



Room Monitors

- Take along a “10 minutes left” and a “5 minutes left” sign when you go to the room that you are monitoring.
- Take a head count of participants (not including the host/moderator/panelists) when the session begins, and again one hour into the session. Record the name of the session and the head counts on the back of your “5 minutes left” sign.

When to hold up the signs:

- The sessions should ideally wind up approximately 15 minutes **before** the end time listed on the schedule grid, to allow a bit of leeway for people to travel between sessions. For this reason, you should add 15 minutes to the “time left” on the sign that you are holding up for the host/moderator/panelists to see. For example, if the session is listed to end at 11:00am, you would hold up the “10 minutes left” sign at 10:35am, and the “5 minutes left” sign at 10:40am.
- Help the host/moderator/panelists tidy up if necessary, and when you are done your shift, hand your signs back in at Volunteer Check-in.