#SCEH2022 Attendee Quick Guide

To make the most of your event experience, please review this guide before the our event.

We suggest whitelisting our email addresses NOW to make sure important conference emails land safely in your in box!

Whitelisting is easy! Just add these emails to your safe senders/contact list:

- mam@memberclicks-mail.net
- anne@sceh.us
- info@sceh.us

> **All registered attendees were sent an initial event confirmation** when you signed up, listing your selections.

> **A day before the conference begins,** we will email you a final event confirmation with:
  - **Zoom Session Links**
  - **Conference Program**
  - **Continuing Education Info/Instructions**

This should land in your in box mid-day on 10/11. **Watch for it!**

If you don't get it by 3 PM on 10/11, email us at info@sceh.us.

Conference Format & How to Participate

All our sessions will be on **Zoom Meetings** … so you'll be able to see … and be seen by fellow attendees.

You will need the **Zoom session links in the confirmation email to be admitted** to each activity (Workshop, Scientific Program and Networking Session) you selected.

Be sure your first and last name displays when you log in so we can admit you and take attendance.

CE/CME Certificates & Documentation of Attendance

New for 2022!
Attendees will complete their continuing education evaluations and forms online, and then be able to access your documentation electronically. See the **Learner Notice** in the **Conference Program** (will be sent to all attendees) for complete details.

How to Get Your Certificate

1. Go to the link **we provide during the event.**

2. **Click on the item for the track(s) you attended.**
   - -Introductory Workshop
   - - Intermediate Skills Workshop(s)
   - -Advanced Workshops in Hypnosis
   - -Scientific Program

3. **Evaluate the sessions, then click on the hyperlink** provided on the last page in order to claim your CE/CME credit certificate.

4. **Save/Download/Print all pages of your certificate for your records.**

5. **If you need help or lose your certificate, contact our CE/CME partner:** help.cmecertificateonline.com. (Save this email for future reference.)

6. Note the same procedure applies if you need **written documentation of your attendance** for your employer.

Continuing Education Notes

What else do I need to know?

- You must **attend the entirety of each session LIVE** to earn CE/CME credit.

- The form/evaluations will be available to complete online **AFTER the conference via a link we will provide to attendees.** We value your feedback.

- After you have completed the online forms, your **certificate/"Statement of Credit" will be available immediately** for you to save, download or print.

Questions about:
- **CE/CME certificates**
  or
- **documentation of your attendance**
should be directed to:
help.cmecertificateonline.com.

SAMPLE CERTIFICATE

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Maximizing Your Conference Experience

Anything else I need to know?

To get the most from this event, we suggest you assemble your **Conference Materials** before the meeting.

Pro Tips:

- Have **Zoom Session Links** handy, ready to log in.

- Read thru the **Conference Program** for session schedules, details, policies and more.

- Complete the online **Continuing Education soon after the conference.**

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Next Steps and New Directions for
HYPNOSIS RESEARCH AND PRACTICE

Conference Program

We also suggest logging in to each session about 5 minutes early.

Remember – all times are in Pacific Time.

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New to Zoom? Know the Latest Features?

On the next page you will find some useful references to familiarize you with *the latest Zoom features and controls.*

They walk you through how to:
- Modify how your name displays
- Adjust your screen view
- Ask questions & use chat
- Adjust your video settings
- Adjust your audio settings

| Mute | Stop Video | Participants 2 | Chat | Share Screen | Reactions | Leave |

They're easy to follow, letting you "flex your Zoom muscles" before our meeting so you will feel more comfortable and in control of your virtual meeting experience.

SCEH Society for Clinical & Experimental Hypnosis
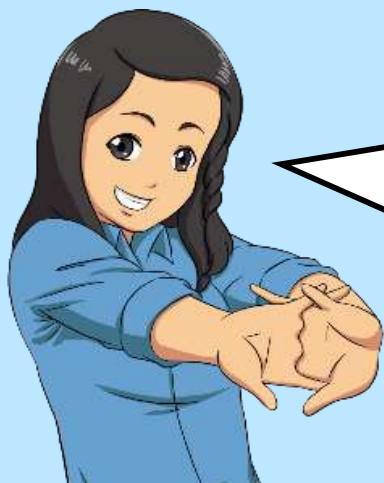
Getting the Best Experience from Zoom

Pro Tips:

- Be sure to update your device to the most recent Zoom version. Here's how.

- Review the resources below for the latest Zoom features and functions.

Resources:

Zoom's Quick Start Guide for New Users

Zoom's Participant Controls in a Meeting

Test Your Audio & Video Settings

NOTE: You DO NOT need a Zoom account to participate. However, you can get a FREE basic account (set up a profile, adjust settings & more) and gain access to free online tutorials.
Visit www.Zoom.us for details.

Frequently Asked Questions

Conference Program

Please refer to the Conference Program for complete event information. Last minute updates will be posted to http://www.sceh.us/2022-conference-details.

Slides and Additional Handouts

Presenter slides and additional handouts may be provided at the discretion of Presenters and shared via the Chat feature.

How to Ask Questions of Presenters or Session Hosts

Click on the Chat button in the Attendee Controls at the bottom of your screen to pose a question.

Technical Assistance

As a small organization, we regret we are not able to provide you with technical support, so please be sure to test your Internet connectivity and Zoom settings in advance.