

DAY CAPTAIN RESPONSIBILITIES & TIMELINE

While the Program Committee is responsible for program design (format, curriculum, speaker selection), each Day Captain is responsible for PCs/RCs for each lecture and workshop scheduled during the day. You are expected to be onsite at the Clinicians Desk at Yankee by 6:30 AM on the day for which you were assigned.

June

Receive Day Captains report showing course assignments for your scheduled day
Recruit volunteers for PC's & RC's (recommend sending them to yankeedental.com volunteer tab to guarantee spot). There is an application form they can fill out to start the process.
June –Volunteer website goes live. At that point all courses will be filled on a first come first serve basis

July/August

July 29th – ALL PC & RC names need to be finalized for publication in Program Book

October

Tammy to send confirmation letters to all PCs and RCs with information sheets.
Confirmation letters will also include a reminder to PC to contact their speakers
Update Tammy of any PC's & RC's who cancel

November

Register yourself for Yankee before the early bird cutoff date in November
Continue to update me of any PC's & RC's who cancel

December

Make sure all PC/RCs are registered and PCs have contacted speakers Late
December/Early January- Final Letter to PC's & RC's will be sent along with course & speaker information
Continue to update me of any PC's & RC's who cancel

January

Call the PC's/RC's to remind them of their responsibility Volunteer training will be online. (PC & RC's will receive final course & speaker information in January)

January 27th –29th – Attend Yankee Dental Congress 2022
Staff the volunteer or clinician desk (if needed) at the meeting and manage the distribution of packets and other course information.

Onsite Responsibilities:

On Thursday, Friday, and Saturday there will be four Day Captains and 1 Exhibit Hall Day Captains each day. Day Captains will need to be at the Clinician desk by 6:30 am to manage the distribution of speaker and volunteer packets. Additional duties are listed below.

1. Day Captain

- Present at Volunteer desk (Show Office) for full day
- Distribute onsite packets to Clinicians or PC's and RC's
- Fill in for any last-minute PC/RC cancellations or no-shows
- Follow lunch and breaks schedule to ensure Clinician's desk has proper coverage

2. Exhibit Floor Day Captain

- Check-in at Volunteer desk (Show Office) by 6:30 am
- Fill in for any last-minute PC/RC cancellations or no-shows for Exhibit Hall classes (refer to your Day Captains Report or onsite log for rooms)
- Check in on all Exhibit Floor Classrooms and look out for problems. Return to show office desk between classes
- Follow lunch and breaks schedule to ensure Clinician's desk has proper coverage

Day Captains are entitled to a complimentary one-night stay and parking at one of the convention hotels along with a breakfast and lunch pass for each day of volunteering.

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