



# WISCONSIN HEALTHCARE ENGINEERING ASSOCIATION

## TASK LIST FOR WHEA EDUCATION WORKSHOPS

### I. ARRIVE AT THE HOTEL THE EVENING BEFORE THE PROGRAM

- A. CHECK IN WITH JANE
- B. DETERMINE LOCATION OF CONFERENCE ROOM
- C. LOCATE SIGNS AND HAND OUT MATERIAL
- D. ASSEMBLE HAND OUT MATERIAL (IF NECESSARY)
- E. SET OUT NAME BADGES ALPHABETICALLY

### II. DAY OF CONFERENCE (Suggest to arrive at least 1 hour before actual registration is to start.)

- A. MAKE SURE YOU HAVE TWO TABLES FOR REGISTRATION
- B. CHECK ROOM TEMPERATURE
- C. SET UP DIRECTIONAL AND SPONSOR SIGNS
- D. GET NAME AND PHONE # OF HOTEL REP. WITH REGARD TO COFFEE ETC. AS WELL AS ROOM TEMP AND A.V. ISSUES
- E. TOUCH BASE WITH PRESENTERS TO BE SURE A/V EQUIPMENT IS CORRECT
- F. IF NOT ALREADY IN HAND, GET RESUMES FOR PROPER INTRODUCTIONS
- G. MONITOR COFFEE (THIS GROUP LIKES THEIR COFFEE)
- H. BEGIN REGISTRATION

### III. INTRODUCTORY COMMENTS

- A. WELCOME ALL ATTENDEES
- B. BRIEF OVERVIEW OF WHEA
- C. MEMBERSHIP APPLICATIONS /INFORMATION AT REGISTRATION TABLE
- D. REVIEW THE DAY SCHEDULE (NOTE ANY CHANGES)
- E. SILENCE PAGERS/CELL PHONES
- F. INTRODUCE SPEAKERS

### IV. DURING MORNING SESSION

- A. CONTACT HOTEL REP. TO CONFIRM TIME AND LOCATION FOR LUNCH
- B. PREPARE SECOND SET OF ATTENDEE NAMES FOR DRAWINGS
- C. FIRST DRAWING JUST BEFORE LUNCH
- D. DIRECT ATTENDEES TO LUNCH LOCATION & REMIND THEM OF START TIME

### V. DURING AFTERNOON SESSION

- A. SIGN CERTIFICATES AND SET OUT FOLLOWING THE AFTERNOON BREAK
- B. BOARD GIFT CARD AT NOON AND AT CLOSE OF SESSION

### VI. CONCLUSION OF PROGRAM

- A. PACK SIGNS/LEFT OVER MATERIAL
- B. CHECK TABLES FOR ITEMS LEFT BEHIND
- C. COLLECT NAME BADGES FOR REUSE
- D. COLLECT EVALUATIONS