



THE FORUM ON WORKPLACE INCLUSION

Session Coordinator Volunteers

ALL VOLUNTEERS MUST CHECK IN AT SYMPHONY IV (Hilton 2nd Floor)

The main duty of the **Session Coordinator** is to assist the Session Host and presenter to ensure a smooth session. Session Coordinators are assigned to one room for the entire day(s) of their volunteer service. The reason for this is to have continuity in room logistics and to ensure a smooth transition between sessions. This position is very critical from the beginning of the session to the end, and to the next.

Session Coordinators should have basic knowledge of how to start a computer, how to call up a document from a flash drive and how to start a PowerPoint presentation. You do not need to have vast technical knowledge. Session Coordinators will be provided with a walkie-talkie to report technical issues but will be asked to use innovative thinking when approaching problem situations.

Prior to the beginning of each day, there will be a box of supplies provided in each room with **all** the materials required for each session. **Please leave this box in the room unless otherwise requested.** Additional supplies (post-its, pads, pens, markers, etc.) can be sent to your session room by your team lead, **Ben Rue**, via the in-room walkie-talkie.

Training for Session Coordinators is mandatory and you will be connected with your team lead when you check in. If you have time before, after, or between your sessions we encourage you to attend the general session or assist with hospitality. **Please return to your assigned room no later than 30 minutes prior to the start of the sessions** to meet with Session Host and presenter(s) to review all information assigned to your room and session.

Volunteer Shift Times

Monday, March 27 PM: 11:30 AM – 3:45 PM

Tuesday, March 28 AM: 10:30 AM – 12:45 PM
Tuesday, March 28 PM: 1:00 PM – 5:45 PM

Wednesday, March 29 AM: 8:30 AM – 12:45 PM (Followed by Closing General Session)

Please be aware of disabled attendees who may not have contacted us, hearing/visually impaired, etc. If attendees have not made prior arrangements for disability assistance, please contact the volunteer room immediately for further instructions.

Session material envelope contains the following tools to assist with your role:

- Any special instructions pertaining to your assigned room or a presenter assigned to that room
- Time cards - 5 minutes, 10 minutes and Time's Up
 - Hold up a 10-minute sign for the presenter when they have 10 minutes remaining, 5-minute sign, and time's up sign.
 - Place **FULL** sign on outside of door if session is full
- Audio visual equipment list for that room
 - Confirm it is working prior to start of session

Other notes:

- Assist presenter with set-up
- Clarify with the Session Host and presenter the logistics for distributing handouts (if any)
- Do an exact physical count of attendees in your session and confirm number with Session Host. This number must be written on the Host evaluation form. **Do not guess.**
- Pick up room after each session, remove cups, papers, pick up floor, straighten chairs, etc. This room is your responsibility – keep it clean and neat for the next group.

For all volunteers

Please keep in mind that you may need to be flexible as situations change. If you are not currently assigned to a task, always check in at the Volunteer Room Symphony IV to see if a need arises for assistance. There will be a flip chart in the Volunteer Room indicating current volunteer needs. Please check it frequently.

All volunteers are expected to assist as needed in the Grand Ballroom for seating attendees for lunch and general sessions. *This information is subject to change without notice.

Volunteers should not be seated for meals until ALL attendees are seated.