

Volunteer Application Form

Due July 1, 2021

Please return to cshapiro@accessintel.com

Thank you for your interest in volunteering at the 2021 OR Manager Conference, PACU Manager Summit, and ASC Leader Summit! The conference will take place **October 20-22, 2021** at the McCormick Place Convention Center in Chicago, IL.

The volunteer application is due by July 1, 2021. You will receive confirmation if you are accepted into the OR Manager Volunteer program by **July 31, 2021**. Preliminary schedules will be distributed by October 1, 2021.

Below is an overview of the different types of volunteer duties available and a list of the responsibilities involved, as well as the volunteer application.

Room Monitor (1-2 per room, depending on audience size)

- ▶ Set-up the speaker presentation (ensure it is pre-loaded on the computer)
- ▶ Make sure the room is set-up correctly
- ▶ Check lighting and room temperature (adjust as necessary)
- ▶ Ensure the podium has bottled water
- ▶ Introduce the session speaker and read bio
- ▶ Monitor microphone sound, if any feedback notify the AV technician
- ▶ Record headcount mid-session
- ▶ Work the Q&A microphones in the room
- ▶ Monitor time and visually signal the speaker if he/she is running behind
- ▶ Close out the session, thank the speakers and announce any housekeeping items
- ▶ After the session:
 - i. Make sure that the hotel is refreshing the room and head table
 - ii. Remind audience to complete the session evaluation in the mobile app

Ambassador

- ▶ Help attendees with questions on location of restrooms, sessions, exhibit hall and other activities
- ▶ Provide directions to the sessions/events
- ▶ Help place out signage
- ▶ Exact schedule and contact information will be provided in advance for planning purposes

To apply as a volunteer please fill out the application and return it to Carrie Shapiro at cshapiro@accessintel.com. Upon approval, you will receive a complimentary conference registration. You will earn CE credit for the sessions you volunteer and attend. We will try to accommodate your session preferences as much as possible, but cannot guarantee it.

Contact Information

Name/Credentials: _____ Title: _____

Facility: _____

Address: _____

City: _____ ST: _____ Zip: _____

Phone: _____ Fax: _____ E-mail: _____

Duties

I'm interested in volunteering as a: **Room Monitor** (manages the session room)
Ambassador (helps attendees with directions and etc.)

IMPORTANT! PLEASE COMPLETE ALL PAGES

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ROOM MONITOR – CHOOSE YOUR SESSIONS (Choose a minimum of 4 sessions)

For detailed session information, please visit: www.ormanagerconference.com

No Preference – Available as needed

Tuesday, October 19

7:30 AM – 12:00 PM

Pre-Conference: Mastering Joint Commission Standards and CMS Regulations

7:30 AM – 1:00 PM

Pre-Conference: Fundamentals of Operating Room Management – Certificate of Mastery

Wednesday, October 20

7:00 AM – 10:30 AM

ASC Workshop: Total Joints
Business Workshop: Getting Construction Right: The Team That's Been There and Done That!
Clinical Workshop: Reducing Count Variation Through Simulation Training
Leadership Workshop: The Discomfort Zone: Using Difficult Coaching Conversations to Turn Conflict into Cooperation
New Manager Workshop: New Manager Bootcamp

11:00 AM – 12:00 PM

Keynote: The Power of Purpose and Refreshing Your "WHY"

12:15 PM – 1:15 PM

Luncheon: OR Manager
Sponsored by Owens & Minor
Luncheon: PACU
Sponsored by Acacia Pharma
Luncheon: ASC
Luncheon and Presentation

1:30 PM – 2:30 PM

ASC: Leadership Challenge: Managing Multiple Roles
Business: All Hands-on-Deck: A Multi-Disciplinary Approach to Timely Revenue Capture and Charge Posting in Periop
Clinical: The Journey to Zero: Strategies to Reduce Surgical Site Infections
General Interest: Session To Be Announced
Leadership: Succeeding as an Interim Leader
New Manager: Rising to the Top: An Effective Guide to Leadership
PACU: Why Minutes Matter – Empowering Your PACU Staff to Support Financial Success

2:45 PM – 4:00 PM

Awards Presentation and Keynote: Examining What Broke American Healthcare

Thursday, October 21

8:15 AM – 9:15 AM

ASC: Vascular in the ASC
Business: Dive Into Your Block Schedule
Clinical: Is Your Facility Following the Latest Sterilization Best Practices?
General Interest: Session To Be Announced
Leadership: Speaking Virtually: How Do You Get Your Message Across?
New Manager: Successful Leadership in the Operating Room Through a Global Pandemic
PACU: Enhanced Recovery After Surgery

9:30 AM – 10:45 AM

ASC: Patient Selection in the ASC
Business: You Bought the Ferrari (EMR), Are You Ready to Ride it Like a Pro?
Clinical: High-Value Anesthesia Care and the Social Cost of Carbon
General Interest, presented by: Mölnlycke – A LEAN Approach to Eliminating Waste in the OR
Leadership: Swimming with Alligators – Finding Well-Being in Turbulent Waters
New Manager: Creative Staffing Solutions for Your OR
PACU: 50 Ways to Leave from Phase II: A Team Approach to Same Day Discharge

2:00 PM – 3:15 PM

ASC: Session To Be Announced
Business: Sustain the Gain: Save Time and Resources Through Instrument Standardization
Clinical: Surgical Smoke – A Case Study to Becoming Smoke Free
General Interest: Sterile Processing Live! Hands-On Competition to 100% Complete, Sterile, and On-Time Surgical Instruments
Leadership: Creating the Future by Improving Our Culture
New Manager: Lessons on How to Lead as a New Manager
PACU: Improving Surgical Outcomes through Outpatient Surgical Optimization

5:00 PM – 6:00 PM

Keynote: How to be a Leader During a Crisis

Friday, October 22

7:30 AM – 8:30 AM

Breakfast Presentation
To Be Announced

8:45 AM – 9:45 AM

ASC: Supply Chain Strategies in the ASC
Business: Balancing the Equation: How the Right Data Can Justify Labor Costs
Clinical: Move Well – Targeted Education Teaches Staff How to Avoid Musculoskeletal Injuries
General Interest: Session To Be Announced
Leadership: Supporting Retention and Succession Planning with Leadership Sabbaticals
New Manager: Panel – Ask Me Anything
PACU: Become an Advocate, Change Agent and Leader Through Certification

10:00 AM – 11:00 AM

ASC: Spine and Joints
Business: Navigating the Pandemic – How Well Did You Do?
Clinical: Nurse Be Nimble, Nurse Be Quick: Jumping Over the Candle Stick?
General Interest: Session To Be Announced
Leadership: Hit From Your Blindside: #StopBullying #MustDoBetter
New Manager: Resiliency and Responsibility – How to Adapt with Less Resources
PACU: Panel – Ask Me Anything

11:15 AM – 12:15 PM

Keynote: How to WOW – Turn Your Big Ideas into Big Success