

ADA FDI 2019 CLA Volunteers

The **Programs** volunteer assignments include the following:

- **Speaker Host**
 - Speaker Hosts are the onsite liaison between the speaker and the ADA. The Speaker Host will contact the speaker before the meeting to ensure all details have been discussed, will greet the speaker upon their arrival at the speaker ready room (or other pre-determined location), will facilitate courses, make general announcements, introduce the speaker and announce the course verification code number for CE credit at the end of the course. It is important that these volunteers help ensure a timely schedule is maintained. Only **ADA member dentists** may volunteer for Speaker Host positions.

- **Room Host**
 - Room Hosts are responsible for the supervision of room requirements, greeting attendees as they arrive for the course and ensuring everyone in the room has a seat (standing in the back of the room is not permitted). They assist the Room Monitor (temporary staff) with ticket collection and the management of standby seating for each course. In the unlikely event the Room Monitor needs to step away, the Room Host should stand outside the door until the Room Monitor returns. Any dental team member or guest may volunteer as a Room Host.

The **Operations** volunteer assignments include the following:

- Speakers' Lounge Host
- Information Desk Concierge
- General Greeter/Directional Guide
- Street Directional Guide
- Free Communications Volunteer
- Posters Volunteer

Listed below are the specific job descriptions for each assignment. Please note: some job functions will also have temporary staff assigned.

- **Speakers' Lounge Host**
 - As a Speakers' Lounge Host or Hostess, the primary responsibility is to welcome people as they enter the lounge and offer them refreshments. Temporary staff will check credentials and/or the invitation list and collect meal passes at the entrance to the lounge. Only individuals with an authorized Speakers' Lounge pass, which will be dated and color-coded, will be allowed to enter the Speakers' Lounge.

- **Information Desk Concierge**
 - Primary responsibility is to welcome attendees and to help answer their questions about both the annual meeting and San Francisco. CLA volunteers

may also have a temporary staff member and/or a member of the Visitors Bureau working alongside them to help answer questions.

- **Greeter/Directional Guide**
 - As a Greeter/Directional, volunteers will be asked for information regarding courses, events, directions, food service and other topics. There are many locations for this assignment. The Operations Co-Chairs will direct volunteers to their assignment.

- **Street Directional Guide**
 - Volunteers will be assigned to street corners 4th & Howard or outside Moscone North & South to assist attendees with questions including course locations, shuttle bus information, and other location information.

- **Free Communications Volunteer**
 - Free Communications are organized into sessions of one hour. There are four presentations during each session with a time limit for each presentation of 15 minutes (10 minute oral presentation followed by a 3-5 minute discussion). Presenting authors are required to be present physically to present their work with slides and they are asked to attend the full 1-hour session. The Free Communications Volunteer will monitor that presenters are keeping within their time limit and find assistance from the nearby Zone Manager if any AV issues arise. *CE credit is not offered for Free Communications.*

- **Posters Volunteer**
 - Poster presentations are organized into sessions of one hour. There are five presentations during each Poster session. The time limit for each presentation is 12 minutes. The Posters Volunteer will ensure poster presentations are running on time and find assistance from the nearby Zone Manager if any AV issues arise. *CE credit is not offered for Poster Sessions.*