

ROOM MONITOR VOLUNTEER INFORMATION

Volunteer Check-in
Volunteers will first check in at the registration desk to pick up their name badge. The next stop will be the Volunteer Check-in at the Help Desk in the Ballroom Foyer. If you have any questions while onsite, contact Jennifer Root by text at 703.350.6177.

Room Monitor and Check-in

- This role requires volunteers to download an app on their personal cell phones to scan attendees in and out of sessions.
- Mandatory training will be provided and you will be instructed on the "Operator" app download. The last page of these instructions is a "Quick Start" guide to help you become familiar with the app functions. This training will be done in one of two places:
    - At 4:45 p.m. on Wednesday, March 11 at the Help Desk
    - Anytime at the volunteer check-in station.
- Arrive at your assigned room at least 15 minutes before the session.
- Greet the presenter and make sure they know you are there to assist them if needed.
    - If they have AV challenges, text Karl at 434.531.5598
    - You may be asked to assist with any handout distribution.
- As participants arrive, use the Conference Tracker Admin App to scan the QR code on the name badge as they enter the room. **Be certain you have selected the correct session in the operator app!**
- When the room is filling, help direct participants to open seats.
- If the room reaches capacity, kindly inform participants that they should find another session.
- In order to earn contact hours or CEU all attendees must scan in AND out of the session, even for bathroom breaks.
- No paper evaluations will be handed out; all workshop evaluations are done through the Conference App and must be completed for participant to earn CEU or download a certificate of attendance.
- If you have a disruptive or disrespectful person, contact Karl at 434.531.5598
- 15 minutes before the end of the session, place the session checkout QR code paper on the wall near the exit. Be ready to scan attendees out to assist with getting people out of the room quickly.