

SESSION ROOM ATTENDANTS

Area Supervisor: Jonathon Koudelka

DUTIES:

- You are responsible for 2-3 meeting rooms. In each of your four hour shifts, you are responsible for all sessions in those rooms. You will need to visit all rooms as outlined later in this manual.
- Session Attendants are available to assist presenters and session chairs as necessary, including:
 - Assisting with timers** (instructions on page 2)
 - Assisting with wireless remote**
 - Controlling room lights**
 - **Contacting the SAA Meeting Office should a problem arise with the audio/visual equipment or the room set-up. This can be done easily by dialing xxx on the phone in the session room.**
- You will notice that each person is assigned certain room numbers. Please refer to the program to see the start/end time of each session that will take place in your assigned rooms. You will have to report to the SAA Office to sign in for your shift and pick up the necessary materials **15 minutes before your start time.**
- When you sign in for your shift, you will pick up the following for each session: the session attendance report, a laser pointer, and a speaker timer. **The numbers of sessions that you will be attending are listed next to your room number on the sign in sheet.**
- When you arrive at the session room, introduce yourself to the session chair and drop off the timer and laser pointer.
- Before the session starts, check the following:
 - A sign listing the schedule of speakers will be posted outside each room. **Ensure it is the correct sign. If it is not correct, peel back the plastic lining on the sign and remove the top facing paper. The correct sign should now be showing as each sign is in chronological order for that day.**
 - Determine the location of the nearest house phone and the light switches.
- Using the Session Attendance Report, take a head count of the number of attendees in each room twice during your shift. The first count must be taken an hour into your shift. The second count should be made when you feel that the attendance level has reached a peak. Session Attendance Reports are returned to the SAA Meeting Office at the end of your shift.

EQUIPMENT FOR SESSION ATTENDANTS:

Speaker timers and laser pointers, which are available for all sessions, must be signed out at the beginning of each volunteer's shift and initialed after proper return to the SAA Meeting Office.

Please note: Assist the session chair if help is needed with the timer. They are all pre-programmed for 15 minutes (the maximum allotted time for each presentation) and the instruction manual is included with most of the timers.

To operate the timer:

1. Switch the power switch to “On.”
2. Press the “Auto Beep” button.
3. Press “Select Program” Button repeatedly until 15:00 appears
4. Press “Start/Stop” button.
5. After 14 minutes, the yellow light will come on and there will be a soft beep to serve as a one-minute warning.
6. At 15 minutes, the red light will come on and there will be a louder beep. This indicates to the speaker that their time is up.
7. At 16 minutes, the red light will start to flash and there will be two long, loud beeps, indicating that the speaker has gone over the time allotted.

If you have any additional questions after receiving this manual feel free to reach out to me through the below contact information. Thank you!

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