

SCEH 2022 Midyear Workshops Attendee Quick Guide



To make the most of your event experience, please review this guide so you are well prepared for this program.

SCEH Midyear Workshops take place on Zoom Meetings ... so you can see ... and be seen ... by fellow attendees.

Please ensure your **FULL NAME** appears onscreen so we can identify you to take attendance.




April 29 & 30: (Friday to Saturday)
Introductory Workshop
Intermediate Workshop

May 1 - 2 (Sunday & Monday)
Advanced Workshops


www.sceh.us/2022-midyear-workshops

Event Confirmation Email with Links




We will send you an event confirmation email that should land in your in box on April 28.


Watch for it!



You will need the Zoom link(s) in that email to gain admittance to the Workshop(s) you selected.




The email also includes a link to the CE Packet you need to earn continuing education credit and evaluate the workshop(s).




If you don't get the event confirmation email by 4/28, reach out at info@sceh.us so we can resend it.



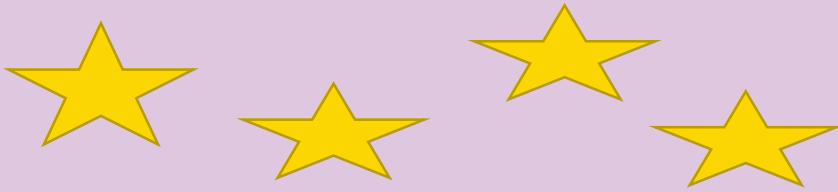

Whitelist SCEH Emails to Get Important Event Communications



What else do I need to know?



We advise that you whitelist our emails NOW so important event communications land in your in box!



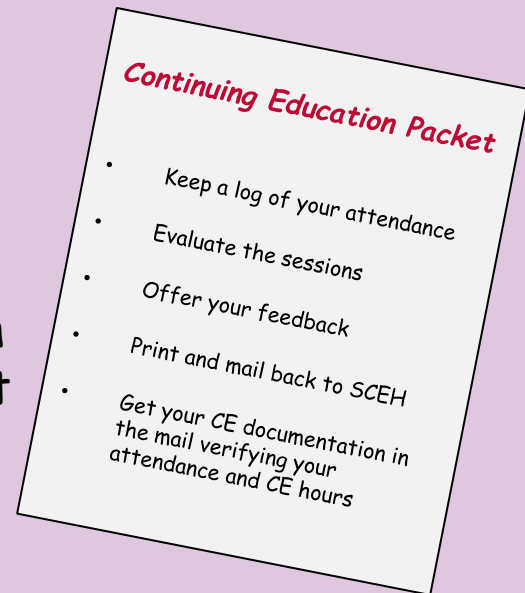
Whitelisting is easy! Just add these emails to your safe senders/contact list:

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

Be Prepared with Meeting Materials Close at Hand

Keep **Meeting Materials** close at hand:

- ❑ **Zoom link(s)** for your workshop(s), ready to log in
- ❑ **CE Packet** - print in advance if you wish to complete it during the workshop(s). It includes Program Evaluations to share your feedback.



Need CE credit or documentation of your attendance?

- Use the link we send you in the **event confirmation email** to download & complete your **CE Packet**.
- **Return it within 30 days.**
- Receive your documentation by mail.



Arrive on time - we suggest logging in to your workshop about 5 minutes early to adjust your settings.

Remember - all times are Pacific Time.

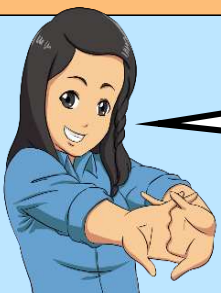
Some Helpful Zoom Reminders

Taking a few minutes upfront will save you time later and ensure your system is working properly.

- [Test your audio & video settings in a test meeting](#)
- [Learn about Zoom's Attendee Controls in a Meeting](#)
- [Review Zoom's Quick Start Guide for New Users](#)
- [Update Your Zoom to Latest Version](#) (recommended)

These guides show you how to:

- Adjust settings to show or hide your video
- Turn audio on or off and adjust sound levels
- Ask questions & use the chat feature
- Get comfortable w/ Zoom controls & features.
- Participate fully in the meeting.



They're easy to follow and let you "flex your Zoom muscles" a bit in advance!

Frequently Asked Questions



Slides and Additional Handouts


Presenter slides and/or handouts may be provided at the discretion of Workshop Presenters and will be shared via a link in the chat feature.

Technical Support


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

NOTE: You DO NOT need a Zoom account to participate in this event. However, Zoom offers a FREE basic account where you can set up a profile, adjust your account settings, access online tutorials). Visit www.Zoom.us for details.

See You Online!



Thanks for reading!
We want you to feel prepared
and have a great event
experience!



Please share your feedback in the
Workshop Program Evaluations.
Thank you.

Have a different question?
Email us at info@sceh.us.

Event updates will be posted
to the event page:
<https://www.sceh.us/2022-midyear-workshops>

