

ADA 2018 CLA Volunteers

The **Programs** volunteer assignments include the following:

- **Speaker Host**
 - Speaker Hosts are the onsite 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. Only **ADA member dentists** may volunteer for Speaker Host positions.

- **Room Host**
 - 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 (temporary staff) with ticket collection and the management of standby seating for each course. In the unlikely event the Room Monitor needs to step away, the Room Host should stand outside the door until the Room Monitor returns. Any dental team member or guest may volunteer as a Room Host.

The **Operations** volunteer assignments include the following:

- Speakers' Lounge Host
- Information Desk Concierge
- General Greeter/Directional Guide
- Registration Greeter/Directional Guide

Listed below are the specific job descriptions for each assignment. Please note: some job functions will also have temporary staff assigned.

- **Speakers' Lounge Host**
 - As a Speakers' Lounge Host or Hostess, the primary responsibility is to welcome people as they enter the lounge and offer them refreshments. Temporary staff will check credentials and/or the invitation list and collect meal passes at the entrance to the lounge. Only individuals with an authorized Speakers' Lounge pass, which will be dated and color-coded, will be allowed to enter the Speakers' Lounge.

- **Information Desk Concierge**
 - Primary responsibility is to welcome attendees and to help answer their questions about both the annual meeting and Honolulu. CLA volunteers may also have a temporary staff member and/or a member of the Visitors Bureau working alongside them to help answer questions.

- **Greeter/Directional Guide**
 - As a Greeter/Directional, volunteers will be asked for information regarding courses, events, directions, food service and other topics. There are many locations for this assignment. The Operations Co-Chairs will direct volunteers to their assignment.

- **Registration Greeter/Directional Guide**
 - Volunteers will also be positioned throughout the Registration Area and at the entrances to the Registration lines. If positioned in the Registration Area, volunteers ensure that attendees are in the correct Registration Area (i.e., badge print or registration). Volunteers should ensure that attendees have completed the onsite registration form (available at the “Fill-in Counters”) and advise attendees to have their payment ready to present to the clerk.