

SHRM

ANNUAL CONFERENCE & EXPO
LAS VEGAS & LIVE ONLINE
SEPTEMBER 9-12

21

SHRM

®

BETTER WORKPLACES
BETTER WORLD™

*SHRM21 Session Host Training –
September 2021*

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Senior Specialist, Event Programming, SHRM



Introduction

About Me

- Senior Specialist, Event Programming
- Speaker Logistics and Session Management
- 24 and half years at SHRM



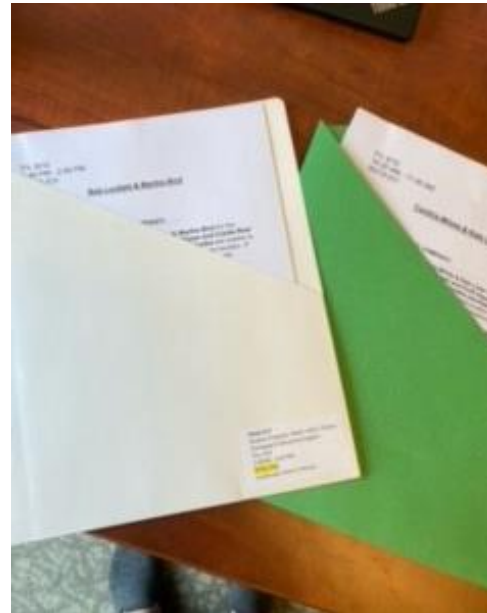


SESSION HOST

Role & Key Responsibilities

Check in at the Volunteer Office – W321. You will then go to the Host Office – W320 to receive your host packet(s) and room assignment.

Host packets will have a label showing Speaker Name, Session Title, Date, Time and Room Location. Inside the folder will be a script with speaker bio and a checklist of what to do before, during and after each session.





SESSION HOST

Role & Key Responsibilities

BEFORE THE SESSION:

- Report to the session room at least 30 minutes prior to the start time.
- Stand at the door and greet the attendees. If a preconference workshop, verify registration (they will have the session number on their badge).
- Remind attendees that slides (if provided by the speaker) are on presentations.shrm.org and that the evaluations are in the app.

DURING THE SESSION:

- At the start time, introduce the speaker using script enclosed in the session folder. You may remove your mask while at the podium to do this.
- Secure and record an accurate headcount. Record the headcount on LABEL of the folder.
- A SHRM Staff Member will come to the room about 20 minutes into the session and ask for the headcount.

AFTER THE SESSION:

- Return the entire packet to a member of the Host Management Team in the Host Office and give them the headcount for the session.



SESSION HOSTS

Escalation

Staff from the SHRM Event Programming Team will be checking in on all rooms before the sessions and available to help with challenges as needed.

If an attendee is not wearing their mask – Gentle reminder of the mask mandate. If they will not comply, contact Host Team Lead and request SHRM Staff assistance.

Some speakers are not able to travel to Las Vegas and will Zoom into the room instead. Below is an example of language that is in the script for those sessions to help set expectations:

We thank you for understanding that Cynthia and Kate are unable to be with us in person, so will be presenting to us from a remote location. If you have questions for the speaker, please be sure to use the aisle microphone.

If a room fills up (absolutely no more chairs) contact Host Team Leads and ask for a session full sign. SHRM Staff will bring the sign and help as needed.



Questions?

Contact Information

For any questions about your volunteer role and responsibilities prior to your arrival at SHRM21, please email us at:

shrm21.volunteer@freemanco.com

Thank you for volunteering at SHRM21!

We couldn't do it without
YOU.

