

Spokane Regional **E S L** Conference

Inspiring Teachers

2020 MFWI Teacher Room Monitors

Sign up below in 1-2 places. One teacher per time slot.

Read detailed instructions at the bottom.

Session 1: 10:15 - 11:00	Name(s)
Alcott 1 & MAC 7, 9	Ellen
MAC 10, 12, 13	Tim W.
L114, Assembly Hall, L203	Dawn
Commons Regents Room	Rosemary
Session 2: 11:15 - 12:00	Name(s)
Alcott 1 & MAC 7, 9	Kate
MAC 10, 12, 13	Terry K
L114, Assembly Hall, L203	Dawn
Commons Regents Room	Kathy
Session 3: 1:15 - 2:00	Name(s)
Alcott 1 & MAC 7, 9	Timothy D
MAC 10, 12, 13	Kristyn
L114, Assembly Hall, L203	Dawn
Commons Regents Room	Ron
Session 4: 2:15 - 3:00	Name(s)

Alcott 1 & MAC 7, 9	Teresa S
MAC 10, 12, 13	Anikke T
L114, Assembly Hall, L203	Dawn
Commons Regents Room	
Session 5: 3:15 - 4:00	Name(s)
Alcott 1 & MAC 7, 9	Timothy D
MAC 10, 12, 13	Kathy
L114, Assembly Hall, L203	Dawn
Commons Regents Room	Pei-Ju Wong

Important information to review

Your purpose is provide minor tech/room support to presenters who need help, generally at the beginning of each presentation hour. Below is important information to know.

- Read the [Instructions to Presenters](#) page prior to the conference so you know what the presenters are being told and the tech and room set up, etc.
- Review basic information on the [main page](#) as well as the [Instructions to Exhibitors](#) pages, etc. This will help if people ask you random questions at random times!
- Be sure to wear your “VOLUNTEER” ribbon the day of the conference. Pick it up when your get your name badge and program at Commons in the morning before 9 a.m.
- During your assigned time, please direct people to the correct [building/rooms](#). There is a map of campus as well as a MacDonald classroom map of inside the building on the back of the program. There will be no additional signage inside the Mac building.
- Arrive a few minutes BEFORE the assigned presentation time and make sure the presenter(s) seem comfortable with the situation. Check to see if they have everything they need. If necessary, show presenters where things are, such as remotes for projectors/tvs/dvds. Note: Presenters have been instructed to bring all their own materials and not use materials (paper etc.) in the classroom. See [Instructions for Presenters](#) for more information about this. Also, note that most

of “technology” issues that presenters have are typically simple things like how to turn on something, where to insert the USB stick, how to connect personal laptop, etc.

- Help find additional chairs, if needed. Folding chairs to use (or other chairs) can be borrowed from other classrooms not used for presentations. Please return these chairs after the sessions.
- Tech support: Call Travis in case of tech problems or issues. Cell phone numbers are below:
 - Karim Hettal (503) 804-4431) will be in the MacDonald and Alcott area throughout the day and available for the Library if necessary.

Dawn (509-995-4348) will be in the Library at Ext. 226 throughout day.

- Ron (509-499-2106) will mostly be in Commons throughout the day.

Thanks for volunteering!