Yankee 2027 Free Course Protocol

Additional Presiding Chair and Room Coordinator Instructions

Free Course Locations:
Most free programs are on the second floor of the MCEC in the southeast corridor (rooms 251-261) and on the exhibit hall floor.

Exhibits Only Badges:
EO registrants cannot receive general attendance credits or take classes except for Exhibit Hall courses, Corporate Forum courses, Knowledge Nook courses and Minuteman 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 upon entrance to the lecture

- If an attendee is denied by the tap-and-go scanner, but there are seats available in the course, please instruct them to visit registration once the course concludes. All courses must be added to their registration to claim CE.

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

- Attendees with tickets are seated first. If all seats are not full, those not registered for the course should be allowed in 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. All courses must be added to their registration to claim CE.

Fill seats from front of the room to the back

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