

PNDC Hosts

2012 Pacific Northwest Dental Conference- June 14 & 15

The PNDC's hosting program has grown over the years thanks to our members and their staff, who have represented the WSDA. A PNDC host is a good will ambassador of the WSDA. A host assists speakers during the conference, helps make the speaker's experience in Seattle memorable, and manages attendees. It is fun and educational, and a good way to help your dental conference succeed: "You become part of the presentation instead of just warming a chair in the audience" says Dr. Rod Wentworth, a longtime PNDC speaker host.

To be eligible to be a host, you must be a WSDA member dentist OR a staff member of a WSDA member dentist. Hosts can sign up to be a Speaker Host or a Room Host.

Why Host?

- Go the PNDC for **Free!** (You will be reimbursed for 25% of the cost of the full conference badge for each session you host. **Host four sessions and get your full conference badge for FREE!**)
- Spend quality one-on-one time with a nationally renowned speaker
- Park for **Free!** (Have your parking expenses reimbursed for the day you are hosting up to \$16)
- Eat breakfast and lunch in the VIP Lounge for **Free!** (on the day you are hosting)
- Be part of the backstage action at PNDC!
- Attend the Exclusive Speaker, Host & Scout Reception!
- Meet great people in your profession!

Speaker Hosts

Speaker hosts help facilitate the needs of our speakers prior to and during the PNDC, and make the speaker feel at home while at the PNDC. Speaker hosts pick up the speaker from the airport if possible; accompany the speaker to breakfast, lunch and to their classroom; introduce the speaker to the audience; assist the speaker with any audio visual, technical or other needs the speaker may have and help the room host with scanning membership cards.

To become a speaker host, please do the following:

- Select which presentation(s) to host by looking at the Host schedule to see what is available, then fill out the attached Host Registration form and email it to craig@wsda.org, you will be e-mailed a confirmation(s) of your selection
- Purchase your Conference Badge prior to The Early Bird Deadline on April 30th, 2012 (WSDA will reimburse you after the conference) at <https://www.expotacker.us.pndc>.
- Make contact with the speaker and the Room Host prior to the PNDC, and if at all possible, offer to pick the speaker up from the airport
- Attend a short Host Training session, you may either attend the training via a webinar from the convenience of your computer prior to the conference, or onsite in the a.m. of each day
- Check in at the conference to pick up your host packet, ribbon for your name badge, and your VIP lounge pass
- Arrive early to meet your speaker at the PNDC and escort him/her to their presentation room
- Accompany speaker to VIP Lounge for breakfast & lunch
- Coordinate with the Room Host and review the speaker's presentation room set-up
- Introduce the speaker, be present in the room during the course, stay near the speaker, and inform the Room Host of any audio visual problems or other issues
- At the conclusion of presentation, thank the speaker and the audience for attending
- Assist the Room Host with scanning WSDA membership cards if needed at the end of the course

Room Host

Room hosts monitor the classrooms at the PNDC. They are the "bouncers" of the PNDC. They man the door; greet attendees; make sure our attendees have the correct badge; encourage attendees to sit in the middle of the rows to maximize the seating; usher attendees to available seats, scan membership cards; and distribute CE forms at the end of the presentation, and assist the speaker host if needed.

To be a room host, please do the following:

- Select which presentation(s) to host by looking at the Host schedule to see what is available, then fill out the attached Host Registration form and email it to craig@wsda.org, you will be e-mailed a confirmation(s) of your selection
- Purchase your Conference Badge prior to The Early Bird Deadline on April 30th, 2012 (WSDA will reimburse you after the conference) at <https://www.expotacker.us.pndc>.
- Contact the Speaker Host prior to the PNDC, and let him/her know if you can assist in picking the speaker up from the airport
- Attend a short Host Training session, you may either attend the training via a webinar from the convenience of your computer prior to the conference, or onsite in the a.m. of each day
- Check in at the conference to pick up your host packet, ribbon for your name badge, and your VIP lounge pass
- Coordinate with the Room Host and review the speaker's presentation room set-up
- Notify AV technicians or PNDC committee/staff of audio visual problems or other issues
- Greet attendees as they enter, monitor for correct Conference Badge, and distribute handouts and course evaluations
- Be present in the room during the course
- Scan WSDA membership cards and place CDE Verification Forms on the back table at the end of the program
- Return scanner and leftover CDE Verification Forms to Host Orientation Room

If you need more information or assistance, contact Craig at either craig@wsda.org or 206-448-1914.