ROOM COORDINATOR 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 regular attendee. You will not need to be scanned 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.

Room Coordinators will no longer be collecting physical tickets for courses. Each attendee will need to scan their badges as they enter courses using a “Tap ‘N Go” tablet display outside each classroom. Room Coordinators are responsible for assisting with the attendees as they scan in. (Attendees are not required to scan out)

Before you go:

1. Make sure your Presiding Chair has contacted you before the convention. If you have not heard from them, please contact your assigned Day Captain, or reach out to Johannah (JCassidy@massdental.org).

2. **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.

3. **BRING YOUR VOLUNTEER TRAINING PACKET** and check in at the Show Office at the North Lobby about an hour before the course. Pick up your onsite packet, a meal sticker, and other last-minute materials.

On-Site Responsibilities:

As room coordinator, you are responsible for making sure the classroom and speaker are prepared for the course to take place.

- Report to the lecture room at least 60 minutes before the program starts. Make sure the audiovisual equipment listed on the sheet in your Volunteer Orientation packet is set up and working, otherwise call AV Hotline (card in packet) from the nearest house phone.
    - Monitor lighting and room temperature (refer to instructions in onsite packet)
    - Practice using the room lights
    - Locate your problem-solving card for use in case of a problem and nearest exit in case of an emergency

- Introduce yourself to the presiding chair and the speaker.

- As attendees arrive, check badges. Attendees must have a badge to enter CE programs. No one with a *GUEST or Exhibit Only badge* will be eligible to receive CE credits unless they upgrade their registration. You will then make sure all attendees are scanned into the course.

- **If there is an error upon scanning:** please direct them to the registration desk in the main lobby to amend their badge & registration. All attendees must be scanned. **See registration page in the Volunteer Orientation Packet for more information.**

- **SCOUTS:** Some guests may have a ribbon on their badge that reads “Scout”. Scouts are guests from other meetings and are allowed to enter classrooms and listen to the speaker for up to 20 minutes. Please make sure they are in the back of the room. **Scouts do not need to scan into courses.**

- Ask attendees to check their coats if the course fills up. Coats take up valuable seating space in small rooms.

- As the room fills up, assist attendees with filling available seats.

- Make sure a sign with the course details is posted outside the lecture room; contact show office if needed.

- During the program, be attentive to the clinician's needs. Make sure the audiovisual is working properly, and the room temperature is moderate. If you are having a problem, contact the appropriate person on your Problem-Solving Card in your packet.

- For lectures with over 150 attendees, additional room coordinators may be assigned to assist you.

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.

ADA C·E·R·P
Continuing Education Recognition Program

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.