

AOTA Annual Conference & Expo Instructions for Session Scanners

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.

	Stop Scanning on Exit
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, SIS Interactive Session	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.

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.

Additional Instructions for Session Scanners

- 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 call People Power at .
- If there are questions you cannot answer, please refer them to the appropriate booth in the Registration Area (e.g. Registration Help Desk).
- If you need immediate assistance call People Power at . Examples of when you need immediate assistance could include: people complaining about not getting into session or about the scanning process. They will contact an AOTA staff member to come assist you.

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