

Hosts' Frequently Asked Questions

Where can I take the instructor I am hosting for breakfast or lunch?

The VIP room (Imagination Room) will be set up for breakfast and lunch on Friday and Saturday for all speakers, VIP, Hosts, COS, LAC and VDA Staff. Breakfast will be served between 6:15am-9:30am. Lunch will be served from 11:00am-1:30pm. Please take your instructor's course time(s) into consideration when scheduling meals.

Who do I contact if the AV in the course room is not set up correctly or additional AV is needed?

Find Megan Wyman with the VDA to make any changes. You can ask any VDA staff or Council on Sessions member to contact her for you. COS members will be floating throughout the meeting area. If you cannot find anyone, go to the registration desk. **ALL CHANGES TO AV MUST GO THROUGH MEGAN WYMAN.** Instructors were sent a copy of the instructions for the hotel in early August and the hotel AV staff is wonderful, so problems are anticipated. That said, please double check the AV when you and the instructor arrive in the course room and make Megan aware of any problems that may arise.

What are my responsibilities during the course?

You are in charge of introducing the instructor prior to the beginning of the course using the information in this packet. Additionally, remind your instructor to utilize the slides that were sent to them. **These slides are important for compliance with ADA CERP Recognition Standards and Procedures.** Each instructor should have one for the beginning of the course which needs to be on the screen as attendees enter the room, one for any breaks which lists sponsors, and one for the conclusion of the course that includes the sponsors. Additionally, you will be making sure that the instructor's needs are met and that they are comfortable and feel welcome. Finally, if the course monitor needs help checking people in, please assist with this at the beginning of the course.

When can the instructor get in to his/her lecture room?

All rooms are scheduled to be set a minimum of 1 hour prior to the start of each course. Instructors may arrive as early as 1 hour prior to the course, but no later than 30 minutes prior to the course. Please make sure that the instructor you are hosting is aware of these guidelines and plans accordingly, taking meals and time to catch an elevator into account.

Where do I get my instructor's honorarium and my registration reimbursement check?

Hosts are responsible for presenting payment to instructors. The VDA/VAPD have put together gift bags for all speakers.

Please check with a VDA team member at the registration desk for the gift bag and honorarium check.

Where do I find my instructor's course handouts and evaluation forms?

Attendees will have access to the handouts and evaluations on the event's APP. The VDA will print a limited number of evaluations, but we would like you to encourage the attendees to use the event's app.

Where can I find the completion code for the course?

There are no completion codes for the courses. Attendees will NOT receive paper record of CE credits at the meeting. A record of all CE credits received at the Showcase will be emailed within 2 weeks after the meeting. All CE is being tracked electronically, which is why it is incredibly important for attendees to have their name badge scanned at the course door.

Are course instructors welcome to attend other CE courses or other events?

Yes, all instructors were invited to register for courses and events along with attendees.

Do hosts have to pay for registration and events?

As a thank you for being a speaker host, the VDA will reimburse your early registration fee. However, we do require payment for any other paid functions you would like to attend. You will receive a registration reimbursement via the credit card you used to pay for your registration, after the meeting.

How can I get a name badge corrected for the course instructor?

The VDA/VAPD will be around and may give the speaker's their name badge, gift bag, and honorarium check if they are able to meet them when they arrive. If your speaker has not received these items, please go directly to the VDA registration desk for help. Please check this prior to your instructor's arrival, but we can make changes at any time.

Does the VDA reimburse any of my expenses?

The VDA will reimburse you for one meal (not to exceed \$150) for you and the speaker you are hosting. Please submit your receipt to Megan Wyman or Jilly Kelly at the registration desk or via email at wyman@vadental.org. If you have questions, please contact Megan Wyman.

Am I responsible for entertaining my instructor during their entire stay?

This truly varies for each instructor. Upon making initial contact with your instructor, try to get a feel for what their plans are. Invite them to join you for dinner at a hotel or area restaurant OR to attend a Virginia Dental Showcase evening event. Inquire as to what they would like to do during times when they are not instructing a course. Some instructors prefer to stay active, while others enjoy a chance to spend time on their own. Whatever their personality, your main responsibility is to make sure they feel at home while they are with us.

If you will be dining with your instructor at a restaurant, please make your reservations well in advance.

Thank You for volunteering your time!