KNOW BEFORE YOU GO: LIVE VIRTUAL CONFERENCE

We’re excited to see everyone this year at the Reconnecting through Social Work: 2022 NASW-Illinois Chapter Hybrid Conference. To help you prepare for this LIVE VIRTUAL event, we’ve put together this document so you can show up at the conference ready to learn, grow, and connect with other professionals in your field.

NASW-IL Policy on Hostile Conduct/Harassment

The NASW-Illinois Chapter seeks to provide an educational environment in which diverse participants may learn, network, and enjoy the company of colleagues in an environment of mutual human respect. We recognize a shared responsibility to create and hold that environment for the benefit of all. Some behaviors are, therefore, specifically prohibited:

- Harassment or intimidation based on race, religion, language, gender, sexual orientation, gender identity, gender expression, disability, appearance, or other group status.
- Sexual harassment or intimidation, including unwelcome sexual attention, stalking (physical or virtual),
- Threatening attendees, speakers, staff, or volunteers.

Speakers are asked to frame discussions as openly and inclusively as possible and to be aware of how language or images may be perceived by others. Participants may (and do!) exercise the “law of two feet.” Participants asked to stop a hostile or harassing behavior are expected to comply immediately. Conference participants seek to learn, network, and have fun. Please do so responsibly and with respect for the right of others to do likewise.

Attendees found to be behaving in a manner counter to these policies will be removed from the conference/virtual platform without a refund.

If an incident occurs and you wish to file an anonymous harassment complaint, you can do so at: https://naswil.wufoo.com/forms/anonymous-harassment-form-naswil-event/
General Conference Information

Pre-Conference Check-In

This year’s live virtual conference will be hosted on the Zoom Events platform. Due to limited staff availability on the day of the event, we ask that all registrants complete a pre-conference check before December 1st to verify access to the conference as well as allow for any troubleshooting that needs to take place beforehand.

When registering for the conference, you will have registered under a specific e-mail address which you will need access to in order to log into the event platform. This e-mail address will need to match the e-mail address for your Zoom account login. See the “Troubleshooting” section below if the e-mails don’t match.

To Complete the Pre-Conference Check-In:

1. Go to https://events.zoom.us/e/view/t/order and log into your Zoom account.
2. You should be brought to a screen showing all of your upcoming Zoom Events. You should see the blue Reconnecting through Social Work conference logo (see screenshot below). Click on the blue “Join Lobby” button. A pop-up screen will appear informing you that the event may be recorded or livestreamed. Click the blue “Agree and Join” button. That’s it!

Troubleshooting

Logged in but don’t see the blue conference logo? The e-mail address you registered under will need to match the e-mail you use to log into Zoom Events. You can either 1) Sign up for a free Zoom account with your registration e-mail or 2) Contact NASW-IL to swap out e-mails.

Other issues may be that you don’t know your login for Zoom or that you are logged into another Zoom account. First, log out of the Zoom account you’re currently logged into, then search all of your e-mail accounts for a confirmation
e-mail from Zoom or Wufoo for the conference. This will be the e-mail you registered with and with which you will need to log into Zoom Events. If you don’t know your password for this account, click on the “Forgot password?” on the Zoom Events login page to help you reset your password.

Navigating the Zoom Events Platform

Once you’re logged in, you should be given access to the event “Lobby”. Here you’ll find a number of different resources:

- A countdown to the conference date
- Sessions to see all conference sessions
- Itinerary to see the day’s schedule, and
- Sponsors to check out this year’s digital sponsors.

Customize your profile by clicking your profile icon in the upper right corner, then clicking the blue pencil (edit button). by adding your photo, name, job title, and place of employment.

Additionally, feel free to leave a message in the Main Lobby Chat introducing yourself and telling us what you’re most looking forward to at this year’s live virtual conference!

(Screenshot of the conference Main Lobby)
Live Virtual Conference Info

DATE: Thursday, December 1, 2022
TIME: 9:00am–4:15pm Central Time
LIVE VIRTUAL CONFERENCE EVENT PLATFORM: Zoom Events
RECOMMENDED LOGIN TIME: We recommend logging in at 8:45am Central Time to ensure that all audio and visual components are working and technology is ready and updated before conference start time.

Attire

Suggested attire is business/business casual for the conference as you may be on camera for group work or speaker discussions.

Education and CEUs

Please be sure log in early on the day of the conference and to stay through to the end.

- **Live Virtual Participants**: There will be CEU code words provided by NASW-IL staff at some point during each of the conference sessions. Write this code word down in a safe place as you will need to keep track of the code words for all sessions you attend and submit them via the post-conference survey. See “How Do I Earn My CEUs?” for full details on obtaining your CEUs.

While we understand there are many extenuating circumstances that may attribute to a late arrival, we can only issue CEU hours for time you are actually attending/logged into the conference. Therefore, if you require the full day of CEUs, make sure to arrive early each and stay through to the end of the conference. Late arrivals or early departures from the conference may result in deducted CEU credits. See “How Do I Earn My CEUs?” for full details on obtaining your CEUs.

Please note that you are not restricted to attend any workshop you’ve entered. You are free to switch to a different workshop if the one you’re attending does not meet your expectations.
How Many CEUs Can I Earn?

Participants attending this year’s Reconnecting through Social Work: 2022 NASW-Illinois Chapter Hybrid Conference can be eligible to receive up to 6.0 continuing education units (CEUs) for attending either the in-person or live virtual conference OR you can earn an additional 4.5 CEUs for attending both in-person and live virtual conferences as a hybrid attendee for a total eligibility of 10.5 CEUs.

To receive the maximum amount of CEUs (10.5), you must attend:

- All in-person sessions on Thursday, November 17, 2022, including:
  - Two (2) morning workshop sessions (1.5 CEUs each)
  - One (1) educational luncheon session (1.5 CEUs), and
  - One (1) afternoon workshop session (1.5 CEUs).
- All live virtual sessions you did not attend during the in-person conference—excluding the educational luncheon session—on Thursday, December 1, 2022, including:
  - Two morning workshop sessions (1.5 CEUs each), and
  - One afternoon workshop session (1.5 CEUs).

Of those CEU hours, there is the potential to earn cultural competency CEUs and/or take an Alzheimer’s Disease and Other Dementias training to fulfill IDFPR requirements. To get credit for these hours, be sure to note those workshops on your CEU Verification Form (in-person) or listen for the CEU code word (live virtual).

How Do I Earn My CEUs?

Please note that steps for obtaining CEUs for the in-person conference are different from the live virtual conference. If participating as a hybrid registrant, you will need to be familiar with both procedures.

LIVE VIRTUAL PARTICIPANTS: To track attendee CEUs, we will be utilizing Zoom analytics and CEU code words for each session to track your participation. To receive your CEUs, you will need to complete the following:

1. **Listen for and Write Down the CEU Code Word for Each Workshop.** For each workshop you attend during the conference, there will be a CEU code word provided by an NASW-IL staff person at some point during the session. Please be sure to pay attention and write down the CEU code word for your records. Do not share this code word with anyone else. Doing so may prevent your participation in future NASW-IL events.
2. **Submit CEU Code Word via Post-Conference Survey.** Immediately upon conclusion of the conference, you will receive the link to an online post-conference survey via SurveyMonkey. You will need to input the CEU code words for each workshop you attended. Be sure to click submit at the end. **It is critical that you complete the survey within 5 business days in order to receive your CEUs.**

**Post-Conference Survey**
Upon conclusion of the conference, you will receive a conference survey sent via SurveyMonkey. If you do not receive the conference survey after the conference, be sure to check your e-mail's spam folder. Additionally, check with your network administrator to make sure e-mails from us or SurveyMonkey are not being automatically blocked by the system.

If you have checked your e-mail’s spam folder and still cannot locate the e-mail from SurveyMonkey, please make sure you have not opted yourself out from receiving e-mails from SurveyMonkey. You can opt back in here: https://www.surveymonkey.com/user/email-opt-in/. Once you’ve done so, let us know and we will resend the survey link to you.

**How do I earn My CPDUs (for PEL-holders)?**
If you registered to receive CPDUs at registration and do not hold an LSW or LCSW, you should have received a link to the ISBE evaluation form required to receive CPDUs. You will need to complete this form upon completion of the conference and return it to NASW-IL staff to receive CPDUs. You can also download a copy of the ISBE evaluation form from the Conference Digital Handouts Folder at: https://bit.ly/naswilcon.

If you hold a PEL and an LSW or LCSW, you can use the CEU certificate from the conference for your LSW/LCSW renewal.

**CEU Certificates**

**ALL CEU CERTIFICATES WILL BE E-MAILED WITHIN 45 DAYS OF THE EVENT DATE.**

Participants are responsible for providing current contact information when registering for the conference. The NASW-Illinois Chapter is not responsible for
CEUs that are not received by conference participants if contact information is not current. The NASW-Illinois Chapter Conference is approved to provide continuing education for LSWs, LCSWs, PELs (formerly Type 73), LPCs, LCPCs, LMFTs, RNs, LPNs, APNs, and LCPs.

**Workshop Handouts**

If a speaker has provided educational materials for your session, you will find them in the Conference Digital Handouts Folder closer to the date of the conference. If there are no materials for a workshop, contact the speaker directly to see if they can make their materials available.


**Licensure Questions**

If you have any questions about licensure or CEU requirements, please visit our website for more information: [https://www.naswil.org/licensure](https://www.naswil.org/licensure). Or you can contact the Illinois Department of Financial & Professional Regulations (IDFPR) at [https://idfpr.illinois.gov/Contact/IDFPRContact.asp](https://idfpr.illinois.gov/Contact/IDFPRContact.asp).

**Further Conference Questions**

Contact the NASW-Illinois Chapter by e-mail: [office.naswil@socialworkers.org](mailto:office.naswil@socialworkers.org).