## 1. Zoom - Online Conference Platform

Website link - [https://zoom.us/](https://zoom.us/)

Do I need to install Zoom to join a meeting?
You do not need a Zoom account to attend a Zoom meeting. You will be prompted to download the software, once you have clicked on the link that you will be provided by the Administrative Office. You may also wish to create an account, but that is not required to participate in a Zoom meeting.

## 2. Recording and Audio Transcript of Presentation

Presentations will be presented in Zoom Meeting and Zoom Webinar. Both presentation formats will be recorded and audio transcribed in real time.

## 3. June and July Presentation Schedule

Presentations are scheduled throughout the month of June and July 2020, Monday through Friday. In this new format you have the opportunity to attend in real time and post conference access, as many of the presentations you prefer.

On a day where two presentations are held, in the schedule, on the left hand side, under the date there will be a “note,” which will say “presentation 1 of 1 scheduled on this day and presentation 2 of 2 scheduled on this day.”
4. **Presentation Start and End Times**
   Please refer to the June and July schedule for the start and end time for each presentation, which are listed for the followings time zones.

   Pacific Daylight Time (PDT)
   Mountain Daylight Time (MDT)
   Central Daylight Time (CDT)
   Eastern Daylight Time (EDT)

5. **When will I receive instructions for attending a live presentation scheduled for the online conference?**
   There is no pre-registration to attend any live presentation.

   The morning of each scheduled presentation, the administrative office will email the login instructions 1 hour before the presentation begins.

   For example, if the presentation starts at the following times below you will receive 1-hour prior.
   8:30AM PDT
   9:30AM MDT
   10:30AM CDT
   11:30AM EDT

   Each day you will receive an email with a link for the scheduled presentation.

   If there are two presentations scheduled on the same day you will receive the zoom link for each presentation 1 hour prior to the start time.

   Please make sure the email address associated with your registration is accurate and up to date, so that there is no delay in receiving communication from the administrative office.

6. **Can I access and view the recording of a presentation after it has been held and recorded?**
   Access to all presentation recordings will be available when the online conference concludes.

   All recordings to include the PowerPoint for each presentation will be available by August 10, 2020. Any presentation(s) you are unable to attend, the recording will be available for 6 months (August 2020 to end of January 2021).
### 7. Scientific Poster Presentations and CEU’s

A forum for professionals and students to share best practices and/or research.

The link to access Poster Presentations, instructions on how to obtain CEU’s, evaluation form and the total number of hours in this new online format will be shared by August 10, 2020.

### 8. Continuing Education Units (CEU’s)

The administrative office has confirmed with the Commission on Rehabilitation Counselor Certification (CRCC) that all CRC’s holder will receive continuing education units for the online conference.

At the end of this conference (July 31, 2020) the administrative office will submit the final program booklet, CEU Evaluation form for all scheduled presentations and the CEU Evaluation Poster form to CRCC. After this, it will take a few weeks for CRCC to email the administrative office the final certificates for General and Ethics credits.

### 9. How to Obtain CEU’s for Live Presentation Versus Post Conference Recording of Presentation

Each “live presentation” you attend on the day it is scheduled, you will complete the CEU form for that presentation to track your CEU’s. The administrative office will have a participant list of the live presentation to verify attendance for each participant.

As mentioned in question number 6 any “live presentation” you cannot attend you will have access to all recordings the first week of August 2020. Post conference you have the opportunity to all recordings and can obtain CEU’s for those presentations.

### 10. Continuing Education Units - Evaluation Form

All participants will receive a link to the NCRE CEU and Session Attendance Verification Form at the beginning of the conference. Please save this link to your desktop and fill out the information after each session that you attend.

**Please submit the form at the end of the online conference** AND when you have completed all the live and/or recorded sessions for which you want to obtain CEU’s.

CEU’s certificates for General and Ethics Credit will only be issued at one time.

Approval Code for General and Ethics Credit will only be good for one upload to your CRCC account per CRCC Policy.
### 11. Continuing Education Units Hours
As of July 4, 2020 the breakdown for credits is as follows for Invited/Stakeholder, Concurrent and Seminar Presentations. The number of CEU’s hours shared below do not include the number of CEU’s for Scientific Poster Presentations.

- **General Credit** = 46 hours
- **Ethics Credit** = 18 hours

### 12. June and July Schedule Changes
Any changes to the conference schedule (cancellation or new presentation scheduled) will be communicated in a timely manner via email, by the administrative office.

In July there are currently no presentations scheduled for the following days below:
- Thursday, July 23
- Monday, July 27
- Friday, July 31

### 13. Program Booklet
Due to the fluidity of the online conference and any potential changes that can occur with the start and end time of each presentation, a new presentation that may be added or a cancellation to a scheduled presentation, which all impact the final number of CEU’s that can be obtained the final electronic, accessible program booklet will be emailed at the end of the conference.