

# Speaker 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 announcements and CE codes.
- ☆ **Pre-Register for The Meeting:** You need to **register** for the meeting at [www.star.mndental.org](http://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.**
- ☆ **Reserve 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 Speaker 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**.

## Speaker Host Responsibilities

### **Contact Your Speaker in Advance:**

- Make initial contact at least one month before the meeting – the speaker will be provided with your name and email/phone.
- Answer any questions your speaker may have about the meeting, Saint Paul, transportation, etc. Feel free to forward any A/V or technical questions to Shannan Cook at [scook@mndental.org](mailto:scook@mndental.org).
- Follow up with your speaker 2 weeks before the meeting.
- Arrange a time to meet on the day of the presentation and escort him/her to the RiverCentre.

### **During the Meeting:**

- **Arrive Early:** Make sure you arrive at the RiverCentre at least one hour before your speaker’s presentation is scheduled to begin.
- **Pick up your Speaker Host packet:** The Information Booth is open from 7 am to 5 pm daily. It is **CRITICAL** that you pick up your hosting packet – 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.
- If program is SOLD OUT, make announcement asking people to identify open seats (don’t let them put bags/purses on empty chairs).
- Introduce the Speaker (speaker bio is enclosed). Be prepared to initiate the question and answer session with a question of your own to get things started.
- Thank the speaker and lead the applause.
- Make post-program announcements (*provided by the MDA*).

### **Post-Program Announcements:**

- Announce the course completion code and display the sign found in your host packet. If you cannot find the completion code, contact an SSC member ***immediately***.
- If you are hosting multiple programs, please double-check & announce the ***correct*** code.
- If the speaker goes over the allotted time or goes long with Q&A, please provide the code to attendees who need to leave. If necessary, announce the code and then continue with Q&A.
- Remind attendees to record the completion code in their program books and/or on their handouts. Codes will NOT be provided once a course is over.
- Announce options to verify CE credit: 1) Use the meeting App and visit CE Express; 2) Visit the CE kiosk in registration; or 3) Go online to the meeting website.

## Post-Presentation Speaker Hospitality:

- Thank the speaker on behalf of the MDA and present the honorarium envelope (if applicable) and a speaker gift (*provided by the MDA*).
- The honorarium and gift should be presented at the conclusion of the last program or the last day if a speaker is presenting multiple days.
- Assist the speaker with their departure from the convention center and with any transportation needed to the airport/hotel.

## OTHER SPECIAL NOTES FOR SPEAKER 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.
- ☆ **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 5<sup>th</sup> 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 (5<sup>th</sup> floor) throughout the day until 4 pm.

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

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