

Host Responsibilities

DAY OF THE LECTURE

1) Visit Speaker/Host VIP Registration:

You and your assigned speaker will pre-registered as VIP's. If agreed upon with your speaker(s), pick up his/her packet and speaker gift when you are picking up your own registration packet. **Remember, no one can enter without a badge.**

2) Host Q & A Breakfast:

For those of you that are new hosts or would like a refresher, please join on us for a light continental breakfast and Q&A at 7:30 a.m. in the VIP Lounge at the Convention Center. The Q & A will be available each day of the meeting.

3) Visit Lecture Room:

At least one hour prior to lecture, visit the assigned lecture room to become familiar with its location and set-up.

4) Crowd Control:

Crowd control is extremely important. **Sitting on the floor and/or standing along the walls is not permitted by order of the Fire Marshall.** Monitor seating of late arrivals. If the lecture room is reaching capacity and seats are being saved, announce that seats cannot be saved and must be made available to anyone entering. Make an announcement during the introduction if it appears there will be an overflow. **The Fire Marshall is onsite checking for violations and will close the entire meeting if violations are found.** If the room is full, post the ROOM FULL sign at the entrance, close the door, and start the lecture. The ROOM FULL sign is located behind the lecture sign in front of the room entrance. Monitor temperature changes in the room. Report any changes to a board member or CDA staff.

5) Start the Lecture/Speaker Host:

1. Introduce yourself
2. Reference the speaker host introduction to make the general announcements.
3. Introduce the speaker (Obtain from speaker prior to the show). Try to not just read it and give them a very warm introduction.
4. Assume your position at the room entrance (DO NOT SIT UP FRONT) to instruct attendees to scan in, seat new arrivals and monitor traffic. Remember that the Fire Marshall is on site at all times.

6) After the Lecture:

Be ready . . . Discuss with speaker prior to the start of the lecture if they will announce the course code at the conclusion of their program or if they want you to. If the speaker would like you to announce the course code, thank the speaker(s) for his/her contribution to *CDA Presents* and thank the audience for being there and **announce the course number. The course number is located on the speaker host introduction sheet in your VIP Registration packet.** Instruct audience to exit room in orderly fashion – last rows to exit first.

Offer to escort the speaker(s) to lunch and the special events.