNTEER TRAINING PACKET TO THE MEETING.** Check in at the Show Office at North Lobby and pick up your onsite packet, meal sticker, and other last-minute materials.
2. Meet speaker one hour in advance and escort him or her to lecture room or meet the speaker in the lecture room. Introduce speaker to room coordinator. If meeting the speaker in advance the clinician lounge on the exhibits floor will be open at 6:30 am for coffee and breakfast and will remain open throughout the day.
3. Locate closest house phone to the meeting room for use in case of a problem and nearest exit in case of an emergency.
4. ***Begin the program promptly!*** Introduce yourself from the podium. Make announcements as they are scripted for you on the announcement sheet. Introduce the speaker.
5. Announce the continuing education verification code and course code that is in your packet. There may be two different codes for am and pm sessions.
6. Any available Course Evaluations are online for all attendees and volunteers.
7. If a speaker has been assigned a different PC for am and pm, please contact the other PC for luncheon arrangements.

### About Continuing Education Credits:

Please visit our website at <https://www.yankeedental.com/Registration/Policies> for more information.



The Massachusetts Dental Society is an ADA CERP Recognized Provider. ADA CERP is a service of the American Dental Association to assist dental professionals in identifying quality providers of continuing dental education. ADA CERP does not approve or endorse individual courses or instructors, nor does it imply acceptance of credit hours by boards of dentistry. Concerns or complaints about a CE provider may be directed to the provider or to the Commission for Continuing Education Provider Recognition at [ADA.org/CERP](http://ADA.org/CERP).

#### CEU Credits

Credit is assigned by the MDS on an hourly basis, subject to final approval by the Board of Registration in Dentistry (BORID) in each state. Lectures, workshops, and hands-on courses receive one credit per hour (rounded down to the nearest hour). For courses not related to patient care, please contact BORID for allowed credit. You may enter your CE credits for Yankee 2020 through March 15, 2020, by logging on to [yankeedental.com](http://yankeedental.com).

#### NBC Credits

The formal continuing education programs of the Yankee Dental Congress are ADA CERP approved and qualify for NBC continuing education credits. Upon completing courses at Yankee, Certified Dental Technicians (CDT) and Recognized Graduates (RG) should print a transcript of their courses at the CE Pavilion at Yankee and submit this directly to the NBC. (Transcripts may also be downloaded from the [www.yankeedental.com](http://www.yankeedental.com) website) It is the responsibility of the technician wanting to receive approved credit to submit this documentation to NBC before their renewal period, while keeping a copy for their personal records. Yankee Dental Congress does not submit transcripts on your behalf.

#### DANB Credits

DANB Certificants who attend or participate in Continuing Dental Education (CDE) courses sponsored by the American Dental Association Continuing Education Recognition Program (ADA CERP), may be able to use these courses to renew their DANB Certification. It is the responsibility of the Certificant to ensure that courses they take meet DANB's Recertification Requirements, and that the CDE credits are reported in the appropriate DANB CDE categories, as described in DANB's Recertification Requirements. DANB does not accept general attendance and/or Exhibit Hall Floor attendance CDE credit.

A copy of DANB's recertification requirements is available at: [www.danb.org](http://www.danb.org)

For CDE questions contact DANB by phone at 1-800-367-3262.

#### AGD Credits

The formal continuing education programs of the Yankee Dental Congress are accepted by AGD for Fellowship/Mastership credit. The AGD number is 219251.

**Volunteer Credits:** Volunteers will have the courses they have been assigned to pre-loaded into their registrations. You will need to enter the verification codes in order to generate a transcript. You can do this by either logging in at the CE Pavilion, YDC Mobile App or entering credits online at [www.yankeedental.com](http://www.yankeedental.com).

**Handouts:** Handouts from speakers were due in September. Those received were uploaded and available to attendees and volunteers at [www.yankeedental.com](http://www.yankeedental.com).