

2020 Virtual Annual Conference ACCESS INSTRUCTIONS



Use these instructions to access your sessions, submit questions, and obtain CE credit. The instructions will be available to you as you open each session just in case you need some reminders.

ACCESSING SESSIONS:

Your confirmation email provides a link to each of the sessions you purchased. The presentations are grouped as follows:

- Full Conference (contains links to Sessions A to E)
- Session A: High Reliability Organizations
- Session B: Patient Outcomes
- Session C: Quality and Performance Improvement
- Session D: Engagement
- Session E: Working with the Community

When you select the session link you will be taken to another web page with each of the session presentations listed.

BEFORE YOU PLAY THE RECORDED SESSION note the following:

1. Test your computer to
2. **HANDOUTS:** The handouts are available for download as a pdf here and may also be downloaded within the GoToWebinar platform after you begin playing the recording.
3. **VIDEOS:** A few speakers have YouTube videos that contribute to their presentations. These videos cannot be recorded due to copyright restrictions. Please use the link provided to view these brief videos PRIOR to opening the recording.
4. Audio will be by computer only. Ensure computer speakers are unmuted and adjusted to moderate volume. If you are viewing the presentation in close proximity to others you may wish to use a head set for the audio portion.
5. Log out of all other computer applications, especially those requiring internet access, to ensure adequate bandwidth available for the playback.





TO OPEN RECORDED PRESENTATIONS:

Select **VIEW PRESENTATION** when you are ready to access and follow these steps:


1. Complete the registration form (name and email) and select “Go to Webinar” button. This information will be maintained in GoToWebinar if you use the same computer when accessing and registering for other presentations.
2. You may select “Join Webinar” here after registering if you are ready to view the recording.
3. You will also receive an email confirming registration for the presentation within GoToWebinar and select the “Join Webinar” button in that email if you prefer.

VIEWING THE PRESENTATION:

When the viewing window opens on your computer:

1. Controls are provided at the bottom of the viewing screen to stop the playback, mute/adjust volume for audio, to move to full screen playback.
2. Controls are provided at the left of the viewing screen to:
 - a.  Locate name and email address of broadcast organizer.
 - b.  Submit questions for the speaker while the playback is playing. Questions will be provided to the speakers after your playback is concluded and will be answered by email.
 - c.  Download available handout(s).
 - d.  Close viewing screen to exit from playback.
3. As you view the presentation, you may pause and restart.
4. When you close and exit the presentation, an evaluation tool will immediately appear in the same browser window. If you have completed the presentation, please complete the evaluation. If not yet completed, close the browser – the evaluation will be provided again when you return and complete the evaluation.

SUBMITTING QUESTIONS TO THE SPEAKER:

1. During the recording playback, you may enter a question by:
 - a. Open the question box by clicking on the  icon on the left of the screen.
 - b. Type your question in the box
 - c. Send the question
2. Questions submitted during playback will be forwarded twice a week to the speaker who will respond directly by email.
3. You may also submit a question directly to the speaker by using the email address provided in the Access Portal document for the session.

OBTAINING YOUR CE CREDIT:

1. When you finish viewing the presentation, complete the evaluation that appears in your browser.
2. If you want your CE hours entered in CE Broker, when you complete the evaluation, enter your alpha-numeric Florida license number in the first field if you are licensed by any of these Florida entities:
 - a. Board of Nursing
 - b. Board of Respiratory Therapy
 - c. Council of Dietetics and Nutrition
 - d. Council of Licensed Midwifery
3. When you complete the presentations you selected during registration, you will receive a CE certificate for the hours viewed.

If you have questions or encounter problems, please email conferencequestions@fahq.org.