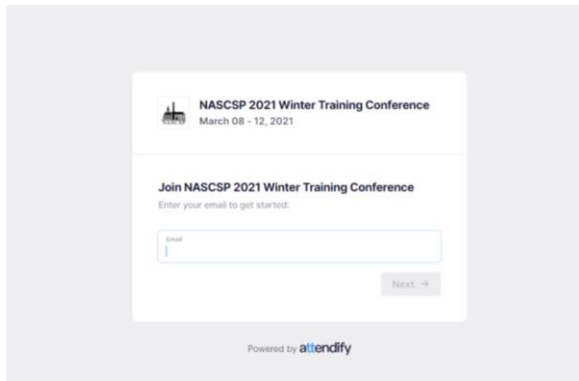# ACCESSING THE NASCSP 2021 WINTER TRAINING CONFERENCE

Dear Conference Participant-

It is hard to believe that the 2021 Winter Training Conference is already here. It is even harder to believe that we still will not have the opportunity to be together in person this year. Despite the miles of separation between us all, we are elated that you chose to join us, virtually, for the NASCSP 2021 Winter Training Conference. We recognize that it is not quite the same as having the opportunity for live interaction, but 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 will need 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 will want to disconnect while using the virtual platform. If you have any issues, contact our conference technical support line: at **(202) 370-3657**.
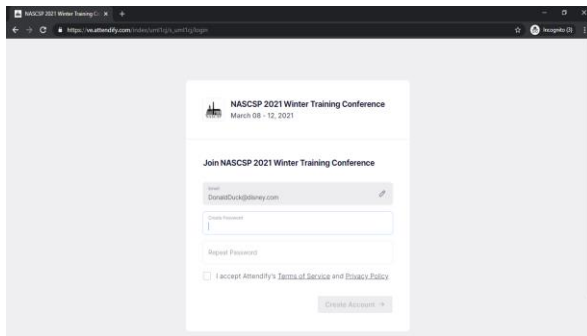
You can **access the Attendify conference platform** by clicking this link. Using the **Microsoft Chrome** browser is highly recommended for optimal performance.

STEP 1 – Clicking the link above will take you to this page. Enter the email address that was used to register you for this event, then click **SUBMIT**.
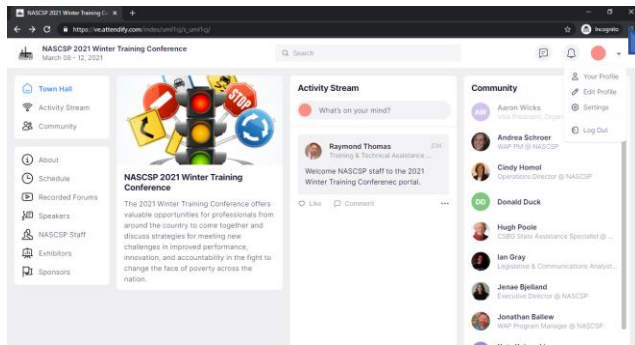
If you used Attendify for our last virtual event, all you need to do next is enter your password to access the platform and skip to step #3. If you do not remember your password, click on "Forgot my password."

If this is your first time using Attendify, go to step #2.

STEP 2 – Since this is your first time using Attendify, you will be prompted to create and verify your password and accept Attendify's terms of service. Once you have done that, click the **CREATE ACCOUNT** button. You will then be sent a verification email to your email account. Locate that email in your inbox and click the verification link. Then you can return to the login screen, enter your log in information and access the platform. If you get an error message, you are either using an email address other than the one you were registered with or you are not registered. Contact (202) 370-3657 for assistance.

ACCESSING THE NASCSP 2021 WINTER TRAINING CONFERENCE

STEP 3 – After successfully entering or creating a password, you will be granted access to the platform. In the upper right-hand corner, there is a drop down. Please complete/update your profile. 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, just navigate to the day, locate the session you want to attend and click. **NOTE:** When entering a live conference session, be sure to select "**JOIN IN ZOOM APP**" (not "**JOIN HERE**") for optimal functionality.
- **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.
- **NEW FEATURE ALERT! Sponsors/Exhibitors** is where you will get more information on our conference sponsors/exhibitors. Please be sure to visit our sponsors/exhibitors. There is a new feature called MEET NOW that will enable you to have live 1:1 contact with our exhibitors/sponsors. Just click on their profile and choose the video or text option under Meet NOW.

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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
- Racial Equity Networking Event
- Book Club - Don Miguel Ruiz's *The Four Agreements: A Practical Guide to Personal Freedom*
- CSBG/ WAP Discussion Forums

FOR YOUR INFORMATION

- Attendify also has a mobile 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. For optimal functionality, when you click on the session you want to attend, chose to access it by clicking **JOIN IN ZOOM APP**.
- 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.
- Please follow us on social media @NASCSP for the latest news and info about the conference and to share your experiences. Use **#NASCSPWC21** for all your posts.

We hope you have a wonderful virtual experience!