

## CE COURSE MONITOR CHECKLIST AMERICAN COLLEGE OF TOXICOLOGY

The American College of Toxicology (ACT) evaluates the quality of speakers, CE Course organization, and CE course attendance. Monitors should evaluate CE courses by completing the form provided below, as instructed. This information will be summarized and presented to Council by the Education Committee Chair at the Council Meeting held on-site at the ACT Annual Meeting.

CE Course	Title:	
Number of Attendees	Start:	Comments:
	End:	
Speaker Quality	Comments:	
Recommend course for future meetings?	Yes <input type="checkbox"/> No <input type="checkbox"/>	Comments:
CE Course Organization	Comments:	
General Comments:		

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## Instructions for completing the form:

- Session Title—Provide session title (abbreviated title is adequate)
- Estimate the number of attendees at the start and finish of the session (Purpose, to assess overall session interest and to determine if an inordinate number of attendees left in the middle of the session)
- Identify any speakers that were either Exceptional (recommended as future speaker) or Poor (recommended to not speak at future meetings). It is not otherwise necessary to itemize comments relative to speaker quality
- Does the monitor recommend that this session be presented in future years based on audience interest?
- Overall session organization (Purpose, to determine if additional training for chairs is necessary and/or to identify chairs for future meetings)
- Any other noteworthy comments

Monitors should be at their assigned area no later than 15 minutes prior to session start to ensure those responsibilities presented below can be completed.

- Monitors should sit in the back of the room to collect CE course tickets, hand out course materials and survey forms, and to be in the best position to judge audiovisual quality.
- Monitors should remain in the room throughout the presentation to handle any problems that may occur during the presentations.
- Working with the course chairperson, monitors should ensure that all microphones and audiovisual equipment are working prior to session start.
- Working with the course chairperson, monitors should ensure that speakers are using the microphone correctly and that questions from the floor are directed from the floor microphone.
- Monitors should support the course chairperson to manage the session as necessary (i.e., time management, speaker instructions, etc.)
- Monitors should ensure that extraneous noise is kept to a minimum by seeing that all doors are closed during the presentation and that outside hallway noise is controlled.
- Monitors should collect all survey forms at the end of the program or from attendees who leave early. Monitors should encourage all attendees to complete the survey form and explain that ACT uses this information to improve all future presentations.
- Monitors should deliver all completed surveys and unused course material to the ACT staff area.
- If audiovisual problems are significant and can not be handled by the course chairperson or if environment issues arise, the monitor should go quickly to the ACT staff area to request assistance from convention staff.
- Monitors should be prepared to provide a verbal evaluation of the course at the on-site ACT Council Meeting, including what went well and what did not go well.