

**PROGRAM FLOW MANAGEMENT**

Session	Time	Session Title	Session Chair	Marshall	Emcee	Timer
Session 1 Fri	2:30 PM - 4:00 PM					
Session 2 Fri	4:15 PM - 5:30 PM					
Session 3 Sat	9:30 AM - 10:45 AM					
Session 4 Sat	11:15 AM - 12:30 PM					
Session 5 Sat	2:30 PM - 3:45 PM					
Session 6 Sat	4:15 PM - 5:30 PM					
<b>Roles</b>						
Marshall	Oversee the session from behind the stage. Guide the Emcee. Ensures all the participants are there. Work					
Emcee	Introduce the session title and session chair. Requests all the speakers and session chair by name to come recorder. Hands over the session to the chair. Moves on to the next session in the sequence.					
Timer	Keep the time for the speakers: Shows yellow card at 3 mins remaining and red at 0 min remaining for					
Laptop	Bring up the presentations. Moves the slides as the speaker says next unless speaker uses clicker. Must be					
Evaluator	Evaluate the session for how well it was conducted. Timeliness, Flow, Cordiality, Chair and Speaker perform					
Recorder	Record the key contents of the session; the highlights of each talk, the session as a whole; any action items					
Slido Admin	Setup and administrate slido tool for questions from the audience.					
Slido Support	Help users access use slido. Take the questions from cue cards and transpose them to slido.					
Technical	Support Audio, Visual, Laptop, etc					

Laptop	Evaluator	Recorder	Slido Admin	Slido Support	Technical

with HOTA assigned volunteer for details and info.

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to the front and be seated. Introduces the timer, evaluator and and the

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each speaker. Also track time for the chair's opening remarks.

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e familiar with the folders and file numbering.

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mance in general, how well they connected with the audience.

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s; noteworthy Q&A.

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