

AACE International –Annual Meeting Room Hosting

CHECKLIST FOR ROOM HOSTS

Prior to the meeting:

- Review the technical papers and/or abstracts to be presented to become familiar with their content.

Before your session starts:

- Be in the presentation room ahead of time!
- Place paper evaluation cards on seats.
- Check the meeting room to be certain that it is ready and all necessary equipment is available and in working order before the session begins.
- Arrange for someone to operate projection equipment as necessary during the sessions.
- **Ask the speakers to briefly introduce themselves at the beginning of their presentation. (Background etc.)**
- Check that those entering have badges.
- Route early arrivals to seats away from the door so that late arrivals can sit near the door, thereby minimizing disturbance.

During the session:

- Remind speakers to use microphone (if one is available in the room).
- Ask attendees to turn off their cell phones.
- Announce the title of the presentation, and the names of the speakers.
- Monitor time and keep the program on schedule.
- **Count the total number of attendees at each session and note this information on a form provided by Headquarters.**
- Lead discussion following each paper.

At the end of the session:

- **Officially “close” the session and thank the speaker.**
- Remind attendees to turn in their evaluation cards as they leave.
- Turn in the evaluation cards and attendance forms at the registration desk or the AACE Headquarters workroom.