



## *SCEH 2021 Midyear Workshops Attendee Quick Guide*

To make the most of your event experience, please prepare in advance for our meeting.

To get CE Credit:

- Use the link we send you in the **event confirmation email** to download & complete your CE Packet.
- Return it by the deadline.
- CE documentation will be mailed to you.



SCEH Midyear Workshops will take place on Zoom Meetings ... so you'll be able to see ... and be seen ... by fellow attendees.




**2021 Midyear Clinical Workshops**  
**April 23-24, 2021 (Friday and Saturday)**  
[www.sceh.us/2021-midyear-workshops](http://www.sceh.us/2021-midyear-workshops)

## Event Confirmation Email with Zoom & CE Packet Links




We will send you an **event confirmation email** that should land in your inbox on April 22.


Watch for it!



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



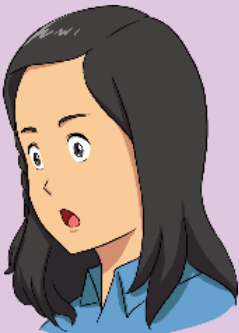
The email also includes a link to the CE Packet you need to **earn continuing education credit** and **evaluate the workshop(s)**.



If you don't get the event confirmation email by 4/22, reach out at [info@sceh.us](mailto:info@sceh.us) so we can resend it.



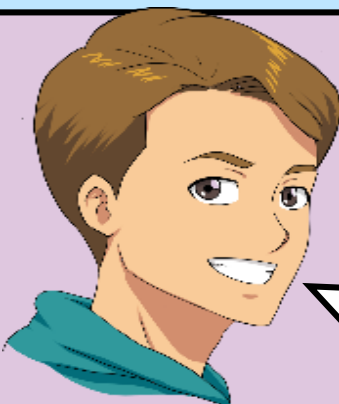
## Whitelist our Address to Get Important Event Communications



What else do I need to know?



We suggest whitelisting our email addresses **NOW** so important event communications land in your in box!

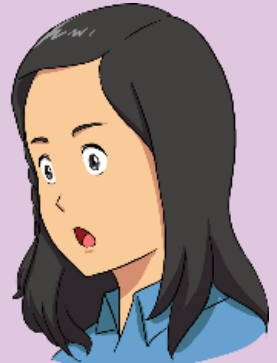


★★★★

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

- [mam@memberclicks-mail.net](mailto:mam@memberclicks-mail.net)
- [anne@sceh.us](mailto:anne@sceh.us)
- [info@sceh.us](mailto:info@sceh.us)

## Be Prepared with Materials at Hand



Anything else I need to know?




You'll want to have **Meeting Materials** close at hand for the meeting.

You will need:

- the **Zoom Workshop link(s)** for your workshop, ready to log in
- a copy of the **(CE) Packet**, printed in advance if you wish to complete it during the workshop(s).

### *Continuing Education Packet*

- Keep a log of your attendance
- Evaluate the sessions
- Offer your feedback
- Print and mail back to SCEH
- Get your CE documentation in the mail verifying your attendance and CE hours



We suggest logging in to your workshop 5 minutes early to adjust your settings.

**Remember - all times are in PDT.**

## New to Zoom or Want Some Reminders?



Take a few minutes to review these resources so you can gain the most from your hypnosis training experience.

### Get familiar with Zoom before our event:

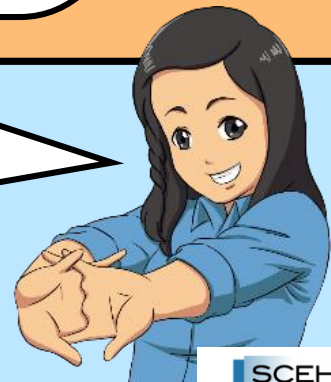
- [Test your audio & video settings in a test meeting](#)
- [Review Zoom's Quick Start Guide for New Users](#)
- [Learn about Zoom's Attendee Controls in a Meeting](#)

The guides & tutorials walk you through how to:

- Adjust settings to show or hide your video
- Turn audio on or off and adjust sound levels
- Show how to ask questions & use the chat
- Get you familiar with the system's features.



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



## Frequently Asked Questions



### How to Ask Questions of Presenters

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

### Slides and Additional Handouts

Presenter slides and additional handouts may be provided at the discretion of Workshop Presenters and may be shared via a provided 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 in advance.

NOTE: You DO NOT need a Zoom account to participate in this event. However, you can get a FREE basic account (set up a profile, adjust account settings, add a photo, etc.). Online tutorials are free. Visit [www.Zoom.us](http://www.Zoom.us) for details.



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



We'll see you online  
April 23-24!

Still got questions?  
Email us at [anne@sceh.us](mailto:anne@sceh.us)

Event updates will be posted to  
our Midyear Workshops page:  
<https://www.sceh.us/2021-midyear-workshops>

