

Room Host Responsibilities

2017 Strengthening Student Success Conference



Contact Tracy Newell at tnewell@meetingwise.net to request to serve as a room host and include your conference strand preferences.

Requirements

- Attend a 30-minute orientation session on Wednesday, October 11th at 8:30 a.m.
- Be available for the entire event (beginning at 8:30 a.m. on Wednesday, October 11th for orientation and ending at 5:00 p.m. on Thursday, October 12th).
- Preference a specific strand to support for EACH DAY (notes: strand assignments will be made in the order commitments are received; you may choose the same strand for both days or different strands for each day). Go to <http://rpgroup.org/Strenthening-Student-Success/Goals-and-Strands> for a list of strand options.
- We will also need hosts for the Friday, October 13th post-conference workshops (from 8:30 a.m. to 1:30 p.m.) and those opportunities will be filled as requested. You must be signed up as a Wed/Thurs host in order to request to host on Fri as well.
- Pay your own travel and lodging fees (we have negotiated a room rate is \$229 plus 12% tax & \$1.25 per night), including parking fees as applicable (we have negotiated a discounted overnight and day self-parking rate of 50% of the current rate of \$25 or \$12.50; rates subject to change).

Benefits

- Free conference registration
- A guaranteed seat at each session you host

Your Responsibilities

Mandatory Orientation

- Hosts will need to attend an orientation meeting, which will be held on Wednesday, October 11th at 8:30 am at the conference site.

Room Set Up & Maintenance

- Arrive 15 to 20 minutes (minimum) prior to your first session each day to check room for proper set up and familiarize yourself with room, lighting, and the closest restrooms.
- Ensure the room is refreshed appropriately between sessions. Advise MeetingWise staff if assistance is needed.
- Identify yourself to the presenters as someone who can assist them as needed during the session.
- Make sure the session starts on time.
- Remind attendees to put phones on silence or vibrate.
- Assist late arrivals in finding seats.
- Provide assistance with any issues that come up during the session. Please position yourself at the back of room during session so that you can be easily located if there is a need.
- Complete an evaluation form for each session you host.
- Thank presenters and participants at end of session and direct participants to the next activity.

Technology Management

- Monitor equipment in the room to ensure that it stays secure.
- Immediately report any technology challenges to conference organizers; a representative will be sent to the room.
- For each session, copy the PowerPoint presentation onto a flash drive (to be provided) and make a list of the file names for each session.
- Give flash drives and PowerPoint title lists to Claire Stallard at the end of each day along with the evaluation forms you have completed. There will be a room host station next to the registration desk.

General

- Turn in all host materials before departing conference.

For more information about the 2017 Strengthening Student Success conference, visit

<http://rpgroup.org/Events/Strenthening-Student-Success>.