SCEH Society for Clinical & Experimental Hypnosis

PROTESTS, A PANDEMIC & POLITICAL UNREST:
Hypnosis to Weather the Storm

#SCEH2021 Annual Conference Attendee Quick Guide

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

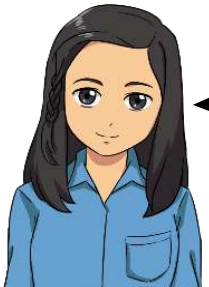
We suggest whitelisting our email addresses NOW to make sure important conference emails land safely in your in box!

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

- mam@memberclicks-mail.net
- anne@sceh.us
- 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.

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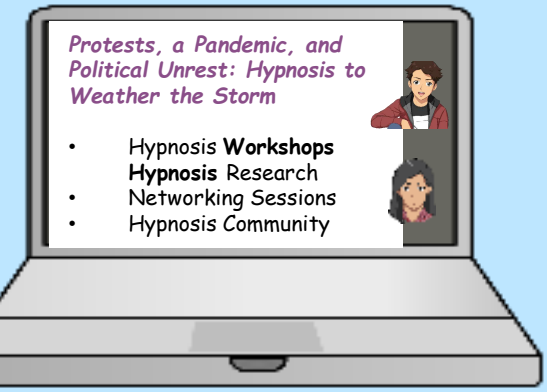
Conference Format & How to Participate

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!



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

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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:

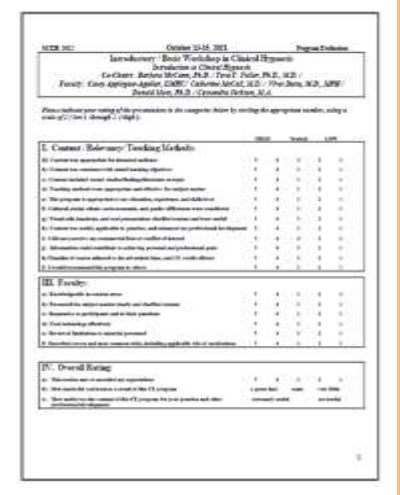
  - Introductory/Basic Workshop (taken as a cohort): pp. 1-3
  - Intermediate & Advanced Workshops (listed chronologically): pp. 4-41
  - Scientific Program: pp. 42-61

- **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

CE Packet – Record/log of your attendance.

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



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.

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Maximizing Your Conference Experience

Anything else I need to know?

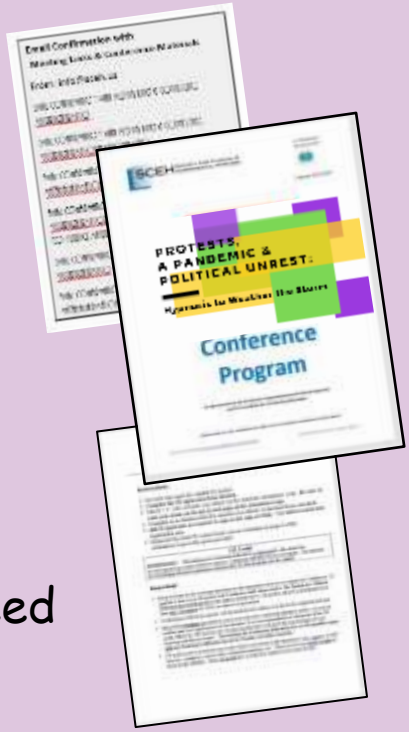
To get the most out of the this event, you will want to get your **Conference Materials** assembled and ready before the meeting.

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.

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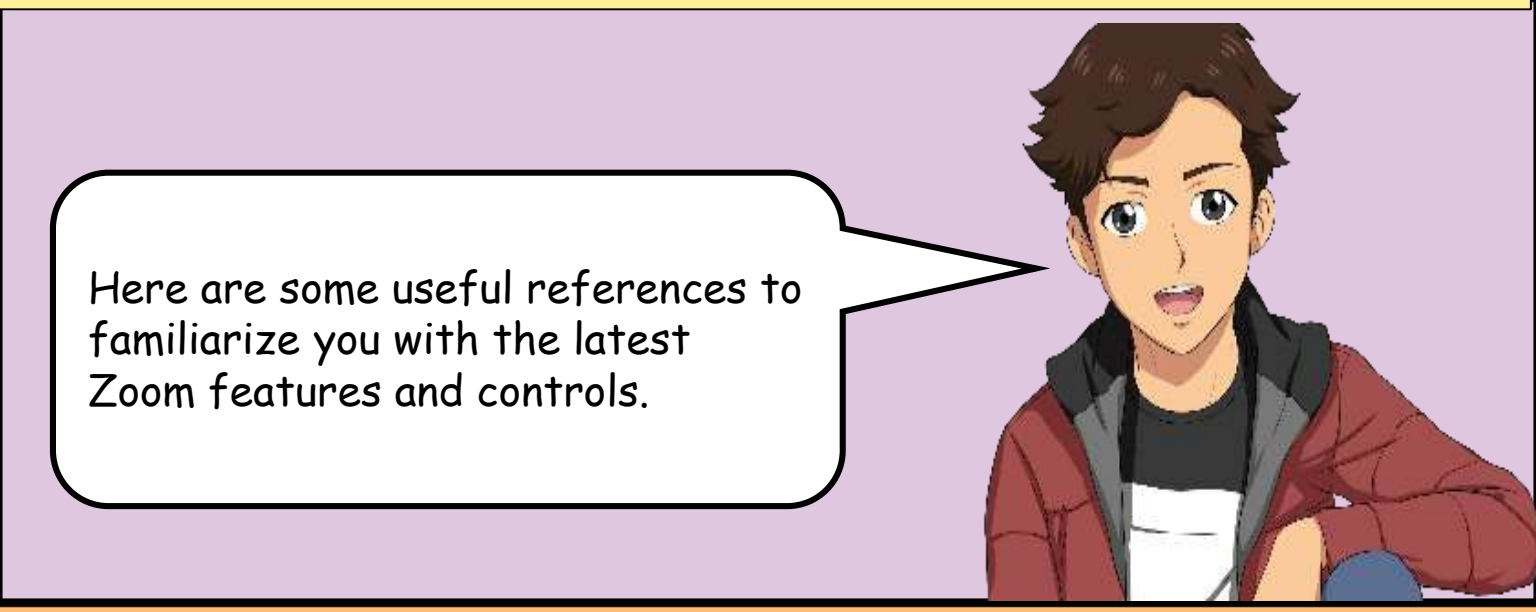
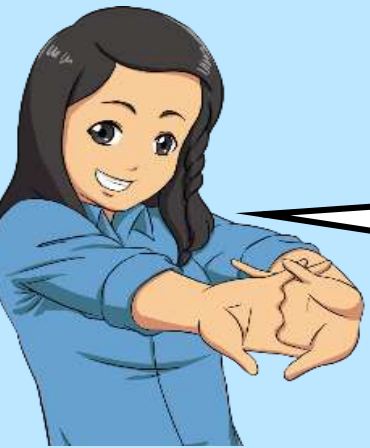
New to Zoom? Know the Latest Features?



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.

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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 for details.

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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.

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!