



HOST GUIDE

2024 TDA MEETING

May 16-18 | San Antonio

2024 TDA MEETING SCHEDULE

All events will be held at the Henry B. Gonzalez Convention Center unless otherwise noted.

WEDNESDAY, MAY 15

5:00 PM – 9:00 PM

Annual Healthy Smiles Classic, Top Golf Fundraiser
5539 N. Loop 1604 West, San Antonio, TX

THURSDAY, MAY 16

7:00 AM – 5:00 PM

Registration Hours

8:00 AM – 10:00 AM

TDA House of Delegates

8:00 AM – 5:00 PM

Continuing Education Courses

8:30 AM – 8:30 PM

Alliance of the TDA Program, Grand Hyatt

10:00 AM – 6:00 PM

Exhibit Hall Open

10:00 AM

Reference Committees

4:30 PM – 6:00 PM

TDA Speakeasy - Join Us in the Exhibit Hall

FRIDAY, MAY 17

7:00 AM – 5:00 PM

Registration Hours

8:00 AM – 7:00 PM

TDAA Program, Marriott Riverwalk Hotel

8:00 AM – 4:30 PM

Continuing Education Courses

8:30 AM – 4:30 PM

Alliance of the TDA Program, Grand Hyatt

10:00 AM – 5:00 PM

Exhibit Hall Open

1:30 PM – 4:30 PM

House of Delegates

5:30 PM

Divisional Caucus Meetings

SATURDAY, MAY 18

7:00 AM – 8:30 AM

TDA Past Presidents & Past Vice Presidents Breakfast

8:00 AM – 10:00 AM

TDA House of Delegates

8:00 AM – 10:00 AM

Registration Hours

8:00 AM – 12:00 PM

Continuing Education Courses

8:00 AM – 5:00 PM

TDAA Program, Marriott Riverwalk Hotel

10:30 AM – Close of
Business

TDA House of Delegates

THANK YOU FOR VOLUNTEERING TO SERVE AS A HOST!

The success of the TDA Meeting hinges upon the time and efforts of many, including our valued speaker and room hosts. Please read this guide carefully, as it contains important details about your host assignment. We will provide additional information two weeks prior to the event, as well as email confirmations, and when you arrive in your onsite host packet.

YOUR ROLE AS HOST

Host Assignments

Simply put, a speaker host takes care of the speaker, and a room host takes care of the room. During the convention, speaker hosts ensure our speakers are well taken care of upon arrival, during their presentations and through departure. Room hosts ensure that everyone's experience in the course or lecture room is comfortable, efficient, pleasant and productive.

HOST PERKS

In appreciation for the generous contribution of your time and skills, all hosts volunteering five hours or more in a single day receive special benefits at the TDA Meeting:

- Complimentary breakfast and lunch on the day(s) of host assignment
- Access to the Hospitality Suite on the day(s) of host assignment
- Complimentary course registration for the course(s) hosted
- CE credit for course(s) hosted

HOST RESPONSIBILITIES

Hosts represent the TDA Meeting at the convention and are essential liaisons between the association, the speaker and the attendees. All host volunteers shall dress, communicate and perform their duties with dignity, hospitality and professionalism.

The responsibilities for the Speaker Host (main host) include:

- Communicating with the speaker prior to the meeting and answering any questions.
- Be sure to register yourself for the TDA Meeting, but **do not** register for the course(s) you are hosting.
- Once at the convention center, the host should arrive early to the course and ensure the speaker arrives on time.
- The host will begin the general announcement on time, introduce the speaker to the audience, and remain in the speaker's lecture room for his/her entire presentation.
- Once the speaker is introduced, the speaker host should assist the room host (co-host) at the back of the room.
- The speaker host is also encouraged to accompany the speaker to breakfast and/or lunch on the day of assignment.
- At the conclusion of the presentation, the main host should announce the completion code for attendees and place the tent card on the lectern.

The responsibilities of the Room Host (co-host) include:

- Checking badges for the proper course registration.
- Facilitating attendees entering/leaving the room (keep the door from slamming).
- Assist attendees in locating available seats in full courses.
- General housekeeping and safety requirement awareness.
- Audio/visual/lighting/room temperature/room capacity matters and safety compliance matters.



In addition, ALL host responsibilities also include:

- Positive and constructive interaction with attendees. In the event an attendee becomes uncooperative or noncompliant, the host shall refer the issue to any available CAMCEP member or TDA staff.
- Reviewing all host information and instructions prior to and during the convention. CAMCEP members will visit all the meeting rooms during the meeting to answer any questions and evaluate that host responsibilities are being met.
- Active, attentive and consistent participation. Hosts must not leave the room during their hosting assignments.
- Hosts must be present and on-task for the entirety of the course.

YOUR DAY AS HOST

Before the course:

- Visit the Show Office (Room 222) to pick up your host materials.
- Sign in at the Show Office at least one hour before the assignment, so that staff members know the assignment is filled.
- Arrive at the room no later than 45 minutes prior to the start of the course.
- Review the badge-checking and ticketing process with TDA Staff.
- Download the TDA Meeting App to your phone. Take time to explore the tools and resources within the app so that you can quickly find information and may better address attendees' questions.
- If handouts have been provided by the speaker, they will be made available online and in the meeting app.
- To receive CE credit for yourself, remember to write down the completion code. You will also enter it in the meeting app or the CE Verification desk in registration.

During the course:

- The speaker host (main host) will begin with a general announcement, followed by an introduction of the speaker (based on information provided by TDA). You will be provided a script and more details closer to the meeting.
- All hosts should be proactive — not sitting in the audience, but instead monitoring the door throughout the course.
- Following the speaker's introduction, the speaker host should help the room host at the entrance of the room.
- Attendees are not allowed to audio record the speaker or their presentation. Reference the disclaimer in the registration information. Either ask the attendee to stop or ask them to leave the room.
- During lunch breaks and between classes, the room is not secure. All items must be removed or housekeeping will collect them. The TDA Meeting is not responsible for any items left in rooms, but there will be a Lost & Found.

End of the course:

- The speaker host (main host) will close the program by thanking the speaker for his or her presentation and the attendees for their participation. You will be provided a basic script and the completion codes closer to the meeting.
- During closing announcements, provide the 4-digit completion code provided in your host packet.
- Do not distribute this code at any other time. The code is for verification purposes only.

CROWD CONTROL

- Attendees may not stand at the back of the room or sit on the floor; however, scouts may sit in designated chairs at the back of the room.
- **Please note, a fire marshal is on the premises and has the right to close down a lecture due to safety concerns.**
- "Seat saving" is not allowed. If the room begins to fill, the host must advise attendees to remove their items from open seats and allow others to sit.
- If the room gets close to being full, please assist attendees in finding available seats.
- If additional crowd control is needed, please contact a CAMCEP member or a TDA staff member.



WORKSHOP GUIDELINES

Hosts that are volunteering for workshops may not participate in the hands-on workshops and should be focused on hosting duties. However, all hosts will still receive CE credits and do not have to pay fees for the workshop.

- Workshop hosts should not use or remove any supplies.
- All materials are ordered and approved specifically for registered attendees, and vendors provide only the necessary amount for each program.
- If a ticketed attendee is a “no show” or if there are any canceled tickets, the space in the workshop cannot be sold after the workshop starts.
- Tickets may not be sold at the door. Refer any attendees with questions about tickets to the registration area instead of trying to manage questions on your own.
- As attendees enter the room, check their name badge for the appropriate course code.
- No one may enter a workshop without first purchasing a ticket and being on the participant list.
- At the end of the workshop, please help the speaker clean up all supplies, as appropriate. This may include checking handpieces, boxing up supplies, picking up garbage, and packing computers, presentation tools or power sources.

FACILITIES SUPPORT

- All air conditioning and heating issues should be reported to a CAMCEP member or a TDA staff member.
- The Audio-Visual technicians will be floating among rooms to provide assistance. They are identified with a Freeman AV badge and in all black attire.
- The Lost and Found is located in the Show Office (Room 222).

SCANNING & COURSE CREDIT (FOR ATTENDEES)

- All CE courses are ticketed and tickets must be purchased in registration during business hours.
- No partial credit is given for courses.
- CE requirements are detailed in the TDA Meeting Preliminary Program, which is also accessible via the TDA meeting app.
- Attendees **must record** the completion code to verify attendance and receive credit.
- Simply registering for the course does not verify attendance and credits.
- Attendees can verify their attendance by entering the completion code in the TDA meeting app, visiting the CE Verification Kiosk in registration, or by logging into their registration account online.
- A CE transcript will be emailed once credits are verified.

SUPPORT - CONTACT US!

Thank you for reading this document in its entirety. We could not do this meeting without our volunteers! If you have additional questions about the TDA Meeting or the hosting experience, please contact:

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