

AAPB ANNUAL MEETING PROCTOR PROCEDURES

Proctoring Overview

- Report to the registration desk 15 minutes prior to the workshop/short course/forum to sign-out for the handouts. Pick up the sign in/out form and speaker instruction sheet.
- When you arrive at the room, introduce yourself to the speaker and give them the instruction sheet, which details breaks and procedures.
- As you collect tickets from attendees, distribute handout materials and make sure they sign in.
- Count the number of attendees at the beginning of the course against the collected number of tickets and report any discrepancies.
- If any problems arise during the workshop (i.e. audio visual, handout shortage, speaker request), it is your responsibility to contact AAPB staff at the registration desk immediately.
- Remind speaker of break times.
- (Only for full-day workshops) Make sure attendees sign in and out for lunch break.
- At the close of the workshop/short course, make sure all attendees sign out.
- Collect unused handouts and return them to the registration desk immediately following the workshop/short course.
- **Please instruct all attendees to complete their online evaluations. Hard copy evaluations will be available at the registration desk for attendees who ask for them.**
- Your presence in the meeting room is required for the entire session.

Instructions

Handouts: You are responsible for picking up the handouts at the registration desk, for each workshop/short course you are proctoring and taking them to the assigned room with you. You must sign-out each set of handouts by entering your name next to the workshop/short course you are responsible for. Be sure to arrive at the registration desk at least 15 minutes before the course begins to pick up the materials and then report to the course instructor for any specific instructions. It is very important to bring any unused handouts back to the registration desk immediately following the course. Fill out the handout sign-in sheet as to how many handout packets you have returned. You must return the handouts personally, do not ask someone to do it for you. AAPB will sell unused handouts to people who were unable to attend the course. ***Please do not give attendees extra copies of the handouts.***

Tickets: Tickets of admission are required for attendance. We CANNOT over emphasize the importance of ascertaining that an attendee has turned in a ticket, and that no attendees are just "sitting in" without a ticket. If there is a discrepancy, inform the registration desk at the break. If someone does not have a ticket have them report to registration. If they object, please ask again. If they refuse, please report to the registration desk and let AAPB staff handle the situation. **Please note:** Tickets purchased on-site are bigger and a different color than the tickets that were purchased from the AAPB office. Please check that the ticket has the attendee's name on it. Also check that the WS# on the ticket matches the WS# they are trying to gain access to.

Sign-In/Out Sheet: Attendees must sign in at the beginning of the session and sign out at the end of the session in order to receive continuing education credit for the course. Please remind the speaker to announce the sign-in procedure (outlined in their instruction sheet).

Evaluations and Certificates: Attendees are required to complete the evaluation online either at the meeting or at home to receive continuing education credit. Certificates will be available to print immediately after evaluation has been completed. Please remind the instructor to announce the procedure.

2007 AAPB Annual Meeting Proctor Agreement

Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Email: _____

? Mastercard ? Visa ? American Express

Credit Card Number: _____ Exp: _____

Workshops/Short Courses assigned to Proctor: _____

This signed agreement is required to proctor a course.

As a volunteer, for the AAPB 2007 Annual Meeting, I understand that I will volunteer to proctor the workshop/short course as indicated above. I will sign in upon arrival and sign out when my time is concluded. If I fail to show up or if I don't work my entire shift, without making special arrangements with an AAPB Staff member, I hereby authorize AAPB to charge my credit card the full amount of the workshop/short course registration for failure to fulfill my obligation.

Signature

Date

Please FAX to (303) 422-8894 or mail to:
AAPB 10200 W. 44th Avenue, Suite 304
Wheat Ridge, CO 80033
no later than, **January 26, 2007.**

Thank you for your participation and being an integral part of the AAPB Annual Meeting!