

Meeting Room Manager Responsibilities / Description

A Meeting Room Manager is the **empowered problem-solver** in each conference room.

Your general responsibility is to help make your session go smoothly by assisting the speaker(s). This will / may include:

- **Handing out and collecting session evaluations** – Reminding attendees to complete their session evaluation – Do this at the beginning and end of the session.
- Handing out materials before or during the session, as requested by the speaker(s)
- Evaluating the room: are there enough chairs? Do tables, easels, other furniture, etc. need to be moved? Do the lights work / turn off / blinds down, etc. **Be proactive** to make changes needed, or find the person who can.
- Helping a speaker set up and/or troubleshoot a problem with his/her A/V equipment or getting help / different equipment if needed
- Time management: Ask the speaker(s) if you should remind them of an amount of time has passed, or to give an **end-of-session warning** (i.e., 7-minute warning)
- Finding markers, tape, flip chart, or last-minute or overlooked needs as requested (most found at the volunteer station)
- Opening or closing shades/curtains; turning lights on/off
- **Urging the speaker to get started on time** rather than waiting for more people to arrive (following the schedule is important)
- Warning the speaker(s) when a certain amount of time has passed in their presentation or it's time to end the session.

Important Requests

1. **Arrive 15 minutes before** the session's scheduled start time. Chances are the speaker(s) will already be there getting set up. Introduce yourself and let her/him/them know you are there to help.

1A. Let the speaker(s) know you need to remind people to complete their forms – both at the beginning & end of the session. Offer if they would like to do so instead.

2. **See the Meeting Room Manager Form** for any "Specific Notes" about this particular session; most will be blank.

Ask the speaker(s) to briefly explain the time format of the session – (for example: each speaker talks for 15 minutes, with questions after each speaker OR questions at end after all speakers have presented). This question should make the speakers more

mindful of the clock. **Ask the speaker(s) if they would like you to watch the time** for them and let them know when they reach certain points.

While most speakers will watch the time carefully, some do not and the result can be very unfortunate—meaning a co-presenter may get shortchanged speaking time, or less or no time for Q&A. The more experienced a presenter is, the better s/he usually is at watching the time. More novice speakers are usually shocked at how fast time flies when they are presenting.

3. Look around the room. If the speaker(s) does (do) not ask you to do anything immediately, arriving early allows you to assess the room. Is it tidy? Is there any trash or lost items lying around from an earlier session you can clear? Is it too warm/too cold? Are there enough chairs? Should the blinds be up or down / light on or off?

* **4. Remind attendees to complete their session evaluation** – Do this at the beginning and end of the session. **See 1A.**

5. Stay in the room during the session in case the speaker(s) need(s) you for something. In most cases you will not be needed, but in some cases, you could be the one who saves the day! Most likely your role will be locating light switches, projector remote, schlepping chairs and easels, and notifying conference staff of a malfunctioning laptop or projector.

* **6. Get a head count** for your session. This count should include attendees who leave early and attendees who arrive late. Write the final number in the **appropriate space on the Meeting Room Manager Form.**

7. Attach the completed evaluations from your session to your Meeting Room Manager Form. Drop the package off at the volunteer station.

Remember - the volunteer station will be centrally located where you can ask for help, and supplies and extra hands will be available if you need them. You have somewhere to turn if you need it.

Sample Meeting Room Manager Form

Meeting Room Manager: Kathy Conservation

Time: 8:45 – 10:10 a.m.

Workshop Name: Community Conservation and Housing

Location: [room number]

Speaker(s)/ Facilitator(s): [affiliation not required, though helpful]

Bob Wilber, Director of Conservation Services, Commonwealth of Massachusetts
Kathy Sferra, Conservation Director, Town of Stow, Janet Milkman, Executive Director,
Barnstable Land Trust

***** ACTUAL ATTENDANCE _____ ***** [most important]

Specific Notes:

[requests by speaker, anything unusual that happened – i.e., someone fainted or a disruptive attendee, reminder to next Attendant that the lights don't work, etc. etc.]