

# GUIDE FOR SPEAKER HOSTS

Acting as a Speaker Host requires a one-day commitment. You will serve as a Host for your assigned speaker(s) by assisting them on the day of their presentation, introducing them to the audience, accompanying them to lunch in the VIP Hospitality Lounge and, time permitting for out of town speakers, accompanying them to dinner at a downtown Denver restaurant. The RMDC has an outstanding reputation among speakers for the attention they receive from our volunteers.

Please read this guide carefully, as it contains important details about Speaker Hosting. You may also wish to bring a copy for reference during the convention.

**IMPORTANT NOTE:** Speaker Hosts must register for the RMDC.



## YOUR ROLE AS A SPEAKER HOST

### Host Responsibilities

Hosts represent MDDS at the convention and are essential liaisons between the Society, speaker and attendees. All Hosts shall dress, communicate and perform their duties with dignity, hospitality and professionalism.

- Communicate with the speaker prior to the meeting and obtaining the speaker's introduction
- Arrive early to the course and ensure the speaker arrives on time
- Begin the general announcements on time, introduce the speaker to the audience and remain in the lecture room for the entire presentation
- Accompany the speaker to lunch in the VIP Hospitality Lounge on day of assignment
- Conduct positive and constructive interaction with attendees. In the event an attendee becomes uncooperative or noncompliant, refer the issue to MDDS staff

### Host Assignments

Please submit your top three (3) speaker choices to Jennifer Wissel, Associate Director of Convention & Events, at [jwissel@mddsdentist.com](mailto:jwissel@mddsdentist.com). Assignments will take place November 2018. You will receive your speaker assignment via email. Speaker Host Packets will be mailed, or you may pick them up at the MDDS office.

### Host Perks

MDDS appreciates your time and service and gladly offers one (1) VIP Hospitality Lounge pass to each Host. The VIP Hospitality Lounge serves as a retreat and provides complimentary continental breakfast, lunch and snacks.



## YOUR DAY AS A SPEAKER HOST

### Before the Course

- Contact your speaker(s) by December 14, 2018
- Contact your co-host(s) (if applicable) to coordinate hosting duties, dinner, etc.
- Pick up speaker's honorarium check from Marlene Pakish, MDDS Finance Manager, at the Greeter table outside Room 601
- Meet your speaker and co-host(s) at pre-determined time and location
- Present speaker with badge, VIP Hospitality Lounge pass and honorarium check. The badge and pass are located in your Speaker Host Packet, as well as those of their guests (if applicable)
- Arrive at the room at least 30 minutes prior to the course. A temporary staff member will be at each room for ticket collection
- Verify with your speaker that all A/V equipment requested has been set and test it prior to the presentation
- Inform attendees that handouts are available in the Online Program at [rmdconline.com](http://rmdconline.com) and RMDC Mobile App

## DURING THE COURSE

- Make general announcements followed by an introduction of the speaker (bio located in Speaker Host Packet)
- Announce that attendees will need the CE Code read ONLY at the end to receive credit
- Read or ensure that the speaker reads the Conflict of Interest Declaration
- Be proactive — do not sit in the audience, but instead monitor the door throughout the course
- Monitor course content. If a speaker is not presenting the educational materials in a balanced manner, please alert MDDS staff immediately
- Distribute and collect course evaluations. Please return them to Information in Lobby D

### Crowd Control

- Attendees may not stand at the back of the room or sit on the floor
- Place "Sorry No Entry" sign outside the door(s) if the room reaches maximum capacity. Remove the sign if seats become available after breaks or lunch
- Serve as the "eyes and ears" of the RMDC. We ask you to stay alert and to:
  - Watch for any suspicious people or behavior
  - Be mindful of people who don't seem to belong/stand out from the rest of the group
  - Be aware of the physical environment – room set up, exit locations, etc.
  - Listen to your "gut." If a situation doesn't "feel" right, it likely isn't
  - If you notice any of the above, contact MDDS staff immediately

Continued on reverse.

### Facilities

- If there are any issues with AV or room temperature, call (303) 228-8214 or find an MDDS staff member
- Lost & Found is located in the Colorado Convention Center Security Office
- Mother's room is available. Please request at Information in Lobby D

### END OF THE COURSE

- Thank the speaker for his or her presentation and the attendees for their participation
- Read the course CE code. Encourage attendees to record CE codes even if they don't think they will need them. Credit is **ONLY** given with CE codes

### TICKETS & CE CREDIT

- All courses are ticketed. If tickets were not reserved during registration, they may be added at Registration in Lobby D
- Tickets for all non-fee courses will **ONLY** be honored until 10 minutes after the course start time
- Tickets for fee courses will be honored throughout the entire course

### QUESTIONS

If you have additional questions about Speaker Hosting, please contact Jennifer Wissel, Associate Director of Convention & Events, at [jwissel@mdddentist.com](mailto:jwissel@mdddentist.com) or (303) 488-9700 ext. 3271.