

# Yankee 2022 Free Course Protocol

## Additional Presiding Chair and Room Coordinator Instructions

### **Free Course Locations:**

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

**Visitor Badges:** No one with a visitor badge will be allowed into courses.

**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.**

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### **Check registrant badges and collect tickets upon entrance to the lecture**

- Course code on ticket must match course code of class entering.
- As attendees enter, check badges, and collect tickets.

### **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.