



# AGA Atlanta Conferences IO Attendee Instructions

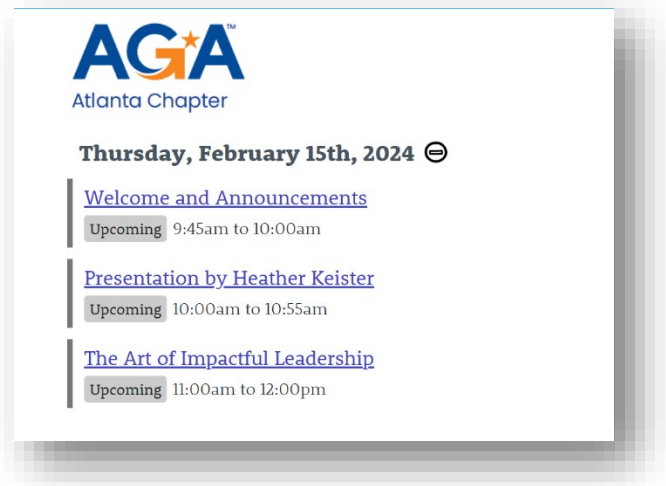
Thank you for registering for the AGA Atlanta webinar. Please follow the instructions below to navigate the Conferences IO platform and view presentations, interact with speakers and earn CPE credit.

## Contents

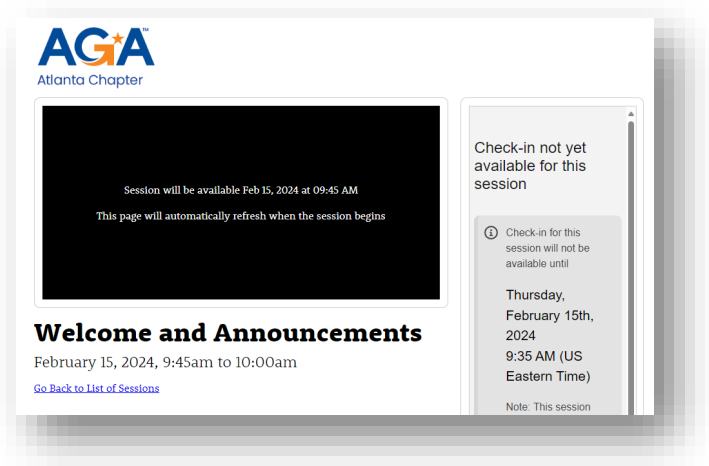
- Choose a Session ..... 1
- Ask a Question ..... 3
- Check Out of a Session..... 4
- Join Another Session..... 7

## Choose a Session

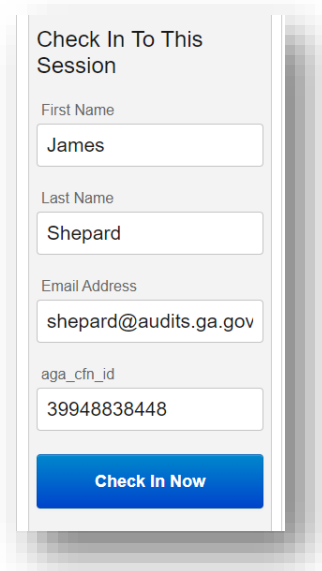
1. Every attendee receives a unique join link via email from [agatlanta@aga-atlanta.org](mailto:agatlanta@aga-atlanta.org). Clicking your unique link opens the AGA Atlanta webinar sessions main page. Select the first session "Welcome and Announcements" to view.



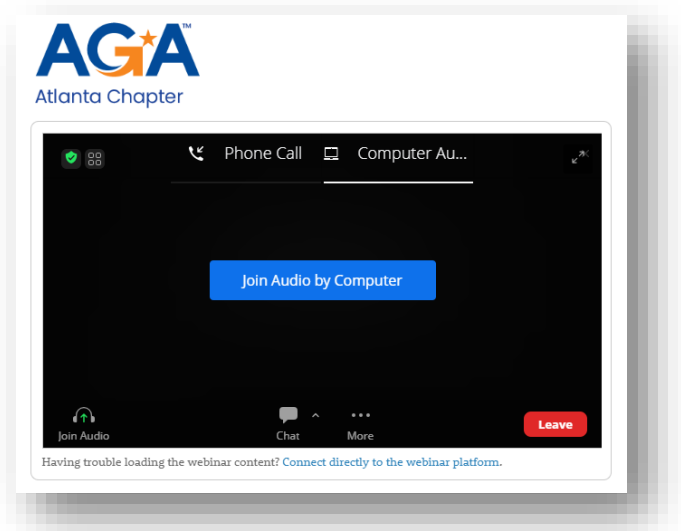
2. Sessions are open for check-in 10 minutes prior to the official start. Until that time, you will see the following message “Check-in not yet available for this session”:



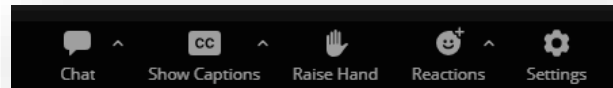
3. When the session is open for check-in your information is populated in the check-in panel. Click “Check In Now”



4. In the webinar window, click “Join Audio by Computer” to connect your audio

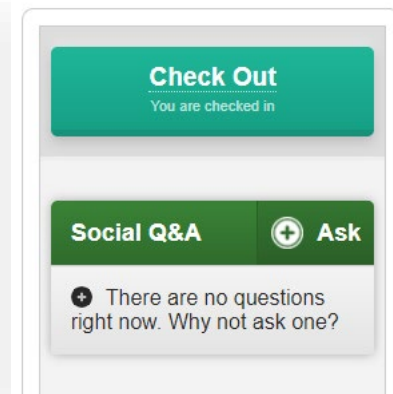


- Zoom controls are available at the bottom of the webinar window.

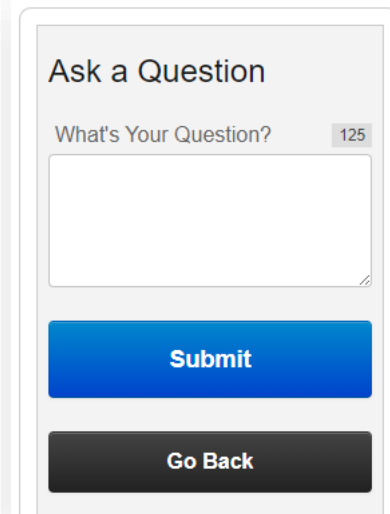


## Ask a Question

- The side panel shows the "Check Out" and "Q&A" sections. Click the "+" to ask a question during the session, or up-vote questions asked by others.

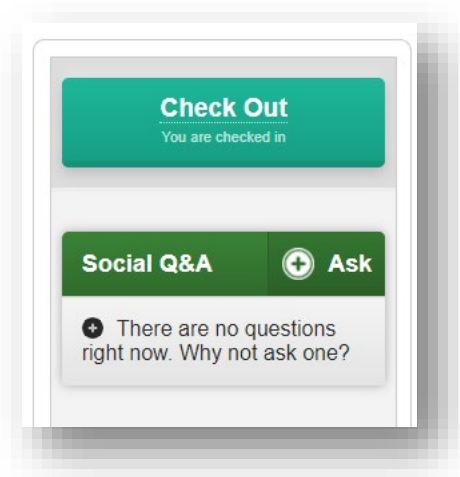


- Enter your question in the text box and click "Submit"

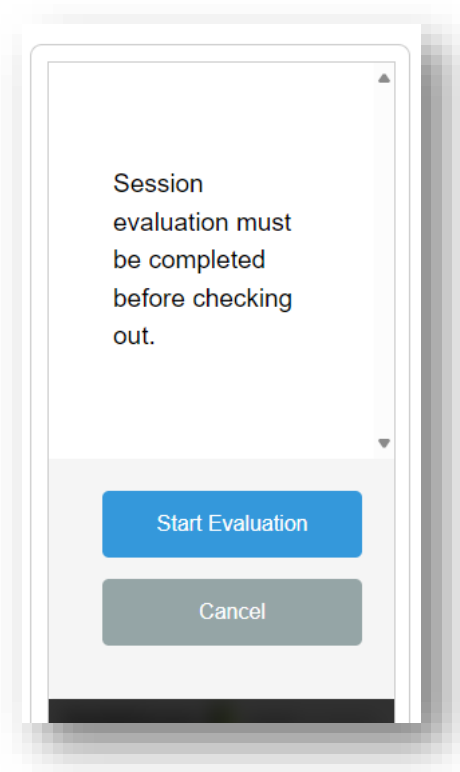


## Check Out of a Session

8. Click "Check Out" at the end of the session. Check out is required to receive CPE for session.



9. Before checking out, a session evaluation must be completed. Click on "Start Evaluation"



10. Answer each of the questions using the option buttons or entering text.

QUESTION 1 OF 4

The instructor had a thorough understanding of the subject.

Your Choice

- 1 - Strongly disagree
- 2 - Disagree
- 3 - Neutral
- 4 - Agree
- 5 - Strongly agree

Next

11. When the evaluation is complete, click "Confirm & Submit" to confirm your responses.

Review

The instructor had a thorough understanding of the subject.

*5 - Strongly agree*

Were you satisfied with the session content?

Yes

Would you recommend this session to a friend?

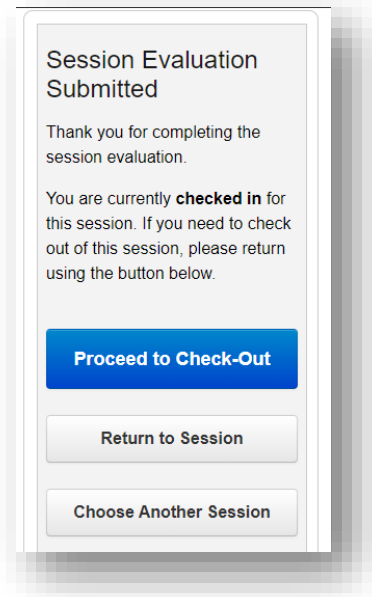
Yes

Do you have any additional feedback for this session?

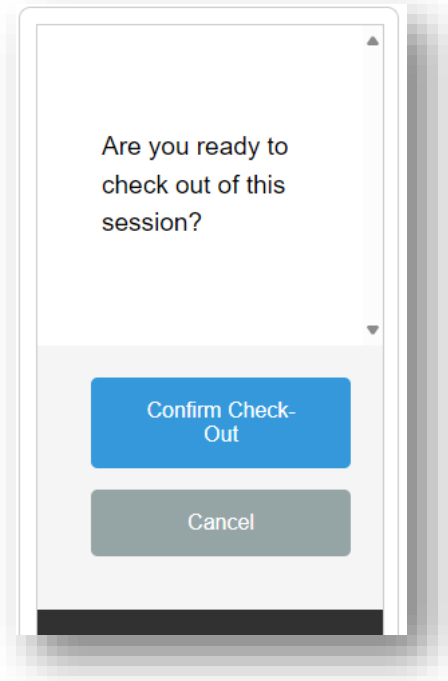
*No Response Given*

Confirm & Submit

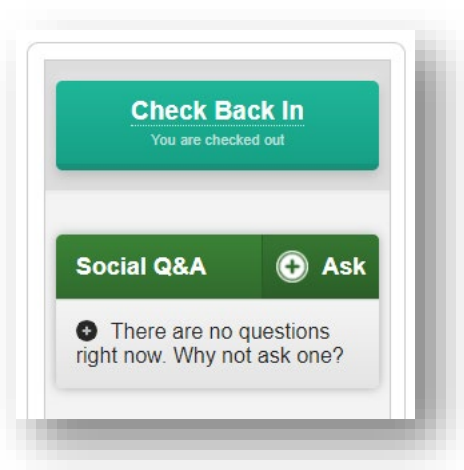
12. Click "Proceed to Check-Out"



13. Click "Confirm Check-Out" once more.

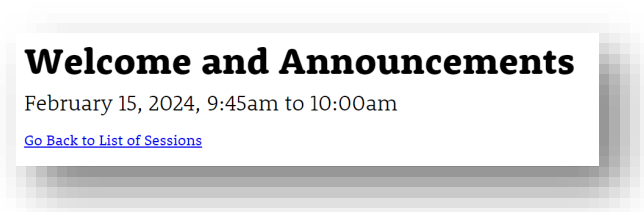


- The side panel shows the “Check Back In” button once you have successfully checked out of the session.



## Join Another Session

- Click “Go Back to List of Sessions” under the date and time of the current session.



- Click on the name of the next session and repeat the check-in and check-out procedure

