

2011 CHRISTIAN HERITAGE HOMESCHOOL CONFERENCE SPEAKER HOST GENERAL INSTRUCTIONS

Thank you for your willingness to serve as a Speaker Host during this year's conference. Please take time to become familiar with your speaker and with his conference schedules. And please tailor the following to suit your guests according to the individualized Speaker Host Information you will receive pertaining to your particular speaker.

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 list of Room Hosts & Contact Info – this is helpful for Speaker Hosts
 - **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 Information Booth to pick up your Speaker Host Packet and get updates on your speaker's arrival.
 - **QUESTIONS?** Contact Neil Craig or Susan Bradrick with any questions or problems regarding your Speaker Host responsibilities:
 - **At Home Prior to Wednesday Afternoon, April 27th:** Contact Neil: (509-448-5584), NC@ChristianHeritageOnline.org or Susan: (360-249-2424), SB@ChristianHeritageOnline.org
 - **At the Conference, Thursday A.M. through Saturday P.M.:** Contact Susan via the main floor Information Booth, cell phone (360-591-4095), or SB@ChristianHeritageOnline.org.

SPEAKER HOST INSTRUCTIONS

1. **BECOME FAMILIAR WITH YOUR SPEAKER:** Your speaker will be very busy during the entire conference and may not have much time to visit during the event.
 - a. But being very familiar with his bio info, photos, session titles, descriptions, and speaking schedule will help you be prepared to help serve him in whatever ways may be helpful.
 - b. Use link above to locate the *Staff/Speaker Schedules, Venue Map*, etc.
 - c. Also see [CH Conference Speaker Web Page](#) for bios and speaker descriptions.
2. **BECOME FAMILIAR WITH YOUR SPEAKER'S SCHEDULE:** (*Find these at link above.*)
 - a. See Conference Program – for many conference details
 - b. See Master Schedule for Thursday.
 - i. Be sure to coordinate A/V checks in each of the speaker's rooms between 2:00-6:00, if possible. *See "Hosting Your Speaker" below.*
 - ii. Also check for booth set up and meal times on Thursday.
 - c. And see Speaker/Staff FRIDAY & SATURDAY Schedules for Speaker's session schedule, mealtimes, etc.
3. **BECOME FAMILIAR WITH THE OCC SPEAKER/STAFF MAP:** (*Find this at link above.*)
 - a. This will enable you to orient your speaker to the facility and help him find his way around it.
 - b. Pay particular attention to the location of:
 - i. Each speaking room your speaker will use.
 - ii. Restroom facilities near the Exhibit Hall and speaker rooms.
 - iii. The Staff/Speaker Lounge

- iv. The Staff/Speaker Dining Room
 - v. The Christian Heritage office where copies can be made, small signs printed, change made, etc.
4. **DISCOVER HOW TO BEST SERVE YOUR SPEAKER:** Most speakers are accustomed to conferences and have their own way of doing things.
- a. **Study Your Speaker's Host Information Sheet:** This sheet contains the specific information you must know about your speaker's needs during the conference. For instance:
 - i. Arrival and departure times and locations
 - ii. Contact information
 - iii. Lodging information
 - iv. Transportation needs
 - v. Mealtime needs
 - vi. Booth needs
 - b. **Hosting Your Speaker:**
 - i. After introductions, be sure to ask how you can best serve him and to let you know during the conference if there are additional ways you can help him.
 - 1. **Remind the speaker of your cell phone # and invite him to call you if he needs assistance in any way.**
 - 2. This number should be included in his Speaker Packet, but you may want to give it to him again.
 - ii. **An A/V equipment check is necessary in each of the speaker's session rooms.** Contact Sessions Support director Nathan Sherman (360-874-1818) to schedule this.
 - 1. This is best done shortly after the speaker arrives on Thursday, so if any problems arise there is time to correct them.
 - 2. Time available for A/V checks:
 - a. **If at all possible: Thursday, 2:00 and 6:00 p.m.** If this doesn't work, schedule for:
 - b. Thursday, 6:00 and 8:00 p.m.
 - c. Or Friday, 8:00-9:30 a.m. – during Registration and the opening General Session when the workshop rooms are vacant.
 - iii. Some speakers will tell you specific things you can help with. If this is the case:
 - 1. Be sure to be **where** that speaker needs you **when** he needs you.
 - 2. Timing is crucial at a conference, so your willingness to do things to help him get where he needs to be on time will be very valuable.
 - 3. Lunch time could be a prime time for visiting with attendees. Be sure to check at lunch time:
 - a. To see if the speaker wishes to eat in the speaker/staff dining room
 - b. Or to see if he would like you to deliver food to another location where he can visit with conference attendees.
 - iv. However, some speakers may say they can't think of anything you can do. If this is the case:
 - 1. Tell him you will check back periodically in case he thinks of some way you can help. Especially be sure to check back around meal times.
 - 2. You may also offer to get snacks from the Speaker Lounge or concession stand for him. Free coffees should be available from the Speaker Lounge, so you may want to take his orders for these and deliver them to him.
5. **WHAT TO DO WITH ANY FREE TIME YOU MAY HAVE:**
- a. During the time you are not needed by the *speaker(s)*, we encourage you to attend sessions or visit the Vendor Hall.
 - b. However, remember to periodically check in with your speaker or his assistants to see if there is any way you can be of service.
6. **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.**
 - a. **And don't forget to pick up your CD's before you leave.**

Thank you again for serving with us at Christian Heritage!