



# Room Monitor Guidelines

The NAMSS Conference Committee would like to thank you for volunteering your time to help make our conference a success. In return for your service, we would like to make this process as easy and enjoyable as possible. Here are some guidelines to follow when serving as a Room Monitor:

## Before the Presentation Begins

- Be in the room approximately 20 minutes prior to the program starting and introduce yourself to the speaker(s) and the person making the introduction. Let the speaker know that you will assist with timing from the back of the room and will provide them with warnings at 15, 10, and 5 minutes remaining.
- Stand at the back of the room near the door(s) to welcome attendees and help direct them to open seats. If you notice that people are using seats for their bags in a full room, request that they move their items.
- Encourage attendees to complete the session evaluation in the NAMSS mobile app. There will be mobile app instructions in all attendee bags and some extras in the back of the room.
- Keep an eye on the clock! Sessions that start late will disrupt the schedule, so help attendees find a seat and settle down so that their presentation can begin.
- Assist NAMSS staff in letting attendees know that certain sessions are closed once the maximum capacity is reached. Direct any issues that may arise to NAMSS staff who will be circulating the area.

## During the Presentation

- Remain at the back of the room, so the speaker(s) may find you for assistance with A/V technology or room issues. **You are not expected to trouble shoot A/V technology issues yourself.** Find a member of the NAMSS Staff who will be circulating through all sessions and they will take care of the issue as needed.
- Please close the doors and try to keep doors from slamming with people going in and out.
- Please feel free to ask people to refrain from conversations in the session while presenter is talking. It is very disruptive to others.
- Count and record attendance on the space provided on the check in sheet in manila envelope. Please take the count approximately 20 minutes into the session, as this allows time for late comers to be included.
- Provide the speaker(s) with warnings at 15, 10 and 5 minutes remaining so they may wind down and take any questions. Signs will be provided in each room. They must end on time!

## After the Presentation

- Check room to make sure no personal belongings are left behind. If anything is left behind, please return to the registration desk.
- Assist in answering any questions for attendees. Please see the reverse of this sheet for some FAQs.
- Return the check in sheet and the time cards to the folder and leave on the table in the room.

**If you do not see a NAMSS Staff Member and you require immediate assistance, you can step out of the room and contact Lindsey Sullivan, NAMSS Education Manager, via call or text at 717-994-7314.**

**THANK YOU!**

# FAQs for Room Monitors

Below are a few questions that you may be asked and answers that you can provide to help direct attendees. For any additional questions, please look for a NAMSS Staff Member to assist.

## **How do I access the Session Handouts?**

Session handouts are available to all attendees on the NAMSS Conference Mobile App. You can email yourself a copy from the app to save after the conference.

## **How do I download the Mobile App?**

There are a few copies of a mobile app info sheet included in your Room Monitor Packet. If an attendee is having problems with the mobile app, please instruct them to visit the NAMSS Booth in the exhibit hall for assistance.

## **What is the “Check Into This Session” button in the mobile app?**

New in 2019, attendees will Check Into sessions with a code provided by the session moderator at the beginning of each session. This code will register you for CE for the session and will allow you to participate in audience polling and, in some sessions, submit questions for the presenter. You can also submit your evaluation for a session after checking in. Polls will automatically unlock during a presenter’s session if they are using this feature.

## **What time is the Registration Desk open?**

The NAMSS Registration Area will be open daily:

Monday, October 21: 7:00 a.m. - 5:00 p.m.

Tuesday, October 22: 7:00 a.m. - 5:00 p.m.

Wednesday, October 23: 7:00 a.m. - 11:00 a.m.

## **Where is my next session?**

Please refer to the NAMSS mobile app for exact locations for your sessions.

## **How do I obtain NAMSS CEs for this session?**

NAMSS CEs are self-reported by each attendee only by checking into the session in the NAMSS mobile app.

## **What do these icons on my badge mean?**

Attendees who have pre-registered for one or more of the following “ticketed” events will see corresponding icons printed on their badge:



Certificants’ Reception



Roundtable Networking Breakfast

## **Room Monitor Packet Contents**

Time Cards – 15 Minutes, 10 Minutes, 5 Minutes, Time is Up

Session Attendance Sheet – On Front of Packet

Presenter and Introducer Information

Copies of the Room Monitor Guidelines

Copies of the Mobile App Information Sheet