PRESIDING CHAIR GUIDELINES

Yankee Dental Congress 2027

Thank you for being a Yankee volunteer!

It is important that you read through all these guidelines before attending your course(s).

Volunteers must register prior to attending Yankee Dental Congress. You will not be able to volunteer or claim CE if you are not registered. Please note that your **assigned volunteer courses WILL NOT appear in your registration**. You will still be able to claim CE on our website by entering your volunteer courses secret code.

Badges will not be mailed prior to Yankee- you must pick up your badge on-site. We are utilizing RFID technology with the badges, so you will need to be scanned into every course you attend as ONLY a regular attendee. You will not need to scan in to courses you are a volunteer for. A secret code is still required to claim CE on the Yankee Website. *Refer to the volunteer orientation packet for more details!*

Hands-on course volunteers are NOT to take the seat of registered attendees for the courses. Materials for hands-on courses are ordered ONLY for those attendees that have registered. There are seats in the back reserved for the room coordinator and presiding chair to observe the courses. You will still receive credit for the course, but you are NOT to participate.

Have you contacted your Course Speaker? If not, please do so.

1. Introduce yourself and explain your role to the speaker.
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 Alicia Blake at (508) 449-6027 immediately. If the order is correct, there is no need to call.
3. Remind the speaker that the deadline for MDS to be able to provide handouts online was September 25th. Hopefully, every speaker responded. If they would still like to submit a handout have them contact Emily at ehernandez@massdental.org for further instructions.
4. Review the speaker introduction the speaker provided and make sure there haven't been changes. This information is in your Volunteer Orientation packet.
5. Discuss ground transportation. Travel time to and from Logan is 15-20 minutes (longer during rush hour).

6. Review the Speaker Ready Room hours (see Speaker Fact Sheet).

7. Inform the speaker that a packet with their name badge will be held at the North Lobby Clinician Desk for pick-up.

8. **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.

9. **YOU MUST BE REGISTERED FOR YANKEE IN ORDER TO CLAIM YOUR CONTINUING EDUCATION CREDITS.** Please register before December 1, 2026, to avoid any issues with claiming CE.

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 upon their entrance to the lecture and assist in scanning them in.
- Monitor lighting, temperature, and audiovisual; call for help if needed.
- Have attendees check coats. **No coats in the classroom**.
- As the room fills up, assist attendees with filling available seats.

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

Speaker Introduction:

1. The speaker has prepared the enclosed introduction they would like the PC to use.
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 the speaker one hour in advance and escort them to the lecture room. You may also meet the speaker in the lecture room. Introduce the speaker to the 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 your problem-solving card 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. At the end of the course, 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.

In Case of an Emergency: Your problem-solving card will list the appropriate extension in your venue to call to report and emergency. The building prefers that you call the command center for all emergencies, because they have a direct line to Boston EMS. If 911 has already been called, immediately notify the MCEC command center at 617-954-2222 or x2222 on a house phone, so they can direct the emergency vehicles to the right location in the facility.

Volunteer Credits: Volunteers that have registered ON or BEFORE December 1, 2026, will be identified as a volunteer on the "Claim CE" portal. The volunteer courses you are assigned to WILL NOT appear on your registrations. You will need to enter the verification codes to generate a transcript. You can do this by entering credits online at 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.

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.

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, enhanced lectures, 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.

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 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

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.