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MONITOR/USHER DUTIES

Monitor & ushers report to the TheMHS Events Manager.

- Monitoring consists of checking that all the people going into the session (presenters, chair people, and audience) are wearing **name tags**.
- Monitors will be assigned a checking position in the venue by the Events Manager.
- Name tags must be current for that day. Anyone without a current name tag is not to be admitted to the session. They are requested to put on their current name tag, otherwise to go to the Registration Desk. If the person(s) won't leave, inform the Events Manager.
- Name tags are delegates' entry pass to the sessions.
- Monitors are supplied with a kit consisting of conference satchel including complete contents, floor plan and conference program and a list of duties (above).

Registration Desk Staff Duties

- Report to the Events Manager.
- Arrange badges in alphabetical order in trays. Check that correct name badge is given.
- Handling of name badges/satchels/conference handbook to delegates.
- Room monitoring.
- Helping with registration desk set up.
- Providing delegates with correct conference information.
- Placing signs on notice boards.
- Helping with room set up and update relevant room information.