ROGUE ROUNDUP

Position Name: SPEAKER BUDDY CHAIRPERSON

Length of Term: Up to two years and may be renewed on a year by year basis

Qualifications:

• Have a current, active driver's license.
• Have access to a reliable vehicle.
• Have current vehicle registration and automobile insurance.
• Be prepared to provide gas for transportation needs.
• Be available for the entire Rogue Round-Up weekend, Thursday, April 29 through Sunday, May 2.

Description:

The Speaker Buddy Chair is responsible for helping coordinate transportation and support for the Rogue Round-Up speakers throughout the conference weekend. Speaker Buddies should help make their speakers feel welcome, comfortable, and informed while also making sure they are where they need to be throughout the weekend. Most speakers are experienced circuit speakers and understand that they are expected to participate in Round-Up events throughout the conference. Local sightseeing or other activities may be offered when the conference schedule allows, but these activities are optional and are not a requirement. Conference activities should always remain the priority.

Responsibilities:

Airport, Hotel & Conference Transportation:

• Pick up the assigned speaker at Medford Airport on time.
• Transport the speaker from Medford Airport to the Riverside Inn in Grants Pass.
• The speaker's hotel accommodations are paid for in advance by the committee.

• Provide transportation between the hotel and the Rogue Round-Up conference throughout the weekend as needed.
• Make sure the speaker is returned to Medford Airport on time for the departing flight. Please plan accordingly and allow adequate time for airport transportation, hotel stops, conference activities, and the speaker's scheduled events.

Thursday Welcome Speaker Dinner:

The Welcome Speaker Dinner is Thursday evening beginning at 5:00 p.m. The Speaker Buddy is responsible for making sure the assigned speaker gets to the dinner. Speaker Buddies are encouraged to attend with their speaker. The dinner can sell out quickly, so Buddies who wish to attend should purchase their dinner reservation as soon as possible.

Speaker Meals & Registration - FYI:

Conference-provided meals for the speakers are paid for. Speakers should receive their appropriate meal and event tickets in an envelope with their registration materials, which can be picked up at pre-registration. Speaker Buddies are responsible for their own meals and other personal expenses during the conference. These expenses will not be reimbursed by the Rogue Round-Up.

Speaker Appearance & Stage Responsibilities:

Speakers are expected to dress in their best professional, conference-appropriate attire when they speak. Because speakers appear on a large screen, clothing and appearance can be more noticeable than in a smaller meeting setting. Speakers should avoid overly revealing or distracting clothing and choose attire appropriate for representing the Rogue Round-Up. Suits and ties are requested for men.

Before the Speaker Takes the Stage:

Speakers are expected to be at the stage area at least 15 minutes before their scheduled speaking time. The Speaker Buddy is responsible for helping keep the speaker on schedule and making sure they arrive at the stage area on time. Speaker Buddies should make sure their speaker has their corsage before speaking. Corsages will be provided by Luanni. If a

speaker has not arrived as the speaking time approaches, the committee will need to begin looking for them. Please make getting your speaker to the stage at least 15 minutes early a priority.

During the Speaker's Presentation:

A Speaker Buddy may sit near or on stage with their speaker if the speaker prefers, but this is not required. The goal is to support the speaker in whatever ways help them feel comfortable while keeping the Round-Up schedule and responsibilities on track.