

VOLUNTEER SESSION MONITOR RESPONSIBILITIES

- **Ensure the audio visual equipment is in the session room, if not contact the appropriate AV person (Session Monitor does not obtain the equipment)**
- **Count and report the number of attendees in each session**
- **Provide messages to/for speakers/presenters if required**
- **Ensure session surveys are passed out and collected**
- **Ensure room is cleared at the end of each session if required**
- **Be a constant presence in session room for consistency/stability and assistance if necessary**
- **Each volunteer shift is 4 hours at a minimum, more time is available if desired**