Breakout Hosts

WHERE TO PARK

We ask all ministers to park at the Light Rail. Shuttles will run Monday from 7am - 7pm and Tuesday from 5:30am - 7pm.

ARRIVAL

- Report times are 1 hour before the actual Breakout Session starts. (For example, if your shift is 2:30pm-4:30pm, the actual Breakout Session #1 time is 3:30pm-415pm.
- Wear your Rebuilt T-shirt and gather in the Ministry Tent out back to check-in, print name tag.
- There will be ministers there to give your location and role if you are unsure. Even if you received your location at the Minister Rally, please still check in and confirm with the minister in the tent. Locations may have changed since the minister rally.
- Please head to the breakout room no later than 30 minutes before the session is to start. Depending on the session, there may be a breakout occurring in the room, so please remain present in the hallway or near the space.

BREAKOUT SCHEDULE

- Monday June 2, Breakout Session 1- 3:30pm- 4:15pm
- Tuesday June 3, Breakout Session 2- 10:30am-11:15am
- Tuesday June 3, Breakout Session 3- 11:30am-12:15pm
- Tuesday June 3, Breakout Session 4- 1:45pm-2:30pm
- Tuesday June 3, Breakout Session 5- 3:00pm- 3:45pm

ROLE

- You will be doubled up with another minister for each breakout so one of you can be checking people in and one of you can be welcoming guests into the space.
- Due to limited space in the rooms, attendees must check in for the breakout that they signed up for. If they did not sign up for a breakout in the Next Gen hallway but are trying to get in, please kindly offer that they can either attend the breakout they are registered for at that time, or attend the breakout in the sanctuary or theater.
- Check in guests using Ipad located in the space
   - The Next Gen wing and the Pavilion will check in guests on an Ipad

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- ○ Guests in the Sanctuary and Theater DO NOT need to check in
- During the session, be available to assist guests or speakers with any needs
- Hold up your hand when there are 5 minutes remaining to make the presenters aware
- Straighten up the room once the session is over- pick up trash, straighten chairs

APP– This should already be set up and ready to go but just so that you have the info:
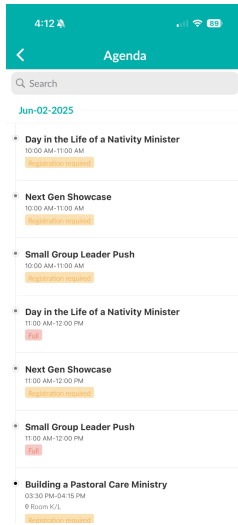
1. **There will be an icon on the dashboard called "checkin." Click the "check in" icon at the bottom:**
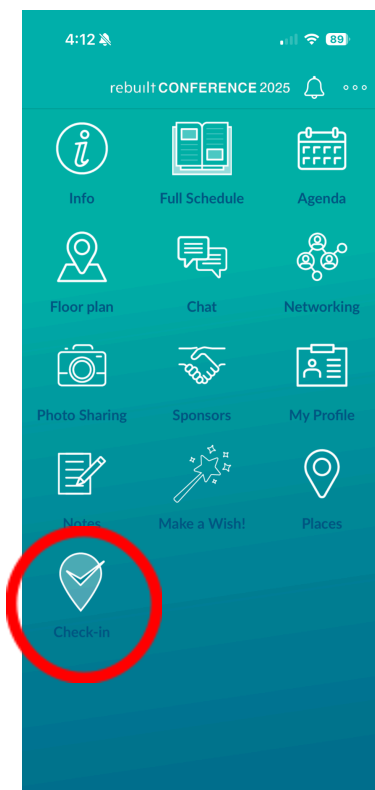
2.

3. **Select the correct breakout that you want to check participants in for (NOTE: This is critical - make sure that you select the correct breakout. Refer to the folder in the room for the breakout information occurring at that time).**

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4. **Click the "Scan Badge" icon at the bottom of the screen:**

5. **Select the option to Allow the app to use your camera.**
6. **Hover the camera over the participants badge where the QR code is located. The app will automatically scan them into the breakout. Look for a green banner at the top to indicate that the person has successfully checked in. If they are not eligible to be in that specific breakout, the app will alert you to let you know.**

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EMERGENCY

In case of an emergency, have one host stay in the room and one host step out into the Next Gen hallway and tell Julia Hiebler who will have a radio.

SCHEDULE AT A GLANCE

BREAKOUT LOCATIONS & TOPIC

MAP

Be familiar with layouts- registration tent, hospitality areas, and restrooms.

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