

## VOLUNTEERING AS A SPEAKER HOST

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

**General description:** Speaker Hosts are the on-site liaison between the speaker and the ADA. The Speaker Host will contact the speaker before the meeting to ensure all details have been discussed, will greet the speaker upon their arrival at the speaker ready room (or other pre-determined location), will facilitate courses, make general announcements, introduce the speaker and announce the course verification code number for CE credit at the end of the course. It is important that these volunteers help ensure a timely schedule is maintained.

**Below you will find a list of the traditional responsibilities 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 SPEAKER HOSTS ARE ASKED TO:**

1. Read and familiarize themselves with the course material contained in the Preliminary Program specific to the course. (*course description and also the online speaker bios*). A link to the preliminary program will be provided.
2. Usually a month or so before the meeting all Volunteers will have access to the CLA Volunteer Manual in Speaker Hosts will find more information and a checklist of items they need to go over with their Speakers before the meeting. For example:
  - Speaker Hosts will be asked to contact the speaker to introduce themselves and advise them of your role as Speaker Host.
  - Speaker Hosts will be asked to exchange contact information with the Speaker,
  - Confirm hotel accommodations for each speaker
  - Discuss the time of arrival to meet the day of the course
  - Discuss the contents of the Speaker Host's introduction
  - Confirm with speaker that the required course materials have been given to ADA
  - Speaker Hosts will also be asked to contact their Room Host (this information will be provided by the CLA)
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 SPEAKER HOSTS ARE ASKED TO:**

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

After checking in, Speaker Hosts will meet with the speaker (pre-arranged time and location)

#### **Before the Course**

- Introduce the Speaker to the Room Host
- Start the course on time regardless of audience size.
- Read the "ADA Pre-Course" announcement sheet, received at volunteer check-in.
- Introduce the Speaker to the course attendees

#### **During the Course**

- Monitor the course and take care of any last-minute needs of the speaker.
- Make sure the course adheres to the schedule.
- Be prepared to ask the first question if a question and answer period has been previously arranged with the speaker.

#### **At the Close of the Course (or break if course is over 2.5 hours)**

- End the course on time.
- Read the "ADA Post Course" announcement sheet, received at volunteer check-in.
- If it is lunch time, accompany the speaker to the Clinician's Lounge