

Room Host – What Do I Do and When?



PRIOR TO THE MEETING

- ☆ **Review the Host Training Handout:** Please take a few minutes to review the handout. This is a “must review” for experienced and novice hosts alike, especially with regards to handling tickets for programs.
- ☆ **Pre-Register for The Meeting:** You need to **register** for the meeting at www.star.mndental.org in order to receive a name badge and obtain CE credit at the meeting. Your name will be mailed to you in early April. **You do NOT need to register for the program(s) you are hosting. We will add your name to the course roster so that you receive CE credit.**
- ☆ **Reserved Parking:** If you wish to have complimentary parking reserved for the day(s) you are hosting, you must return the Room Host RSVP Form to the MDA **by March 25**. Requests received after the deadline may not be approved.
- ☆ **RSVP for the VIP Reception:** As a special treat, we are inviting all Room Hosts to join their speaker and the Scientific Session Committee for a VIP Reception at 317 on Rice Park on Thursday, April 23 from 6:00 pm to 7:30 pm. Please indicate your intention to attend on the Host RSVP Form **by March 25**.

TYPES OF TICKETS & HOW TO HANDLE TICKETS

Summary Ticket:

- An attendee will have a summary of their registered classes on the back of their name badge. Only attendees registered for your specific course # can enter and be seated.
- Memorize your course # and check the back of the badges to make sure each attendee has that course listed before they enter.
- Committee members will rope off the back rows for last minute arrivals in full/sold out courses. These seats should be left empty until the room fills.
- Attendees may not switch a morning class for an afternoon class if it is repeated. CE credits are linked to the specific course # they are registered for.
- Tickets are not transferable. Only the attendee registered for the class will receive CE credit.
- 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!!**
- 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. Do not let attendees sit in these seats.

Student Pass:

- Each dental student is provided with ONE student pass. Accept a student pass in lieu of a regular ticket at any lecture on Thursday or Saturday. No passes on Friday!
- Subject to availability – allow attendees with paid tickets to sit first and allow student to enter last. This is very important for almost full to sold out courses.
- Student passes are not valid for workshops or full-day lectures.

AT THE MEETING

- ☆ **Plan Your Arrival at RiverCentre:** Arrive at RiverCentre at least 45 minutes before the presentation; you should be at the program room door no later than 30 minutes before the session is scheduled to begin. Take into consideration traffic and parking challenges during the weekdays.
- ☆ **Pick up your HOST PACKET at the Information Booth in Kellogg Lobby.** This has important information and your VIP lunch tickets in it. The booth will be open daily from 7 am to 5 pm.

- ☆ **Program Room:** Check the onsite program book to ascertain the correct room number. Check that all AV equipment is working and that everything else is in proper order.
- ☆ **Audio-Visual/Lighting:** Check with the speaker for the level of lighting he/she prefers during the presentation. Notify a SSC member for any sound/lighting problems during the program.
- ☆ **Manage the Room:** Assist attendees with finding seats in rooms that are at full capacity. Be assertive and ask people to move over and not to “save seats” or place their purse/bag on a seat.
- ☆ **Handouts:** We are a GREEN Meeting - handouts for all programs will be made available electronically to attendees prior to the meeting. They can be downloaded from the registration website or via the meeting app.

OTHER SPECIAL NOTES FOR ROOM HOSTS:

- ☆ **SSC Members:** Scientific Session Committee members are assigned to each hallway and group of rooms. Contact the closest member for any assistance needed.
- ☆ **Disruptive Activity:** If you notice disruptive activity in a classroom (crying baby, cell phone usage, loud talking, etc.) PLEASE politely request that the attendee exit the room to minimize disruption to other attendees. If you don't feel comfortable doing this, contact a SSC member.
- ☆ **Cellular Phones:** Phones and pagers must be silenced or deactivated in ALL program rooms.
- ☆ **Attendees in Wheelchairs:** 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.
- ☆ **Please Help Keep the Door from Banging:** When the program is in progress, please keep the door from banging and disrupting the speaker.
- ☆ **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 locate the attendee in need quickly.
- ☆ **No Smoking/Vaping:** Smoking/Vaping are NOT allowed in any program room or any section of the convention facility.
- ☆ **Don't Forget Your CE:** Visit the CE Verification Station (or use the App) to enter the program completion code to receive CE credit for the course(s) you hosted.
- ☆ **Professional Dress:** Please dress professionally as you are representing the MDA and the meeting (preferably no jeans).

VIP Hospitality Lounge

On the day(s) you are hosting, you are welcome to utilize the VIP Hospitality Lounge for your meals.

Continental Breakfast is served from 6:30 am – 9 am in the VIP Lounge (located on the 5th floor).

Lunch is served at 317 on Rice Park from 11 am – 1:30 pm (Riverside Room)

Beverages and afternoon snacks are available in the VIP Lounge (5th floor) throughout the day until 4 pm.

Please stagger the time you leave the room with your Speaker Host, so someone is always in the room.

Thank you for extending Star of the North hospitality to our speakers and attendees!