

**AOTA Annual Conference & Expo  
Instructions for Session Scanners**

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**How to Scan**

- Hold scanner at a 45° angle, making sure the corner with the optical sensor is pointing toward the bar code.
- Press and hold the scan button and lightly sweep across the bar code on the badge, beginning in white area before the bar code and continuing in a smooth, rapid motion across the entire bar code.
- A successful scan is indicated by an audible beep and the red scan light. Make sure you hear the beep or see the scan light for each scan.
- Be sure to release the scan button after each scan.

**Session Scanners** *have primary responsibility for monitoring a room and scanning the badges of attendees.*

- Arrive at assigned room prepared to scan 30 minutes before start of session.
- Remain in the room for the entire session. Sit in the designated seat(s) at back of room to ensure adequate monitoring of door.
- Scan all attendees' badges when they enter the session.
- Badges should be scanned for attendees leaving the session prior to the time listed below so that CE credit can be adjusted to reflect actual time in session. You **DO NOT** need to scan badges of attendees who step out of the sessions to use the restroom or take a phone call - as long as the attendees intend to return to the session.
- You **DO NOT** need to scan badges for attendees exiting the session after the time listed below.

	<b>Stop Scanning on Exit</b>
Institute	30 minutes prior to scheduled end time
Workshop	20 minutes prior to scheduled end time
Research Platform, Short Course	15 minutes prior to scheduled end time
Exhibitor-Sponsored Seminar, Paper, SIS Roundtable Discussions	10 minutes prior to scheduled end time

**Make sure the scanner is labeled for the correct educational session.  
Scanners are not interchangeable between educational sessions.**

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 : Scanners should be returned to the Session Scanners Counter as close to the  
 : end of the session as possible. All scanners must be returned by the end of  
 : the day of which the session is held.  
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## Additional Instructions for Session Scanners

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- Anyone entering an educational session must have a Conference badge. Please ensure that the badge is for the entire length of the Conference or that the badge is for the day of the educational session.
- There should be no sitting on the floor or blocking of the exits. Explain that this is a fire code violation.
- Please keep the accessible seating free for individuals in a wheelchair, scooter, low vision, or hard of hearing. These designated spots may be freed up at the start of the educational session.
- If someone disagrees with you about scanning them out of a session early, please refer them to page      of their *Conference Program Guide*.
- Please be aware of where the nearest restrooms, elevators, and escalators are located. This information can be found on pages      of the *Conference Program Guide*.
- You should have your *Conference Program Guide* with you to use as a reference guide.
- Someone will come by from AV to check out all equipment prior to each session. If problems arise, dial extension      on a house phone.
- If there are questions you cannot answer, please refer them to the appropriate booth in the Registration Area.
- If you need immediate assistance dial extension      on a house phone. An AOTA staff member will be able to assist you. Examples of when you need immediate assistance could include: people complaining about not getting into session or about the scanning process.

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| <ul style="list-style-type: none"><li>• <b>EVERYONE MUST BE SCANNED.</b> The only exceptions are those who are observing a religious practice.</li></ul> |
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