

CAARI 2012

Job Responsibilities for CAARI Conference Assistant

General

1. Students assisting in at least five (5) half-day sessions earn a reimbursement or waiver of the student registration.
2. Students assisting in the sessions will receive a complimentary hotel room shared with another conference attendee. Students must be from outside the local Dallas/Fort Worth/Denton area or outside 150 mile radius of Fort Worth.
3. Report to the Manuscript Desk one-half (1/2) hour before the start of each session (check program for start times).
4. Sign in before session begins picking up session materials; sign out when session ends returning all session materials.
5. Wear your badge and carry a program at all times to answer questions.
6. Remember that authors, session chairs and conference organizers can get a bit frazzled during the conference. Your strong, courteous support will be truly appreciated!

Before each session:

1. Sign in at the Manuscript Desk one-half (1/2) hour before the start of each session. Check the Manuscript or Registration Desk for any schedule changes.
2. Take timer, laser pointer and session check-off sheet from the Manuscript Desk to the meeting room.
3. Double check functionality of the audio-visual equipment (screen, LCD projector, wireless microphone and laser pointer).
4. Introduce yourself to the Conference organizers and Session Chair, and offer to help with small details. Hand the Session Chair the timer, laser pointer and check-off sheet. If there is a time-critical problem during the session, report to the Manuscript Desk.
5. Give the Session Chair any assistance you can; i.e., if you are asked to check off the speakers on the list, handle that task courteously. If forms are not completed, please complete them before you turn them in to the Manuscript Desk.

During each session:

1. Operate the room lights, if needed.
2. Be attentive to the operations of the audio-visual equipment throughout the session.
3. Report problems with audio-visual equipment, lights, ventilation, etc. to the Manuscript Desk.
4. Be alert to congestion near the entrance and back of the meeting room. Keep the main aisle open and encourage people to sit down if seats are available. If people are engaging in loud conversations, ask them to "please" move into the hallway.
5. Take room attendance counts and record them on the form provided. Speakers who fail to show up should be listed in the 'no show' section of the form.

After each session:

1. Complete the time sheet and secure Session Chair's signature/initials.
2. Return timer, laser pointer, attendance report, and session sheet to the Manuscript Desk.
3. Sign out at the Manuscript Desk at the end of the session.
4. Be sure to submit your time sheet at the end of your final assignment. If you assist on Friday, submit your time sheet by 12:30 pm.