



Session Monitor

- General Duties:** Monitor the rooms where program sessions will be held. Greet speakers and attendees, check badges, count session participants, and distribute and collect evaluation forms. Be on hand to report any audio-visual problems.
- Location:** *Due to the precise timing of this job, it is very important that you check-in at least 15 minutes prior to your shift...even earlier if your schedule allows.* You will receive last minute instructions and evaluation forms so time efficiency is imperative. Check-in at the Volunteer Office, Room 340A. Don't forget to allow time for traffic, parking, and to walk from your car to the Volunteer Office.
- Dress:** Please wear your AAM Volunteer T-shirt with khaki pants or skirt and comfortable shoes. If you bring a jacket or sweater, please bring one that opens in the front as to not hide your Volunteer T-Shirt. If you do not obtain a shirt before the day of your shift, you can get one in the Volunteer Office, Room 340A before you begin work.
- After Your Shift:** Please return to the Volunteer Office, Room 340A, to check-out and for any final information regarding your next shift, your convention day-pass, etc.