



Room Management

MCI will provide the following to the Room Manager;

- Function Sheet for the assigned conference session room for that day detailing the names of the sessions, the Chair and speakers for each session, the allocated times for each presentation and Questions & Answers within each session, agreed room and AV set up, water for top table requirements,
- Contact details for audio visual and conference organiser liaison in case of issues
- Delegate programme information to assist with any queries from delegates

Room Manager Duties:

- Room Manager to be onsite as per the schedule received in advance from Volunteer Coordinator
- Room Manager to liaise with their assigned Manager at the beginning and end of each shift to receive instructions, health and safety information, function sheets, speaker name cards, details of break times, mobile radio link etc
- Room Manager to be aware of exits in the meeting rooms and immediate vicinity and instruct attendees to evacuate through the nearest exit in the event of an emergency.
- Room Manager to be in conference session room **minimum** 30 minutes in advance of session beginning to ensure that room is set up as per function sheet. If room is not set up as per sheet, immediately contact your assigned Manager.
- Room Manager to check with audio visual technician that all presentations are pre-loaded to the room's system in the correct order. If a presentation is missing, Room Manager to send their colleague (MCI or volunteer) also assigned to that room to try and find the speaker. If the Room Manager is the sole person assigned to the session room, they should radio the Registration Desk and ask them to assist in locating the speaker. A session room must not be left unmanned by the assigned Room Manager 30 minutes before the session, throughout the entirety of the session or for 15 minutes after the session ends.
- If a speaker turns up for that session and they have not already pre-loaded their presentation in the Speaker Ready Room in the Forum on the Ground Floor, the Room Manager is to direct them immediately to the AV Technician within the session room for presentation uploading.
- Room Manager to liaise with session Chair to introduce yourself and offer assistance if needed.





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- If the function sheet indicates specific notes relevant to the Chairperson - the Room Manager is to bring this to the Chair's attention.
- **IMPORTANT:** If a Chair or a Speaker decides before the session begins that they need additional services, equipment etc, the Room Manager must contact their Manager to come to the room to discuss the request with the individuals involved. **The Room Manager is not authorised to sign for additional items themselves.** This is critical to ensure that additional, unsanctioned charges are not added to the main conference account.
- Room Manager to ensure venue replenishes water and glasses on top table for each session.
- At the start of each session the Room Manager is to collect a roving microphone (for Q & A session) from the AV technician and familiarise themselves with how to turn the microphone off and on.
- Room Manager and colleague to bring roving microphone to delegates wishing to put questions to speakers during official Q&A time.
- During break/s, Room Manager to do a sweep of the session room, collecting any items or documents left in the room and handing them into Registration Desk (located in the Foyer on the Ground Floor) where delegates can reclaim them.
- Room Manager to ensure that the room is tidy and presentable for the next session
- Room Manager is to ensure as much as possible and by working with the Chair that sessions do not overrun

