

2011 CHRISTIAN HERITAGE HOMESCHOOL CONFERENCE

ROOM HOST GENERAL INSTRUCTIONS

Thank you for serving with us as a Christian Heritage Conference Workshop Room Host. Your responsibilities are explained below. You will also be provided with a schedule of the speakers in your room.

GENERAL INFORMATION

- **PLEASE USE THE FOLLOWING LINK TO LOCATE THE SPEAKER/STAFF INFORMATION MENTIONED IN THIS DOCUMENT:** www.christianheritageonline.org/christian-heritage-staff-info

- **2011 Room Host – General Instructions** (*current document*)
- **2011 Speaker/Staff Venue Map**
- **2011 Speaker/Staff Schedules**
 - **Master Schedule** for Pre-, During-, and Post-Conference Meetings, Tasks, etc., for speakers and volunteers
 - **Friday & Saturday Conference Speaker/Staff Schedules**
- **2011 Conference Program** – 20 pages; downloadable PDF format
- **2011 Master List of 2011 Volunteer Names & At-Conference Contact Info** - Includes Room & Speaker Hosts with conference weekend contact Info
- **2011 Volunteer Protocol, Volunteer Feedback Form**, and more

NOTE: Please save the above link to access important CH Staff & Volunteer Information not accessible through our public website. This site will be updated as new information is available.

- **ON ARRIVAL AT CONFERENCE CENTER:** When you arrive on Thursday, please stop by the main floor Information Booth to pick up your packet and your Room Host Binder.
- **QUESTIONS?** Contact Susan Bradrick with any questions or problems regarding your Room Host responsibilities:
 - **At Home Prior to Wednesday Afternoon, April 27th:** (360-249-2424) or SB@ChristianHeritageOnline.org
 - **At the Conference, Thursday A.M. through Saturday P.M.:** via the main floor Information Booth, cell phone (360-591-4095), or e-mail SB@ChristianHeritageOnline.org.

ROOM HOST INSTRUCTIONS

1. **PLEASE BRING: Wrist watch or silent timing device** for helping each speaker start and stop each workshop presentation on time. (*more on this below*)
2. **READ THROUGH INSTRUCTIONS & ROOM HOST BINDER**
 - a. Become familiar with all instructions on this sheet plus the contents of Room Host Packet and Binder, available at the Main Floor Information Booth when you arrive.
 - b. Note the timing cards in the front of the binder. Use these for task #7 below.
 - c. Please leave this binder on the podium in the room when you leave the room.
 - d. Turn in Room Host Binder at the Information Booth after the last Workshop Session on Saturday.
3. **PROVIDE HELP WITH A/V AND OTHER EQUIPMENT: During Thursday's Set Up Time and Prior To & During Sessions**
 - a. Speakers & their hosts are encouraged to visit their session rooms on Thursday (when possible, or early Friday A.M.) to test the A/V set up with their own equipment.
 - b. Start tape recorder immediately following the introduction.
 - c. Get A/V equipment help, if needed, by contacting OCC's A/V staff via the Information Booth
4. **SERVE AS ROOM HOST DURING SESSIONS**
 - a. **Arrive** in workshop room **at least ten minutes before each session** begins and remain until all attendees have left.
 - b. **Keep room orderly:** chairs, podium, screen, pathways, trash, A/V equipment, cords, etc.
 - c. **Provide** glass of water at podium for workshop speaker(s)
 - d. **Welcome speaker** and make sure equipment is ready and working.
 - e. **Serve as host** for attendees, welcoming them and answering questions, if necessary

- f. **Check name badges as attendees enter:**
- i. FULL CONFERENCE REGISTRANTS – ALLOWED at all workshops and General Sessions
 - ii. VENDOR HALL PASS BADGES – NOT ALLOWED, *except as a special “bonus” at:*
 1. *Friday’s afternoon General Session - ONLY* (no substitutions allowed)
 2. *Saturday’s morning General Session ONLY* (no substitutions allowed)
 - a. CH offers these “bonus” General Sessions to Vendor Hall Pass registrants to encourage them and to help them see the blessing of the conference messages.
 - b. You may need to explain this to any who do not understand this policy
 - c. *However*, Vendor Hall Pass Registrants **MAY ATTEND** the lunch hour Vendor Workshops
- g. **Auditorium A, B, & C Room Hosts will have extra help monitoring badges at the doors.**
5. **INTRODUCE THE WORKSHOP SPEAKERS IN YOUR ROOM**
- a. **Introductions should be 1 min. or less.** For bio info on speakers see Conference Program at link above and <http://www.christianheritageonline.org/events/2011-main-conference-page/2011-speakers-speaker-sessions>. Also see links to the speakers’ websites for more information.
 - b. **Introductions should include:** The speaker’s bio information in a pleasant, positive, welcoming manner, and *very brief* appreciation for the speaker, if appropriate. However: 1) Please do not read the information in a dry, mechanical way. 2) ***Please prepare your introduction for each speaker before arriving at the conference.***
 - c. **Introductions should not include:** The host’s additional personal comments at any time before or after the session. This includes 1) added insight or personal perspective on the topic, 2) personal homeschooling experiences, or 3) suggested resources, etc.
6. **START & END SESSIONS ON TIME & PROVIDE TIME PROMPTS FOR SPEAKERS**
- a. **Begin on time:** even if only a few people have arrived in room by starting time.
 - b. **Time sessions:** Sit in the middle of the front row. Using the Timing Cards in Room Host binder, give ending time prompts using 15 minute, 10 minute, 5 minute, and “Thank You” (i.e., “Time’s up”) cards.
7. **ANNOUNCE BRIEFLY AFTER EACH SESSION, FOLLOWING SPEAKER APPLAUSE:**
- a. **The next hour’s event:** Following applause: , i.e., *“Scheduled next is a 30 break followed by Workshop B—or lunch hour, or General Session #2, etc.”* ... This will help with promptly vacating room and orienting attendees to next part of the day.
 - b. **Encouragement to vacate room quickly:** Necessary to 1) help attendees to move from one session to another – even when lunch or shopping time follows, and 2) prepare room for next session. Break between workshop sessions: 30 minutes, minimum.
 - c. **Encouragement to visit with speaker at the speaker’s booth**—or by walking along with the speaker to the next activity. This will greatly help to avoid bottlenecks in workshop room.
 - d. **Encouragement to visit the Vendor Halls between sessions.**
8. **HELP GET LUNCH HOUR VENDOR WORKSHOPS STARTED:** *If you have a Vendor Workshop in your room, this will be noted on the room schedule sheet you were sent and which is included in the Room Host Binder. Vendor Workshops are normally not hosted during the entire session or recorded.*
- a. In most cases, Room Hosts need only to help the Vendor Workshop presenter get started by correctly hooking up to the microphone in his/her room.
 - b. After this, the Room Host is free until his next scheduled regular workshop session. If your room requirement is different, you will be notified.
9. **FILL OUT EVALUATION SHEET FOR EACH WORKSHOP SPEAKER IN YOUR ROOM** (*see Room Host binder*). This is best done as soon as is realistically possible after the session ends.
10. **FINALLY, BE SURE TO USE YOUR CONFERENCE VOLUNTEER CD COUPON** (found in your Volunteer Packet) **to order CD’s of the sessions you most want to hear!**
- a. **Please place your order as early as possible in the conference.**
 - b. ***And don’t forget to pick up your CD’s before you leave.***

Thank you again for serving with us at Christian Heritage!