

## Program Host Role Description

For the assigned group of sessions, the host will:

- Greet the speakers and make sure all have arrived in the right room.
- Help them as needed to cue up their slide presentation. Call for technical assistance if needed.
- Bring the session to order and hand over to the presenters.
- Keep time and give each speaker a 5-minute warning signal to keep the session within its timeframe.
- Act as “moderator” for audience questions and answers.
- Make sure participants receive evaluation forms and are encouraged to complete them.
- OPTIONAL EXTRA: Draw links between the various presentations in the theme and/or offer some highlights from the other presentations so that participants get a flavor of what else was covered in the conference. Presentation slides will be posted on the AFHTO members-only website after the conference. Since participants have 6 concurrent sessions to choose from in each time period, this would give them a sense of what they might want to go back and look at.

**Please confirm interest and commitment to become a Program Host by emailing [paula.myers@afhto.ca](mailto:paula.myers@afhto.ca) by September 6, 2024.**

Program hosts will be confirmed by mid-September 2024.