Volunteer Application Form  
Due July 29, 2020  
Please return to tmccarthy@accessintel.com

Thank you for your interest in volunteering at the 2020 OR Manager Conference, PACU Manager Summit, and ASC Leader Summit! The conference will take place September 30 – October 2, 2020 at The Mirage in Las Vegas. Volunteers will be selected on a first-come, first-serve basis.

**The volunteer application is due by July 29, 2020.** You will receive confirmation of your acceptance into the OR Manager Volunteer program within 5 working days of receipt of the application. Final schedules will be distributed following the July 29th submission deadline. Requests will be honored in the order in which they are received.

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.

1. **Room Monitor (1-2 per room, depending on audience size)**
   - Set-up the speaker presentation (will be pre-loaded on computer)
   - Make sure the room is set-up correctly
   - Check lighting and room temperature (adjust as necessary)
   - Place out speaker tent card(s)
   - Ensure the podium has water
   - Introduce the session speaker and read brief bio
   - Monitor microphone sound, if any feedback notify the AV tech
   - Take 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. Remove speaker tent card(s)
     ii. Make sure that the hotel is refreshing the room and head table

2. **Ambassador**
   - Help attendees with questions on location of restrooms, sessions, and etc.
   - 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 to be a volunteer please fill out the application on the next page and return it to Taylor McCarthy at tmccarthy@accessintel.com. Upon approval, you will receive a complimentary conference registration. You will earn CE credit for the sessions you attend and volunteer in. We will try to accommodate session preference 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**
Room Monitor - Choose Your Sessions (Choose a minimum of 4 sessions)
For detailed session information, please visit https://ormc2020.mapyourshow.com/8_0/explore/session-fulllist.cfm/#searchdate/*
Tip: Choose sessions you would like to attend.

☐ No Preference – Available as needed

**Tuesday, September 29, 2020:**

8:00 a.m. – 12:00 p.m. (Pre-Conference Workshop)
☐ So You Want to be an Expert Witness: Understanding Legal Issues in the Surgical Suite

8:00 a.m. – 3:00 p.m. (Pre-Conference Workshop)
☐ Fundamentals of Operating Room Management Certificate of Mastery, presented in partnership with the Competency & Credentialing Institute
☐ Mastering Joint Commission Standards and CMS Regulations

**Wednesday, September 30, 2020:**

8:00 a.m. – 12:00 p.m.
☐ Agility & Resilience: Combining Four Units into One Unified Department
☐ Doing More with Less – Creative Approaches in the Business Services Arena
☐ Focusing on the Fundamentals: Sterile Processing Knowledge, Skills, and Competencies
☐ It’s All About the Base: Developing A Grass-Roots Strategy to Drive Patient Safety
☐ New Manager Bootcamp: A Common Sense Approach to Financial & Contract Management
☐ Reducing Count Variation Through Simulation Training
☐ The Discomfort Zone: Using Difficult Coaching Conversations to Turn Conflict into Cooperation
☐ Unexpected Guest With an Agenda Coming for a Visit?

12:00 p.m. – 1:15 p.m.
☐ ASC Leader Summit Luncheon & Presentation: Regulatory and Quality Measure Reporting Updates for ASCs
☐ PACU Manager Summit Luncheon & Presentation: Music Can Change the (Perioperative) World: Streaming Music Programs in the PACU
☐ OR Manager Conference Luncheon & Presentation: 2020 Is the Year of the Nurse: How Do We Leave Our Mark in an Era of Change?

1:30 p.m. – 2:45 p.m.
☐ Developing Future Perioperative Leaders Today!
☐ Infection Prevention in an ASC: Where Do I Even Begin?

2:45 p.m. – 4:00 p.m.
☐ Opening Keynote: We Are All Life Savers: Reconnecting to Your Deeper Role in the Patient Experience

**Thursday, October 1, 2020:**

7:15 a.m. – 8:15 a.m.
☐ Breakfast & Presentation presented by Medline

8:15 a.m. – 9:15 a.m.

2:00 p.m. – 3:15 p.m.
☐ ASCs from A to Z: Learning From the Pros
☐ Are You Rolling the Dice on Your ASC Education Program?
☐ Calling All Team Members – Time for a Critical Event Debrief!
☐ Embracing and Uplifting the Unique Strengths of Surgical Technologists
☐ No Room in the Inn? Now What?
☐ Rising to the Top: An Effective Guide to Leadership
☐ Sterile Processing Live! Hands-On Competition to 100% Complete, Sterile, and On-Time Surgical Instruments, presented by STERIS Instrument Processing Solutions
☐ Strategies for Managing Absenteeism to Meet Department Goals
☐ Credentialing in the First Assistant Role
☐ Advancing Your Profession (PACU)

3:30 p.m. – 4:45 p.m.
☐ Addiction, Surgery, and Postop Pain – How to Prevent a Hot Mess
☐ Communication Is Key: Improving Interdisciplinary Perioperative Culture
☐ Impact of “Knives and Forks” on Your Bottom Line
☐ Infinite Leadership in Finite Healthcare

**Friday, October 2, 2020:**

7:30 a.m. – 8:45 a.m.
☐ Breakfast & Presentation: A Day Like No Other: Experiences and Lessons Learned During the Las Vegas Mass Shooting

8:45 a.m. – 10:00 a.m.
☐ AMA (Ask Me Anything): The Road to Perioperative Leadership
☐ ASC or HOPD? JV, Management Company, or Acquisition? – Where to Begin and What You Need to Know
☐ Adjusting Your Sails: Navigating Change Through Teamwork
☐ Hitting the Phase II Discharge Jackpot
☐ Breaking Traditional Gender Identification: Care of the Transgender Patient
☐ Don’t Get Lost in the Weeds: Considerations for Care of the Patient Using Marijuana
☐ Stocking Your Perioperative Efficiency Toolkit
☐ The Difference Magnet Designation Makes
☐ Using Lean Daily Management to Increase Utilization and Case Volume, presented by Surgical Directions
☐ What Is a Compliance Officer? Do They Handle HIPPA, too?

10:15 a.m. – 11:30 a.m.
☐ A Sign Sigma Approach to Maximizing OR Block Utilization
☐ ASC Leadership Challenge: Managing Multiple Roles
☐ Are You Prepared To Be An Interim Leader?
☐ Creative Staffing Solutions for Your OR
☐ Enhance Patient Care: Become Certified!
☐ Respect, Ownership, Teamwork: A Culture Transformation
☐ Surgical Site Infections – Strategies for Prevention, presented by Mölnlycke
☐ The Match Game: Patient Selection in the Outpatient Setting
☐ What Keeps You Awake at Night? – Ask the Experts!
☐ Why Minutes Matter: Empowering Your PACU Staff to Support Financial Success

11:30 a.m. – 12:30 p.m.
☐ Closing Keynote: Celebrating Pride in Nursing