

ACCESSING THE NASCSP 2020 ANNUAL TRAINING CONFERENCE

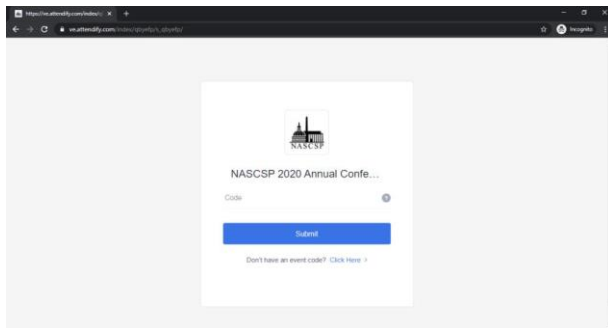
Dear Conference Participant-

It is hard to believe that it has already been a year since our last annual conference in Little Rock. It is even harder to believe that, due to a global pandemic, we will not have the opportunity to be together in person this year. Despite the miles of separation between us all, we are still elated that you chose to join us, virtually, for the NASCSP 2020 Annual Training Conference. Though this is our very first time hosting a virtual conference and though we recognize that it is not quite the same as having the opportunity for live interaction, we trust that we will deliver exceptional content as well as opportunities to exchange ideas and network.

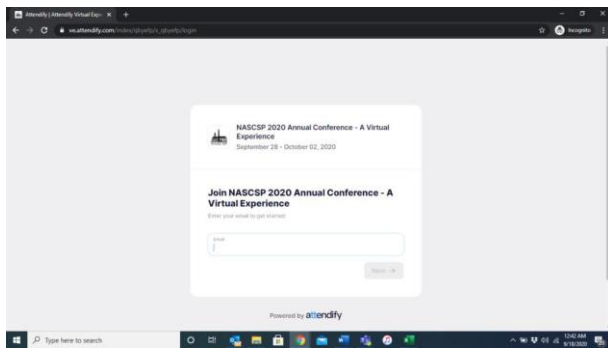
Technology can sometimes be tricky, so we want to be sure to provide you with all the information you'll need in order to make your virtual experience as seamless as possible. Below you will find everything you need to know to access and participate in the virtual conference.

We strongly recommend that you test the platform immediately so that any issues can be addressed well in advance of the event. For optimal performance, if you are connected to a VPN you'll want to disconnect while using the virtual platform. If you have any issues, contact our conference technical support line: at (202) 370-3657.

[You can access the Attendify conference platform by clicking this link.](#) Using the **Microsoft Chrome** browser is highly recommended for optimal performance.

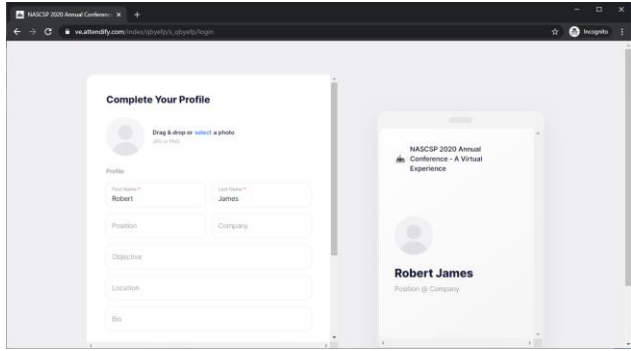


STEP 1 – If you have never used the Attendify platform, the link above will take you to the page on the right. Once on this page, enter the code “**communitysoftware**” where requested and then click **SUBMIT**.

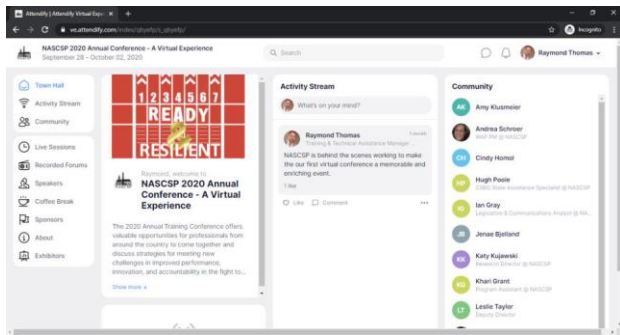


STEP 2 – Next, you'll be prompted to enter your email address (you **MUST** use the email address that was used to register you for the conference). If you have used Attendify before, you will be prompted to enter your password (if you do not remember it, you can reset it). If you have never used Attendify you will be prompted to create a password.

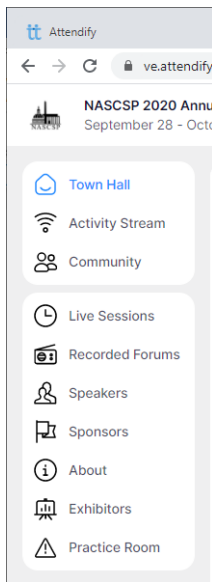
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STEP 3 – After successfully entering or creating a password, you’ll be prompted to create your attendee profile. At minimum include your name, email address, and photo. Providing more details will help enhance the interactive conference experience.



STEP 4 – After successfully creating your profile, you will be taken into the Town Hall screen shown on the right. Attendify’s virtual experience starts on the Town Hall page, which is the first screen you’ll see when logging in. From Town Hall, attendees can access all the conference platform features. Below is an overview of some of the main features.



FEATURE OVERVIEW

- **Activity Stream** is where attendees can communicate with each other, post photos, messages, comment and like other posts, and more. Think of it as your conference Facebook page.
- **Community** allows you to view and interact with all conference participants. Here you can view attendee profiles and send private messages/chat.
- **Live Sessions** is where attendees can view the conference schedule for the week and access the conference live streams. At the appointed time (**all times are EST**), just navigate to the day, locate the session you want to attend and click.
- **Recorded Forums** is where attendees can access the CSBG and WAP pre-recorded sessions. These can be viewed at your leisure.
- **Speakers** give attendees access to all conference presenters, their contact information, bios, and lists all the sessions in which a presenter will be participating.
- **Sponsors/Exhibitors** is where you’ll get more information on our conference sponsors/exhibitors.

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ATTENDEE ENGAGEMENT

In order to drive attendee engagement, we assigned points to every social action an attendee takes in the conference platform. There is a point value assigned to various interactions. The attendee with the most points at the close of the conference will win a special prize. The point system is as follows:

When an attendee:	When an attendee's content:
Posts a photo (5 points)	Is commented on (4pts)
Posts a message on the Activity Stream (4pts)	Is liked (2pts)
Adds a comment to the Activity Stream (3 pts)	
Adds a like to an Activity Stream post (2pts)	
Votes in a poll (2pts)	
Chats with a sponsor/exhibitor (6pts)	

NETWORKING

To help you network with your colleagues we have arranged a few networking opportunities over the course of the week. Feel free to check out as many of them as you'd like. Find out more about the following networking opportunities under the **NETWORKING** tab in the Town Hall.

- Regional, Virtual Happy Hour
- "Connecting Grantees with Training Resources" – A **WAP** Networking Event
- Discussion Rooms
- The Dunn & Thomas Road Show
- Virtual Coffee (and Tea) Lounge

FOR YOUR INFORMATION

- Attendify also has an app you can download and use to access the conference. You can find it in your mobile devices App Store (iPhone) or Google Play (Androids). Additional details on using your mobile device for access can be found [here](#).
- All conference sessions can be accessed via the Attendify platform. Some sessions will include Zoom integration.
- For optimal performance, during conference sessions you may want to disconnect any VPN connections (especially if you are joining from home) as well as close out of any unnecessary programs running in the background.
- All sessions will be recorded and made available at the conclusion of the conference for a limited time period of up to one year. All presentations will also be available for download via the Attendify platform.
- Please follow us on social media @NASCSP for the latest news and info about the conference and to share your experiences. Use **#NASCSPAC20** and **#Ready&Resilient** for all your posts.

We hope you have a wonderful virtual experience!