2020 CDNYSBOC Annual Educational Conference

Registrant Participation Information & Instructions

2020 CDNYSBOC Annual Educational Conference

Thank you for participating in our 2020 Annual Educational Conference being held virtually on the WebEx platform.

Your attendance at this session will inform you of the processes and supply you with the tools to make your attendance as worry free as possible.
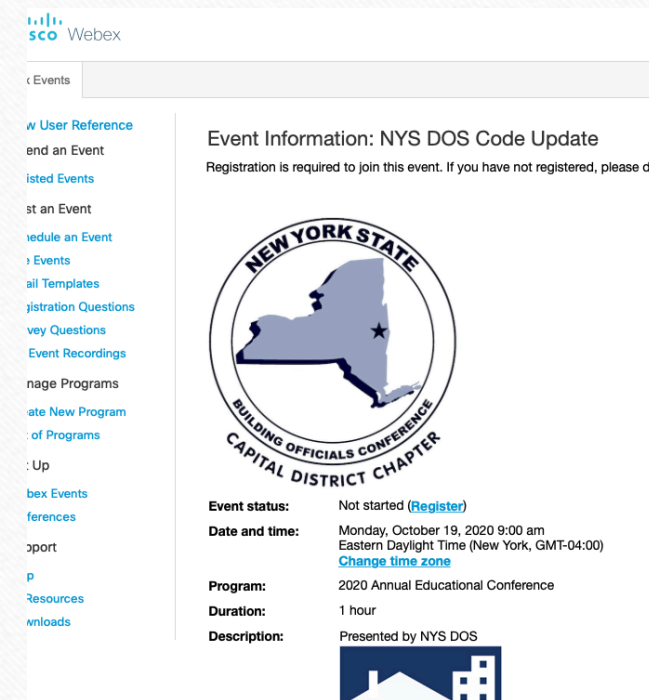
Let's get started!

Instructions for Attendance

- You must be previously registered at http://www.codesclass.com/capital/ to receive credit for attendance at each of the sessions.

- Following is the schedule and links to pre-check in for each session. Click the link for each session you wish to attend and complete the information, including your NYID number.

- Once you have completed the check-in for each session you will receive a link, unique to you and you alone, for attendance to that session. This link cannot be forwarded to another individual for their attendance.

Registering for each Session…

- Once you click on the session link you will be directed to the registration **page for that session,**

- Click the link to **Register,** next to Event Status

Registering for each Session…

- Fill in your first name, last name, email address and confirm and your complete NY or CE NYSID number

- **Then click Submit**

Register for NYS DOS Code Update

English : New York Time

Please complete this form to register for the event. An asterisk (*) indicates required information.

Please answer the following questions.

* First name:	Valerie	* Last name:	Scott
* Email address:	vscott@albanyny.gov		
* Confirm email address:	vscott@albanyny.gov		
* NYID:	NY00005901		

Submit   Cancel

Registering for each Session…

- You will then see a confirmation page for that session
- **Click Done to close**

Registration Confirmed

Thank you for registering.

You are now registered for the event: **NYS DOS Code Update**

You will receive a confirmation email message that contains detailed information about joining the event.

The event will start at 9:00 am New York Time on October 19, 2020.
Please join the event on time.

Done

Session Confirmation Email

- You will then receive a confirmation email with a link to the session, **unique to you,** this cannot be forwarded for use by someone else.

- This email will come from messenger@webex.com with the subject Registration approved for Web seminar: *(session name)*

- *Click on the accept button to add this to you calendar with the session information.*

Session Calendar Item

- The email will be cleared from your Inbox but the event will be added to your calendar with the link to the session
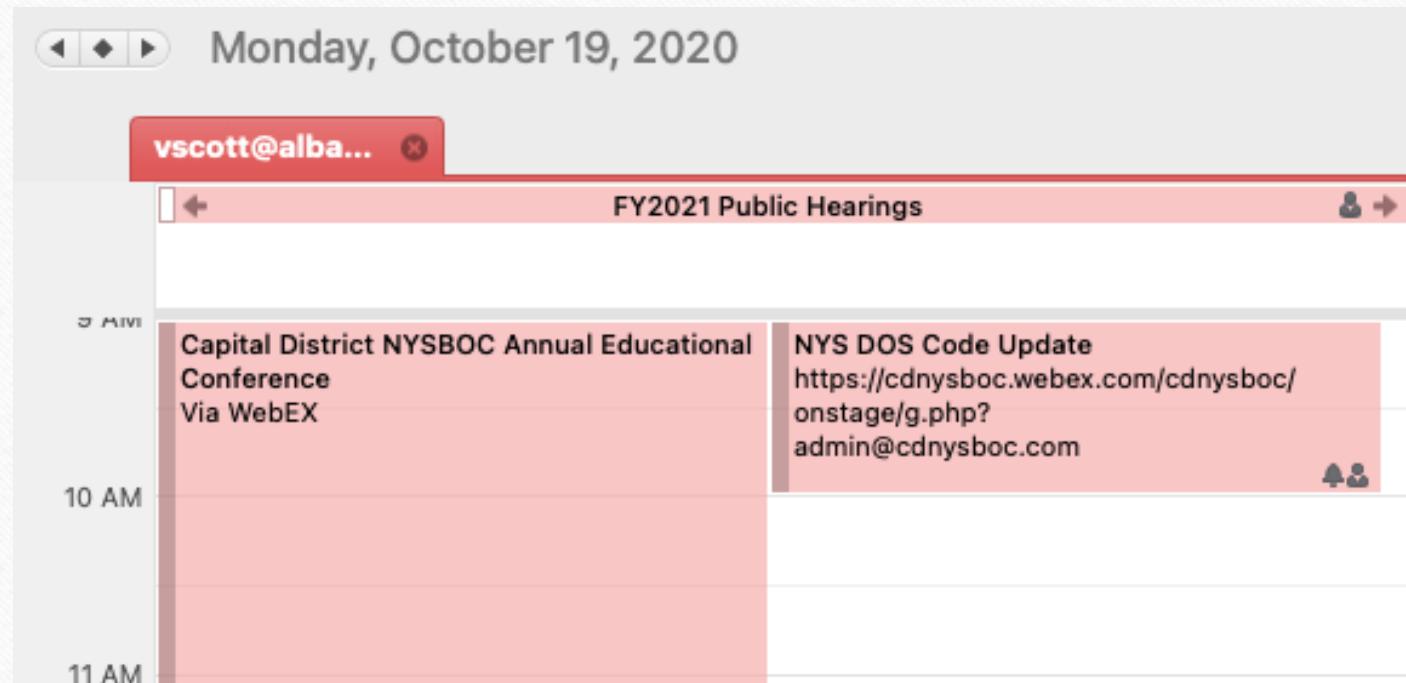
Session Calendar Item
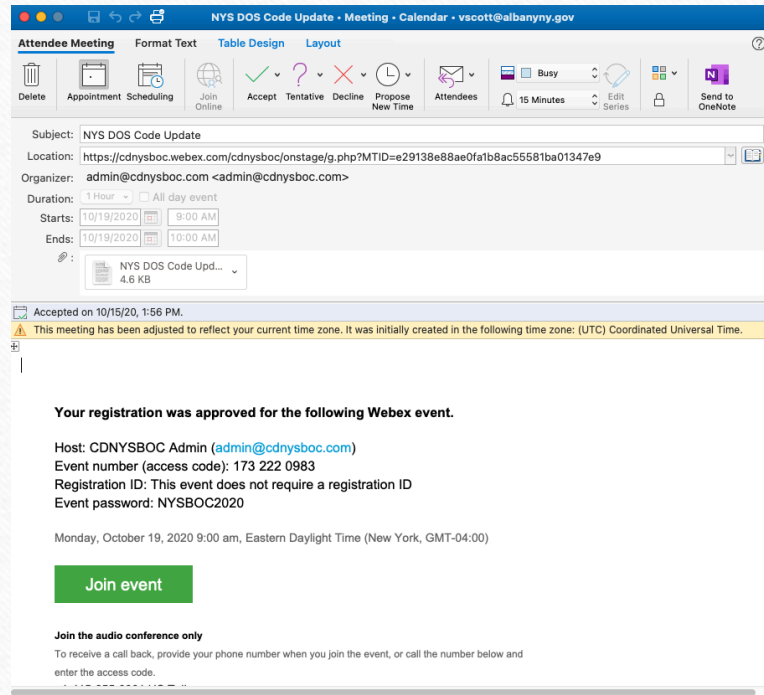
- Opening the event on your calendar will expand the session information

- You are all set to attend the session

- Remember to join the session a few minutes early

- If you are in a setting with others attending it is a good idea to wear headphones

Registration Link previously used…

- If you click a link for a session you are already registered for you will see the message you are already registered

NYS Requirements

- **<u>To receive In-Service credit:</u>** CEOs and BSIs who attend in-person conferences to acquire their annual In-Service training must adhere to certain recordkeeping procedures. The following are the comparable webinar procedures:

  - You must login to the webinar to receive credit. The login link is found in the email that was sent to you verifying your registration.

  - You must login <u>no later</u> than 15 minutes after the scheduled start time of the course.

  - You must not log out until the course ends.

  - Attendees must participate in the webinar using a computer or tablet. Call-in participants will not receive In-Service credit as there is no way for WebEx to track your training ID # through the phone.

  - Your *attention-to-duration ratio* must be at least 65%.

- Please allow <u>at least</u> three weeks for webinar trainings to show up in your SLMS training history.

NYS Requirements

- **Notes pertaining to the _attention-to-duration ratio_:** Webinar attendees must be present and accounted for during a webinar to receive In-Service credit. This is no different than what is required of those attending an in-person conference. If a conference attendee were to sign in and then shortly thereafter leave and not return, the attendee would not receive credit for attending the course.

- The webinar program (WebEx) tracks whether an attendee is "present" by tracking the programs that are running in addition to WebEx. For example, if an attendee minimizes the webinar window or if another computer program is opened (such as a spreadsheet, email, internet search engine, etc.), then WebEx will interpret this as the attendee is not present. The more time that an attendee's webinar window is not the active window, the lower their _attention-to-duration ratio_ becomes.

- To illustrate how this works, consider an example where an attendee spends 15-minutes reading and sending emails during a 60-minute training session. In this example, the WebEx program would record this attendee as being absent for 25% of the course (15-minutes absent ÷ the 60-minute training session). The attendee would therefore have a 75% _attention-to-duration ratio_ (45-minutes present ÷ the 60-minute training session).

General Items

- You will one email from us with a separate link for each session
- We must comply with NYS DOS rules for attendance and attention
- You will receive an email with links to register for each session
- Once you have registered you will receive an attendance link, **unique to you**
- *This is new to all of us and we do not expect everything to run perfectly. We will all work together to support you and make sure you have a successful training session.*
- **We look forward to seeing you all in person next year and thank you for your continued support!**

Thank You

A copy of this will be sent to you in the email with the session links.