Thank you for volunteering as a Moderator at the Midwest Veterinary Conference! We would not be able to produce a conference of this size or make it as successful without your help. We truly appreciate your willingness to volunteer.

UPON ARRIVAL

- Have reviewed speaker bios and bring them with you.

- Wear a watch or bring a cell phone *(on silent mode)* for time checks.

- Tell parking attendant you are volunteering at the veterinary conference *(if asked for payment)*.

- Each day, check in at the Speakers & Moderators counter in the Attendee Registration area at least 30 minutes prior to the first session you are moderating.

- On the way to the session room, check for the nearest restrooms and fire exits.

NEED HELP?

Text or call the following OVMA staff during the Conference:

Primary	*Secondary*
Aimee Becker	Carmel Martin
740.739.1235	614.571.8496

SPEAKER LUNCH

Location
Convention Center, 2nd floor, Trott
(Top of escalator, near GCCC/Hyatt connector)

Hours
11:30 a.m. to 1:30 p.m.

IN THE SESSION ROOM

Mask Requirement

- Per the City of Columbus, masks are required to be worn:
  - By Speakers — *When walking to/ from the podium. They can be removed while presenting.*
  - By Attendees — *At all times.*

Before the Session Begins

- Introduce yourself to the Speaker(s) and ask if they need assistance.

- Ask the Speaker(s):
  - How to pronounce their name.
  - If they would like you to use "5 minutes to go" and "time is up" signals.
  - Remind the Speaker to repeat any audience questions before answering.

- Be available to assist Speaker with audio/visual equipment or recruit Markey's A/V staff to assist.

- Familiarize yourself with the room's light switches, in case the Speaker asks you to dim the lights during the presentation.

At the Beginning of the Session

- Read the daily announcement *(if any)* and reminders before introducing the Speaker. Lead audience in applause as Speaker approaches podium.

- Close the session room door and assist the Speaker as needed.

During the Session

- Position yourself near the door to help latecomers find seating.
  - Do not allow attendees to sit on the floor; if needed, ask attendees to fill empty chairs.

- Monitor the progress of the session so that it runs smoothly, and everyone can hear and see the presentation.

- While the Speaker presents, count the attendees. If the session is large, an approximation will suffice. *(See blue box below.)*

- If you see attendees taking photographs, politely request that they stop.

AFTER PRESENTATION

- Begin the applause if needed.

- Remind attendees to complete the conference evaluation in the mobile app.

- Personally thank the Speaker again for speaking at the MVC.

- On the day(s) that you moderate, you are invited to join your Speaker(s) for lunch in the Speaker Dining Room. *(Note that not all Speakers take advantage of this.)*

MODERATOR FOLDER

On the podium in each session room, you will find a folder containing the volunteer kit, all assigned Moderators by session, extra copies of the Speaker biographies, and an attendance record.

* Please count the approximate number of attendees in your session while the Speaker is presenting.

* Once the presentation concludes, record the number next to the appropriate session number.

* If you are moderating the last session of the day, please return the folder to the Speakers & Moderators desk in the registration area.
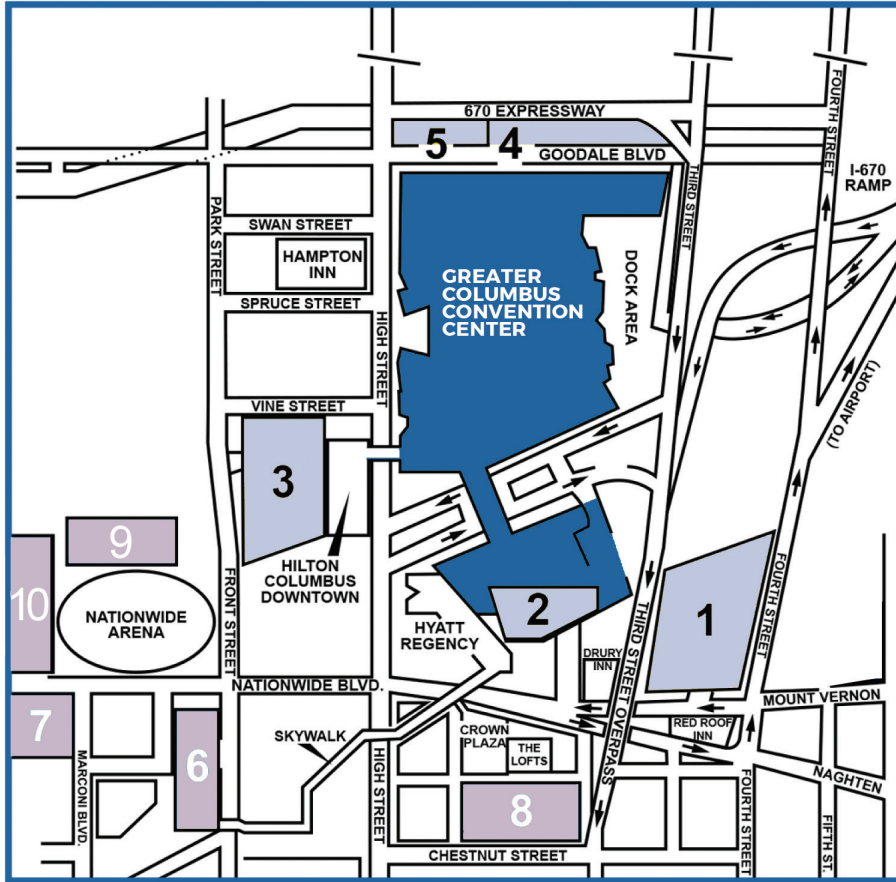
#	Location	Address	Spaces
#1:	Columbus Convention Center East Surface Lot	140 East Nationwide Blvd.	900 Spaces
#2:	Columbus Convention Center South Garage	50 East Nationwide Blvd.	528 Spaces
#3:	Columbus Convention Center West Vine Street Garage	37 Vine Street	1,800 Spaces
#4:	Columbus Convention Center Goodale Street Garage	70 East Goodale Street	800 Spaces
#5:	North Surface Lot	50 E Goodale Street	61 Spaces
#6:	Nationwide Parking Garage Chestnut Street		1,650 Spaces
#7:	Nationwide Parking Marconi/Cinema Garage		1,600 Spaces
#8:	Nationwide Parking Garage Front Street		3,050 Spaces
#9:	Boggs Park and Ride Surface Lot		350 Spaces
#10:	Arena Parking Garage		575 Spaces
#11:	Nationwide Parking Surface Lot		620 Spaces
#12:	AEP Parking Garage		400 Spaces

GREATER COLUMBUS CONVENTION CENTER