



# Course Monitor Guidelines

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As a course monitor, you are essential to the success of the Virginia Dental Showcase course you are monitoring. You are responsible for the following:

## Training:

- A CVENT staff member will show you how use the scanner when you arrive to pick it up at the registration desk the day of the course.

## Welcoming Guests:

- Please arrive no later than 30 minutes before the course start time. The hotel will have the room ready as early as one hour prior to the course, and we like to allow attendees plenty of time to enter and be seated. Please make the attendees feel welcome upon entering.

## Course Admission:

- Attendees **MUST** be registered to attend all courses, regardless of whether there is a fee associated with the course. CE credit will be given electronically, through the barcodes on the attendee badges. As a course monitor, you will be scanning badges as attendees enter. If an attendee is not registered, you will ask them to open the meeting app or head to the Registration Desk to register for the course. For courses with large numbers of registered attendees, we will have more than one monitor to help prevent long lines at the entrance.
- Once the course has started, please remain in the back of the room for the duration of the course. You are of course welcome to take a seat, but we ask that it be near the door in case you need to scan an attendee. If, for some reason, you need to leave the room while attendees are being checked in, have the Speaker Host take your place at the door.

## Additional Information:

- All attendees must be seated in chairs. No one is permitted to stand in the back of the room or sit on the floor due to fire codes. You will not be permitted to bring chairs in from other rooms. All rooms will have seating at maximum capacity.
- A VDA Staff member will bring any necessary signs and evaluations to your course room. In some cases, there will be no handouts for the courses, attendees are able to access the handouts on the event app.
- The evaluations for the course will be available on the event app. We will only print a limited number of paper copies since we prefer they use the app.
- If there are questions or concerns, please refer attendees to the Registration Desk.

## Problems:

If problems should arise, have your Speaker Host find a Council on Sessions or VDA Staff member. If they cannot find someone, go to the VDA Registration Desk for help. They will communicate with Megan Wyman, the Director of the Virginia Meeting.

## Benefits:

In return for your time, the VDA offers the following benefits to you as a course monitor:

- Complimentary meal in the VIP room on the day that you volunteer. (AM course = Breakfast or PM course = Lunch). **Please let Megan know which meal you prefer on your particular day.**
- There will be a sign in sheet in the VIP room, please reach out to Megan with any questions.