

VOLUNTEERING AS A ROOM HOST

Thank you for considering being a Room Host for the ADA Annual Session!

General description:

Room Hosts are responsible for the supervision of room requirements, greeting attendees as they arrive for the course and ensuring everyone in the room has a seat (standing in the back of the room is not permitted). They assist the Room Monitor with ticket collection, management of standby seating and collection of evaluation forms for each course. In the unlikely event the Room Monitor needs to step away, the Room Host stands outside the door until the Room Monitor returns.

Below you will find a description of the traditional duties of this position. Please note there might be some changes to these duties based on the meeting location and the needs of the educational program but this is an outline of the core responsibilities.

PRIOR TO ANNUAL SESSION ROOM HOSTS ARE ASKED TO:

1. Have contact with the Speaker Host for the course (you will receive a call from the Speaker Host(s) to introduce themselves and arrange details.)
2. Read and familiarize themselves with the course material contained in the Preliminary Program.
3. Attend the CLA Orientation Session (this happens usually the day before the meeting starts, your Programs Co-Chair will provide you with the date and time for this event)

ON THE DAY OF THEIR ASSIGNMENT ROOM HOSTS ARE ASKED TO:

Please report to the CLA Office, **90 minutes** prior to the start of their assigned course.

After checking in, proceed to the course room and introduce themselves to the Room Monitor(s) (Temporary Staff hired by the ADA for the meeting)

Before the Course

- Verify that the course outlines and evaluation forms have been located and are being distributed
- Locate the closest house phone in case there is a need to call the Speaker Ready Room.
- Upon their arrival at the room meet the Speaker, Speaker Host will introduce.

During the Course

- Work with the Room Monitor to coordinate standby seating.
- Remain at the entrance to the room to assist the Room Monitor in checking badges, controlling traffic, taking tickets and finding empty seats.
- When the course begins and all attendees have been seated, close the doors.
- Greet and direct latecomers to available seats and keep the doors closed.
- Count the number of empty seats in the room one hour and fifteen minutes into the course and give this number to the Room Monitor to record on the required paperwork.

At breaks (if course is over 2.5 hours)

- Remind the Room Monitor to remain stationed at the entrance to help ensure the room is secured during breaks, and lunch hours.

At the Close of the Course

- Assist with the collection of course evaluations as attendees exit the room.
- When all attendees have exited from the room, return course evaluation forms collected to the Room Monitor and give them the count of empty seats in the room taken 1.5 hours into the course.