

Niagara County Public Presentations

Room Host/Hostess Room Duties

- Find out from the registration table what room you will be hosting in.
- Report immediately to your assigned room.
- Welcome the presenters as they arrive ~ Check them off the list of presenters located outside the room you are hosting.
- When the presenter comes in the room, gather their evaluation forms from them.
- If you are giving a presentation, you will most likely present first or last in your room.
- No presentation should be changed from the order listed on the outside of the door. If you have a problem, direct the problem to the registration table.
- Offer assistance to the presenter. Ask if they need help setting up.
- If no one is either setting up or tearing down their presentation, have the next presenter set up.
- Inform the presenter not to start until you are ready to start timing the presentation. Say something like, I will introduce you, walk to my seat and get the timer ready. When I nod at you, you can start the presentation.”
- Make sure the judges are seated and ready to evaluate the next presentation.
- Close the room door prior to introducing the presenter. This avoids people entering the room during presentations.
- Introduce the presenter ~ give the presenter’s name, how many presentations they have given and title of their presentation.
- Give the evaluation forms to the judges prior to sitting down.
- Time each presentation ~ you will give them the 2-minute warning if they are still presenting 13 minutes into the presentation and you will stop their presentation at 15 minutes.
- The time of the presentation stops when the presenter says, “Does anyone have any questions?”
- After the question-and-answer portion is complete, give the time of the presentation to the judges.
- Encourage other exhibitors to stay and watch presentations.
- Make sure the last presenter is out in the hallway so that they can conference with their judges ~ **They cannot stay in the room to watch the next presenter.**
- Once presentation is over, open the door to allow movement into and out of the room.
- If someone does not show for their presentation, the registration table staff will cross the presenters list off the door.