



Memorandum

To: ODA Members
From: Dr. Christine Ng
Member, ODA Education Advisory Committee and Annual Spring Meeting
Date: January 2018
Re: **Session Chair at Annual Spring Meeting 2018**

The Ontario Dental Association is seeking volunteers to chair sessions for the upcoming Annual Spring Meeting (ASM18) being held April 26-28, 2018.

The Session Chairs' responsibilities include the following:

- *Arranging to meet the speaker prior to his/her presentation*
- *Introduction of the speaker, thanking the speaker and providing them with their honorarium envelope and thank you letter*
- *Connect with the Room Monitor who will be given instructions to introduce themselves to you*
- *Handling questions as required*
- *Generally overseeing the session and fielding any issues to Room Monitor and/or Show Management*
- *Ensuring crowd control and audience safety are observed*

Sessions are allotted on a first-come, first-served basis and although we make every effort to provide you with your session of choice, we cannot guarantee that we will be able to accommodate your first choice session.

Volunteers who are selected as **Session Chairs will be pre-registered** for the ASM18 and will be provided with a complimentary registration. If you have registered for the Best Value Package (BVA, BVB), you will need to pay the difference of \$95.00 for access to the ASM audio recordings housed on the ODA's Live Learning Centre post show. An email will be sent providing you with your username and password for access to the Live Learning Centre in July 2018.

If requesting to be Session Chair for a Category 1 (Core) or a full-day continuous lectures a complimentary registration will be provided. Due to the limited number of Category 1 (Core) lectures, you will be limited to chairing **one** Category 1 (Core) lecture, but you can also volunteer to chair Category 2 and 3 courses. Where the presenter is speaking for a full-day, Session Chairs must agree to stay with the speaker for the entire day.

If requesting to be Session Chair for a ticketed event workshop, we will provide you with a complimentary ASM registration. We are unable to provide you with a complimentary ticketed event workshop as there are hard costs associated with the materials required for these workshops.

In addition, Session Chairs must attend a **Training Session**. Detailed information will be forwarded to Session Chairs regarding training. Please note, this training session is mandatory for all session chairs as changes may occur from year-to-year to programming that require us to update you. **Session Chairs will receive Host Suite privileges (including breakfast and lunch) only on the day that you are a session chair.** A Host Suite Pass or Passes will be provided to you at the Session Chair Breakfast Training. You will need these passes for access to the Host Suite. You will be asked to submit your Host Suite Pass for your specific day(s) at the registration desk prior to entry. Please note that these passes are not transferable.

If you are interested in chairing a session, please complete the attached registration form and return it by fax to Teresa Tomassetti, Conference and Events Co-ordinator at 416-922-9571 or email ttomassetti@oda.ca. If you have any questions, please contact her at 416-355-2259 or 1-800-387-1395, ext. 2259.

Session chair packages, including speaker information and introductory scripts will be provided to you prior to the ASM.



APPLICATION TO CHAIR A SESSION

FIRST NAME		LAST NAME		MEMBERSHIP #
Address				
City		Province	Postal Code	
Telephone		Fax	Email	

Please select the day(s) you would be available:

- Thursday, April 26, 2018**
 Friday, April 27, 2018
 Saturday, April 28, 2018

Which session would you like to chair (please state **speaker's name and date**)

	Code #	Speaker Name	Topic	ODA Approval
1 st Choice:				
2 nd Choice:				
3 rd Choice:				
4 th Choice:				

Category 1 (Core) Course / Ticketed Event Workshop

- I **will be** participating in the Category 1 (Core) or Full Day Continuous Lecture, please register me for the ASM18 as well.
 I **will be** participating and **have already registered** for the ASM18 and in the Category 1 (Core) or. Full Day Continuous Lecture
 I **will be** participating in the Ticketed Event Workshop and have attached the ODA ASM registration form. Credit Card information has been provided on the ASM18 registration form attached.

Canadian Anti-Spam Legislation: **Opt In** **Opt Out**
 Please note, if you opt out of receiving emails, you will not receive your email confirmation

Mobile App: **Opt In** **Opt Out**

Complimentary Cocktail Receptions Tickets: **Thursday, April 26, 2018** **Friday, April 27, 2018**

Please register me for the following Ticketed Events and/or Workshops:

Code:	Fee:	Code:	Fee:	Code:	Fee:	Code:	Fee:
Credit Card Number:						Expiry Date:	

Signature

Date

Privacy: Please note that the information collected on this form will be used by the ODA for the purpose of booking a car pass for the above noted meeting only, and for no other purpose. The ODA is committed to protecting the privacy of your personal information. For more information about the ODA's management of personal information, or the ODA's use and disclosure practices, see the ODA's privacy policy posted on our web site: www.oda.ca or contact the ODA's Chief Privacy Officer or any Member Services Representative at the ODA by calling 1-800-387-1393 or 416-922-3900, or by e-mail at info@oda.on.ca or by fax to 416-922-9005.

Return completed form to:

Teresa Tomassetti | Conference and Events Co-ordinator
 Ontario Dental Association | 4 New Street | Toronto ON | M5R 1P6 | Tel: 416-355-2259 | Fax: 416-922-9571 | Email: ttomassetti@oda.ca