



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

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 so we can resend it.



Whitelist our Address to Get Important Event Communications

What else do I need
to know?

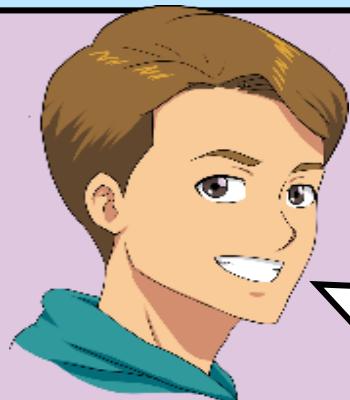


We suggest whitelisting our
email addresses NOW so
important event
communications land in your
in box!



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

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

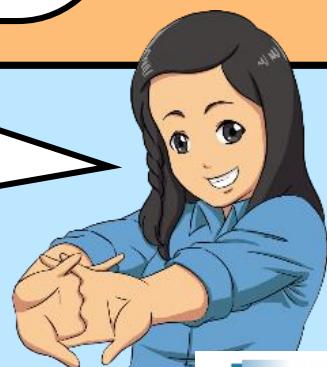
- Test your audio & video settings in a test meeting
- Review Zoom's Quick Start Guide for New Users
- Learn about Zoom's Attendee Controls in a Meeting

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 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

Event updates will be posted to
our **Midyear Workshops page:**
[https://www.sceh.us/2021-midyear-
workshops](https://www.sceh.us/2021-midyear-workshops)