



AOSW 35th Annual Conference • June 5 – 7, 2019
DESCRIPTION OF ROOM MONITOR DUTIES

Thank you for volunteering to be a room monitor at the AOSW 34th Annual Conference! We appreciate your assistance and hope you'll enjoy your experience. Below you find the duties of and responsibilities for room monitors. If you have any questions, please ask Amy Metzgar at the registration desk.

Check in with Registration

- Make sure you are trained on how to use the badge scanners to scan people in/out for CE.

Greet the Speaker

- Introduce yourself as the room monitor.
- Find out what assistance they need.
- Instruct speaker to remind registrants to complete the session evaluations which will be emailed electronically after the meeting.

Room Set-up Check List

If any are not complete, notify registration staff immediately:

- Your Room Monitor Packet will stay in the breakout session. It will have all instructions for you to review.
- Scan badges to sign in attendees to individual sessions. If you get backed up, you may need to recruit someone to assist you.
- Make sure the room sign reflects the correct information (The last session insert may have to be removed.)
- Speaker has the A/V necessary for presentation (ask speaker).
- Water is in place near podium.
- Room is not too hot or too cold.
- Trash can is not overflowing.
- Speaker provided handouts (if any) have been distributed
- Check lights – please turn off and on as needed during presentation/workshop.
- If you notice attendance has extended room set and additional seating is needed – please report to staff person immediately.

During the Presentation

- Act as A/V assistant (e.g., slide advancement if requested).
- If there is a problem with the A/V leave the room and get a conference staff person **immediately**.
- Keep time and hold up the 1, 5, & 10 minute warning signs. Time cards will be in your room monitor packet. Please utilize them to assist speakers in remaining on schedule.