

Speaker Host Responsibilities

Before the Meeting:

- Make initial contact at least one month out and introduce yourself.
- Direct any questions they may have about their session to Whitney Bey at wbey@mndental.org.
- Follow up with your speaker again about two weeks out from the meeting and arrange a time to meet up before their presentation.
 - Depending on your speaker, you may just meet at their presentation room to make sure everything looks right, or they may need more support getting to the RiverCentre. You can also show them hospitality by taking them to the VIP lounge for something to eat or drink before their presentation!

During the Meeting:

- **Pick up your Speaker Host packet** at the Information Booth in Kellogg Lobby. Your packet will contain a specific set of announcements for your program(s); CE completion code signs; VIP lounge passes; speaker gift and honorarium check. **Please pick this up early (an hour before your first session is due to start).**
- At the session, work with the room host(s) to get attendees settled and respond to any issues that may arise before the session starts.
- **Moderate your speaker's session(s):** *There will be a microphone available for your use.*
 - Introduce the speaker. Review their biography ahead of time and be ready with a short intro.
 - For the Q&A be ready to “break the ice” with a question.
 - At the end, thank the speaker and initiate applause.
 - Announce the course completion code (provided by the MDA)
 - This is attendees’ only chance to receive this, so they need to make note!
 - If the session goes long, have the speaker hit pause so you can give the code out for attendees who need to leave.
 - Let attendees know CE can be verified in the MDA Star of the North app, at the kiosk in registration or on the website.
- Invite your speaker to join you for meals if they wish. Complimentary meals will be available:
 - Continental Breakfast is served from 6:30 am – 9:00 am in the VIP Lounge (5th floor)
 - Lunch is served at 317 on Rice Park from 11:00 am – 1:30 pm (Riverside Room)
 - Beverages and afternoon snacks are available in the VIP Lounge (5th floor) until 4 pm.
 - *You are welcome to get breakfast and lunch with or without your speaker, however please do your best to accompany your speaker to meals. It is a great way to show hospitality and get to know them better.*

After the Meeting:

- Thank the speaker on behalf of the MDA and assist with any questions or concerns they may have.
- Once they have finished their *last session* of the conference, present them with their speaker gift and honorarium check. **This should be done in private.**

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.

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.

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 session(s) you are hosting – we will do that for you!

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