

Room Host – What Do I Do and When?

Room Host Responsibilities

Before Your Session:

- **Pick up your Room Host packet** at the Information Booth in Kellogg Lobby. Your packet will contain VIP lounge passes and other important information. **Please pick this up early (an hour before your first session is due to start).**
- Head over to your session – plan on getting there at least half an hour before the start time.

At Your Session:

- Before the session starts, work with the Speaker Host to respond to any issues. Double check with the speaker that all AV is in working order.
- **Greet attendees and check tickets:**
 - An attendee will have a summary of their registered classes on the back of their name badge.
 - Memorize your course number and check the back of the badges to make sure each attendee has that course listed before they enter.
 - Tickets are not transferable for another course or to another attendee.
 - Every attendee *must* sit in a seat. They are not allowed to sit on the floor/aisles or stand for prolonged periods of time in the back of the room. **This is a Fire Marshall/Building regulation and must be enforced. Kindly ask them to take a seat.**
 - SCOUTS: An attendee with a “scout” pass may be admitted at any time. Scouts will stand/sit in the back of the room for approx. 15-20 minutes to observe the program. There are reserved seats in the back of the room for scouts – if you see one come in show them where they can sit. *Please don't let attendees sit in these reserved seats.*
 - STUDENTS: Accept a student pass in lieu of a regular ticket at any lecture. Student passes are *not* valid for workshops or full-day lectures. Paid attendees will get seats first and students last - *only if still available.*
- Monitor the session and answer attendee questions:
 - Deal with any disruptive behavior or issues that come up. Respectfully request any disruptive person to stop, and find an SSC Member if you need support.
 - We don't have paper handouts, attendees will need to find those on the website or app.
 - Attendees with special needs do not need to remain in the back of the room. Feel free to accommodate them by removing chairs at the end of the aisle if necessary. Please also accommodate requests from hearing impaired attendees to sit close to the speaker.

Other Special Notes:

SSC Members: Scientific Session Committee members are assigned to each hallway and a group of rooms. Contact the closest member for any assistance needed. They will have a SON crest on their lapel. We will also provide you with the cell number of the SSC's designated volunteer coordinator, if there is not a member readily available.

Emergencies/First Aid: Should assistance be needed in a program room, please ask the nearest committee member to contact the EMT on duty or notify the Information Booth in Kellogg Lobby. EMT's are located onsite and will have the quickest response time. In case of an emergency, please help with crowd control so the EMTs can quickly locate the attendee in distress.

Complimentary Meals and Snacks: On the day you are hosting feel free to help yourself to breakfast (6:30-9 in the 5th Floor VIP Lounge) or lunch (11:30-1 in the Riverside Room at 317 on Rice Park). Beverages and snacks will also be available in the VIP Lounge until 4.

VIP Reception: We invite all Speaker Hosts to join their speaker and the Scientific Session Committee for a VIP Reception at 317 on Rice Park on Thursday, April 28 from 6:00 pm to 7:30 pm

Complimentary Parking: Volunteers will be able to receive parking passes on the days they are hosting.

CE Credit: You will be able to receive credit for the sessions that you host. You will need to register for Star of the North, but don't need to register for the sessions you are hosting – we will do that for you!

Thank you Star of the North volunteers! We couldn't make this happen without you.