

Daily Tasks for Committee Members

Registration Desk

Who	Where	When
Sara – Brooke – Laura David – Jacqui	Registration Desk main lobby area	from 8.00am both days

- Warmly greet participants on arrival
- Check off participants on master list and hand over name badge and conference bag
- Draw attention to program and timings and answer any queries
- Show location of plenary room, tea/coffee area, display area, toilets, etc
- Ask participants to take their seat in plenary room for prompt start of session

Meeters and Greeters

Who	Where	When
Mark — Will	Registration Desk to Plenary Room	15 mins before all main sessions

- Go to Registration Desk 10 -15 minutes before session to meet presenter/s for your session
- Meet presenter/s there or at main entrance and ensure they have all they need for their session
- Escort presenter/s to relevant room and introduce them to the Facilitator or the Room Host
- At end of session thank presenter and offer to escort to venue exit

Sign Posters

Who	Where	When
David – Sarah – Will Mark — Di	Monitors outside each breakout room	Before and after each session

- Assist participants to locate and move to their session room and move to seats
- Check the electronic signage outside each room for accuracy against the program
- Check that the signage is displayed at least 15mins before and removed after each session

Materials Monitors

Who	Where	When
Sarah – Brooke – Laura	Registration Desk to breakout rooms	Before and after each session

- Check at Registration Desk for any materials (handouts etc) that may be needed for the session
- Return materials at end of session to Registration Desk
- Check set up of chairs etc for start of next session.

Movers and Shakers *(that's all of us!)*

Who	Where	When
All Committee Members	all rooms and spaces	every session and break

- 5 minutes before end of breaks begin shepherding participants back into room/s for next session
- Ensure everyone is moving into appropriate room before the start time of the next session
- At the end of a concurrent session assist participants to move promptly and quietly to the next
- Ensure morning/afternoon break areas and restaurant are cleared before the start of the next session.

Room Hosts

- Be in the room 5 minutes before start of session
- Ensure seating and a/v gear, charts, whiteboard, etc is appropriately set up for the session
- Brief speaker on use of data projector/laptop or other gear
- Encourage participants to take places ready for session
- Start session on time — don't wait for stragglers
- Introduce speaker/s with short bio and explain to the group the process for questions/discussion etc
- Ensure speaker/s adhere to timing agreements (give 2 minute warning, and a wrap up call)
- Manage the process of switching from one presenter to the next smoothly and to time
- Encourage people to move to next session quietly and promptly.

	Session	Stream	Room	Room Host
Day 1 — Thursday 6 June	C1 11.00 — 12.30	A	Throsby	Sara
		B	McCabe	Di
		C	Hoskins	David R
		Art	Norfolk	David H
	C2 11.00 — 12.30	A	Throsby	David R
		B	McCabe	Mark
		C	Hoskins	Will
		Art	Norfolk	Sarah

	Session	Stream	Room	Room Host
Day 2 — Friday 7 June	C3 11.00 — 12.30	A	Hoskins	Mark
		B	McCabe	Sarah
		C	Throsby	Sue
	C4 3.00 — 3.50	A	Hoskins	David H
		B	McCabe	Suzie
		C	Throsby	Will