

Thank you for volunteering as a Moderator at the Midwest Veterinary Conference! We would not be able to produce a conference of this size or make it as successful without your help. We truly appreciate your willingness to volunteer.

Where to Park

Please park in one of the following locations (see map on next page for addresses):

- South Garage
- West Vine Street Garage
- Goodale Street Garage
- North Surface Lot

If you park in another location, OVMA cannot cover your parking fee.

When you arrive, obtain a ticket and bring it with you for validation when you check in. If asked for payment up front, tell the attendant you are volunteering at the veterinary conference and request a ticket.

Common Questions

I am running late. What should I do?

- Contact Ashley Sweet (see yellow box) as soon as possible.
- In your message, please include the speaker or session you are moderating.

Where is the speaker dining room?

- Madison (Hyatt, 2nd floor)
- Lunch hours: 11:30 a.m. to 1:30 p.m.

My speaker has requested more water. Where can I get it?

- Bottled water is available for speakers at the Speakers desk in the registration area.
- Alternatively, you may retrieve water from any of the attendee water stations in or outside the session rooms.

Upon Arrival

- Check in at the Speakers counter in the Attendee Registration area each day, at least 30 minutes prior to the first session you are moderating.
- Wear a watch or bring a cell phone (on silent mode) for time checks.

In the Session Room

Before the Session Begins

- You can find a moderator folder containing Speaker introductions and session attendance records on the podium.
- Introduce yourself to the Speaker(s) and ask if they need assistance.
- Ask the Speaker(s):
 - How to pronounce their name.
 - If they would like you to use "5 minutes to go" and "time is up" signals.
 - To repeat any audience questions during Q&A before answering.
- Be available to assist Speaker with audio/visual equipment or recruit Markey's A/V staff to assist.

At the Beginning of the Session

- Read the daily announcement (*if any*) and reminders before introducing the Speaker.
- Lead audience in applause as Speaker approaches podium.

During the Session

- Close the session room door and be nearby to assist the Speaker as needed.
- Estimate the number of attendees and record it in the moderator folder.

After Presentation

- Begin the applause if needed.
- Personally thank the Speaker again for speaking at the MVC.
- On the day(s) that you moderate, you are invited to join your Speaker(s) for lunch in the Speaker Dining Room. (*Note that not all Speakers take advantage of this.*)
- If you are the last moderator of the day, please bring the moderator folder back to the Speaker desk.

Troubleshooting

A/V equipment and lighting issues

Locate Markey's Audio Visual Staff wearing black polos with Markey's company logo. If not available, text or call OVMA staff.

Room-related issues

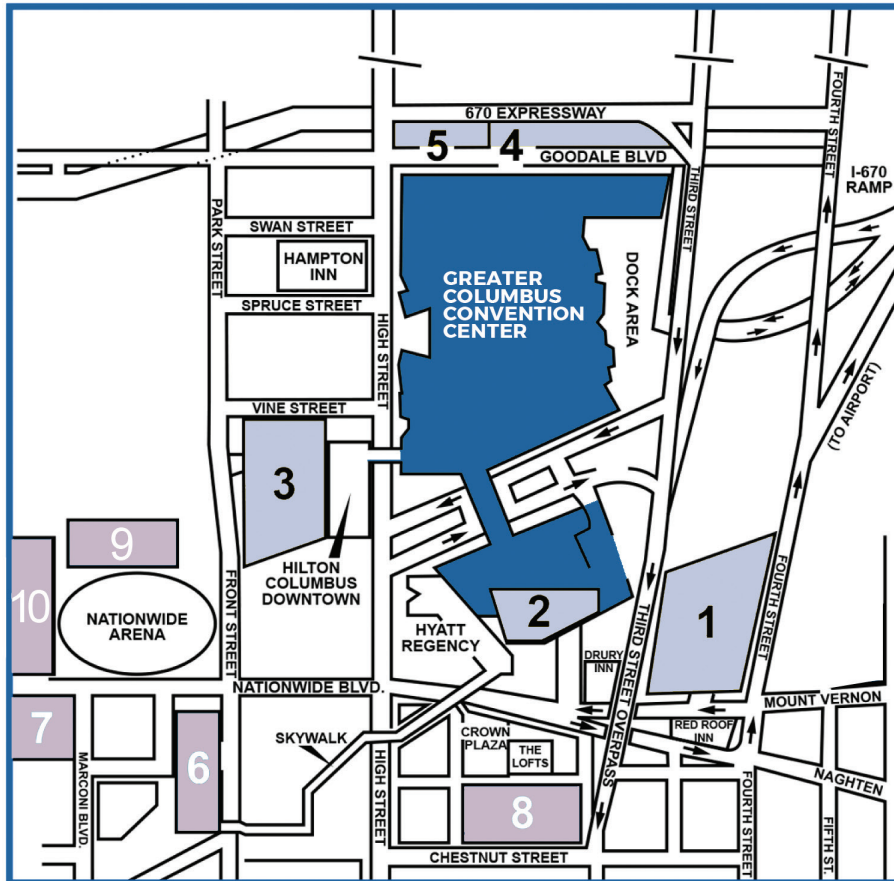
Text or call OVMA staff to adjust the session room temperature or request additional seating.

In case of emergency

- Remain calm. Do not alert attendees unless necessary.
- Contact convention center or hotel security; provide security with nature of emergency and location.
 - In the Convention Center: Call Public Safety at 614-827-2547.
 - In the Hyatt Regency – Dial extension 55 from the house phone, located in each session room.
- After confirming assistance is on its way, contact OVMA staff and advise them of the situation.

OVMA Staff Contact

Text/call Ashley Sweet: 518-256-8524. Include the room name, speaker, and issue you need assistance with.



- #1: Columbus Convention Center East Surface Lot
140 East Nationwide Blvd.
900 Spaces
- #2: Columbus Convention Center South Garage
50 East Nationwide Blvd.
528 Spaces
- #3: Columbus Convention Center West Vine Street Garage
37 Vine Street
1,800 Spaces
- #4: Columbus Convention Center Goodale Street Garage
70 East Goodale Street
800 Spaces
- #5: North Surface Lot
50 E Goodale Street
61 Spaces
- #6: Nationwide Parking Garage Chestnut Street
1,650 Spaces
- #7: Nationwide Parking Marconi/Cinema Garage
1,600 Spaces
- #8: Nationwide Parking Garage Front Street
3,050 Spaces
- #9: Boggs Park and Ride Surface Lot
350 Spaces
- #10: Arena Parking Garage
575 Spaces
- #11: Nationwide Parking Surface Lot
620 Spaces
- #12: AEP Parking Garage
400 Spaces

