

# #SCEH2021 Annual Conference Attendee Quick Guide



To make the most of your event experience, please review this guide before the conference.

We suggest whitelisting our email addresses NOW to make sure important conference emails land safely in your in box!

Whitelisting is easy! Just add these emails to your safe senders/contact list:

- [mam@memberclicks-mail.net](mailto:mam@memberclicks-mail.net)
- [anne@sceh.us](mailto:anne@sceh.us)
- [info@sceh.us](mailto:info@sceh.us)

A day before the Conference begins, we will email you an **important event confirmation email** with:

- **Zoom Session Links**
- **Conference Program**
- **Continuing Education (CE) Packet**
- **Evaluation Forms**



This should land in your in box on 10/12. **Watch for it!**  
If you don't get it by 6 PM on 10/12, email [info@sceh.us](mailto:info@sceh.us).



# Conference Format & How to Participate



**SCEH Workshops & Networking Sessions** uses Zoom Meetings... so you'll be able to see ... and be seen by fellow attendees.



The **Scientific Program** uses Zoom Webinars, We expect lively discussion over the chat feature!



*Protests, a Pandemic, and Political Unrest: Hypnosis to Weather the Storm*

- Hypnosis Workshops
- Hypnosis Research
- Networking Sessions
- Hypnosis Community



You will need the Zoom session links in the confirmation email to be admitted to the Workshops, Scientific Program and Networking Sessions you selected.



# Continuing Education (CE) Packet & Evaluations



## Getting CE and Documentation of Attendance

- We suggest printing in advance both the **CE Packet & Evaluations pages** for your selected workshops so you can complete them in real time.

### Evaluation Forms:

- Introductory/Basic Workshop (taken as a cohort): pp. 1-3
  - Intermediate & Advanced Workshops (listed chronologically): pp. 4-41
  - Scientific Program: pp. 42-61
- Mailing deadline: Nov. 17, 2021**  
(Our CE partner does not accept emailed forms.)
  - Your documentation will be mailed to you.
  - CE Questions? Contact [instconted@aol.com](mailto:instconted@aol.com)**

CE Packet - Record/log of your attendance.

Society for Clinical and Experimental Hypnosis  
2021 Annual Conference  
October 20-22, 2021

Continuing Education Packet

Instructions:

- A completed "CE packet" is required in order to receive continuing education credit. CE packets are accepted by MAIL only. Email submissions will not be accepted.

Make Sure a Complete CE Packet Contains all of:

- Continuing Education Application Form
- Attendance List - Full set. Do not detach any pages.
- Evaluation form for EACH training or course you participate in.

How Do I Submit my CE Packet?

CE packets are accepted by MAIL only. Do not submit your packet until after publishing the Conference.

Mail completed CE packets to:

Annaliese Johnson  
Society for Clinical and Experimental Hypnosis  
881 Commonwealth Way - Conference Only RM  
Charleston, MA 01110-3637

How Will I receive CE certification?

Once completed CE packet will be shipped to SCEH in the form of a Continuing Education Certificate. You will receive CE certificates from the Institute for Continuing Education by mail, approximately 1-3 weeks following receipt of your completed CE Packet from SCEH. The mailing address you submit on the CE Application form is used to mail your CE certificate.

The Institute for Continuing Education  
Questions: 800-777-2929 / email: [instconted@aol.com](mailto:instconted@aol.com)

Evaluations - form for each session; your chance to offer feedback; listed in chronological order.


October 20-22, 2021 Program Evaluation

Introductory: Basic Workshop in Clinical Hypnosis  
Documentation in Clinical Hypnosis  
Co-Chair: Barbara McGee, Ph.D., Traci Fisher, Ph.D., MEd.  
Faculty: Cassi Applegate, PhD; Catherine Ancelet, MEd.; Phyllis Bono, MEd., MPP; Donald Hines, Ph.D.; Christopher Johnson, M.Ed.

Please indicate your rating of the program in the appropriate boxes by writing the appropriate number, using a scale of 1 (not) through 5 (high).

	1 (not)	2	3	4	5 (high)
<b>I. Content: Relevance; Teaching Methods:</b>					
1. Content was appropriate for audience interest.					
2. Content was presented in an interesting, stimulating manner.					
3. Content included sound methodology/teaching methods.					
4. Teaching methods were appropriate and effective for the target audience.					
5. The program is appropriate for its objectives, purposes, and audience.					
6. Content was clear, concise, relevant, and useful.					
7. Practical, hands-on, and/or experiential teaching methods were used.					
8. Content was useful, applicable to practice, and enhanced professional performance.					
9. Content was relevant to current research in the field of practice.					
10. Information was presented in an interesting, practical, and applicable manner.					
11. Materials or resources allowed for best practice, best use, and/or additional use.					
12. Content was presented in an effective manner.					
<b>III. Faculty:</b>					
13. Faculty quality was excellent.					
14. Researcher/clinician expertise was demonstrated.					
15. Researcher/clinician expertise was used in the program.					
16. Good knowledge of the field.					
17. Researcher/clinician expertise presented.					
18. Researcher/clinician expertise was used in the program.					
<b>IV. Overall Rating:</b>					
19. The overall quality of the program was excellent.					
20. The overall content is a credit to the CE program.					
21. The quality of the presentation of the program for the CE program was excellent.					


# Continuing Education Process




What else do I need to know?

## Continuing Education

- Keep a log of your attendance using the CE Packet.
- You must attend the entirety of each session LIVE to earn CE credit.
- Kindly evaluate each session you attend.
- Print and mail back forms by 11/17/21 as noted on the forms.
- Your CE documentation will be mailed to you.




Remember: The Evaluations are your chance to share your comments and ideas. We value your feedback and use it to continually improve our events. Thank you!




Even if you don't need CE, please complete the Evaluation Forms. We value your input.

# Maximizing Your Conference Experience



Anything else I need to know?

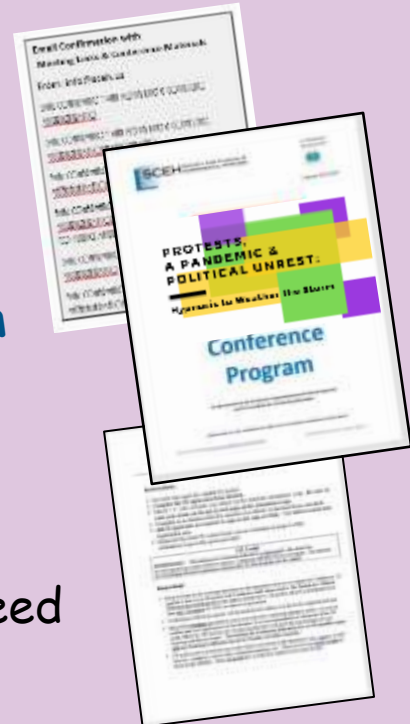


To get the most out of this event, you will want to get your **Conference Materials** assembled and ready before the meeting.



Being ready means:

- Having **Zoom Session Links** handy, ready to log in
- Reading thru the **Conference Program** for conference schedules, details and policies.
- Printing the **Continuing Education (CE) Packet & Evaluation Forms** you need in advance.



We also suggest logging in to each session about 5 minutes early.  
**Remember - all times are in PDT.**

# New to Zoom? Know the Latest Features?

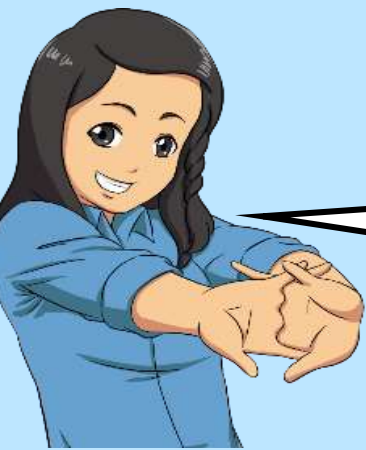
Here are some useful references to familiarize you with the latest Zoom features and controls.



- They walk you through how to:
- Adjust your screen view
  - Adjust how your name displays
  - Ask questions & use chat
  - Adjust your video settings
  - Adjust your audio settings



They're easy to follow and let you "flex your Zoom muscles" before our meeting.



# Getting the Best Experience from Zoom



We recommend that you:

- Update your device to the most recent Zoom version. [Here's how.](#)
- Review the resources below to review the latest Zoom features and functions.

**Resources:**

[Zoom's Quick Start Guide for New Users](#)

[Zoom's Attendee Controls in a Meeting](#)



[Test Your Audio & Video Settings](#)

NOTE: You DO NOT need a Zoom account to participate in the conference. However, you can get a FREE basic account (set up a profile, adjust settings & more) and gain access to free online tutorials. Visit [www.Zoom.us](http://www.Zoom.us) for details.



# Frequently Asked Questions

## Conference Program

Please refer to the Conference Program for complete event information. Last minute updates will be posted to [www.sceh.us/2021-conference-details](http://www.sceh.us/2021-conference-details).

## Slides and Additional Handouts

Presenter slides and additional handouts may be provided at the discretion of Presenters and may be shared via a provided link in the Chat feature.

## How to Ask Questions of Presenters or Session Hosts

Click on the Chat button in the Attendee Controls at the bottom of your screen to pose a question.



## Technical Support

As a small organization, we regret we are not able to provide you with technical support, so please be sure to test your Internet connectivity and Zoom settings in advance.



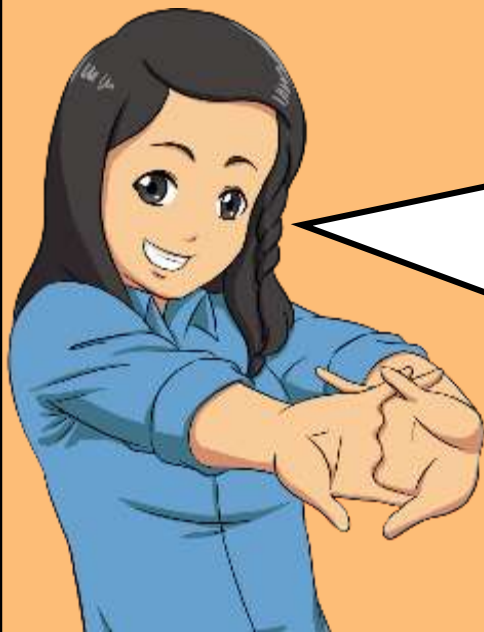
# Have a Great Conference!



Thanks for reading!  
We want you to feel prepared  
and have a great conference  
experience!



We'll see you online  
October 13-17.



Still got questions?  
Email us at [anne@sceh.us](mailto:anne@sceh.us)

Conference updates  
will be posted to:  
[www.sceh.us/2021-conference-details](http://www.sceh.us/2021-conference-details)