



Date/Time:

Speaker(s):

Room:

Mid America Conference, Des Moines, Iowa
May 5 - 7, 2008

Thank you for being a room host for the Conference.
Please review the following instructions:

1. Arrive in the room a few minutes early.
2. Introduce yourself to speaker(s).
3. Read through the speaker's bio several times to familiarize yourself.
If needed, ask speaker(s) to clarify pronunciation.
4. Confirm the microphone has power and the other equipment is working properly. If needed, call the designated hotel phone number for assistance with equipment.
5. Make sure the speaker has water available. If they request something else, please direct them to the proper place.
6. Distribute evaluations to attendees as they walk in or place on chairs.
7. Be mindful of the start time and begin your introduction on time.
8. Remind the attendees to complete the evaluation form and leave at your designated spot (see #10 below).
9. If needed, give the speaker a 5-minute notice to end time (let them know in advance you will assist them in this).
10. Thank the speaker for their presentation.
11. Stand by door and collect and/or put envelope in back of room on table/chair for evaluations.
12. Put the completed evaluations in the envelope provided and return to the registration desk.

