

CIPWG SYMPOSIUM LOG-ON LINK & OTHER INFO FOR REGISTERED ATTENDEES

A quick summary of information you may find useful for Wednesday's Invasive Plant Symposium

LINK to LOG-ON -- a **website LINK and a PERSONAL REGISTRATION ID was emailed to you**
from Total Webcasting, on or around Oct. 2

The subject header was: **CIPWG Symposium Registration Confirmation** {check your Spam folder}

NOTES ABOUT THE SYMPOSIUM WEBCAST ON OCTOBER 7th

1. CHECK-IN opens at 8:30 a.m. (you should get logged on no later than 8:50 a.m.)

From 8:30 a.m. to 8:50 a.m., a slide show will run for you while you sip a morning cup and **get familiar with the controls on the screen.**

- if the Controls (Volume, etc.) are not visible, hover your mouse above the word *TOTAL* at the bottom the video PLAYER screen
- for Volume control, use the mouse to drag the dot (go left for softer, right for louder)
- to make the video Full Screen, click on the broken square at the far right
- to get out of Full Screen hit the Escape key on your keyboard
- if you log on and the video PLAYER is blank, you can test whether the video PLAYER portion of your screen is working by clicking on the broken circle at the lower right of the Player screen
- click on the leftmost control (Pause/Start toggle) to Pause video (vertical bars) or Start video (triangle)

2. The formal program begins at 9:00 a.m. (*You must be logged on before that.*)

3. Moving from session to session

From 8:30 a.m. to 11:05 a.m., all attendees will be in the "Main Room".

At 11:05 a.m. (and at other points in the day) you will be prompted to select a Breakout Session or to return to the Main Room.

(At the end of Breakout Sessions, you will NOT be automatically "moved" back into the Main Room -- you need to click.)

4. Polling Questions -- these are for fun

A multiple-choice audience Polling Question will appear shortly after 9 a.m. and another in the afternoon.

You respond to the questions by clicking on the Questions tab at the top of your monitor.

CONTINUING EDUCATION CREDITS

1. CODES will be displayed on your monitor during the Keynote, Roundtable, and each Breakout Session.

A. If you marked **Pesticide Applicator Recertification** credits or **Connecticut Recreation and Parks Association** CEUs when you registered, you will need to enter a code when you see the the code appear on the screen.

At the top of the screen, there will be a Verification Tab.

Click on that and then enter the code you see on your monitor.

The records of your attendance will be sent to DEEP and/or CRPA.

B. For all other CEU's (**OR if you were not seeking CEUs at all**), just ignore the code when it appears on your monitor.

2. For those who signed up for continuing education credit that did not require entry of codes, we will provide a record of your log on to groups that requested it.

ALL REGISTERED ATTENDEES MAY VIEW ALL OR PARTS OF THE SYMPOSIUM RECORDING AFTER OCT. 7

Important Note: Records for continuing education credit will made only for Oct. 7 viewing