1199 SEIU WEBCAST PROGRAM GUIDE

PRIOR TO ATTENDING

To view the webcast, it is recommended that you use a hardwired internet connection, disconnected from any VPN. A VPN, or virtual private network, is a connection to a secured network from outside of the network. If you are using a personal computer, you most likely are not connected to a VPN. If you are on a company computer and you do not know if you are using VPN, you should direct any questions you may have to your IT department.

Both audio and video will come directly from your computer, so you should check that your sound is on and your speakers are turned up.

Great news! Adobe Flash is no longer required to attend this event.

It is recommended to view 1199 programs via computer; however, the programs are available via mobile devices, via the same registration and login links used on the computer.

Please use this link to check connectivity: https://onlinexperiences.com/scripts/server.nxp?LASCmd=AI:4;F:APIUTILS!10

If you have passed the above system check, you are ready to go!

Viewer / Attendee Requirements

Desktop Browser / OS Support	IE	Edge	Firefox	Safari	Chrome
Windows 8.1 (Includes Surface Pro 3)	11 End of Life September 25, 2021	Edge Chromium	*86	X	*89
Windows 10 (Includes Surface Pro 4)	11 End of Life September 25, 2021	Edge Chromium	*86	X	*89
Mac	X	Edge Chromium	*86	12	*89
Red Hat Enterprise Linux 7.4	X	X	X	X	*89
Android 10+	X	X	X	X	*89

Requirements as of 05.01.21

1199 SEIU WEBCAST PROGRAM GUIDE

ACCESSING YOUR EVENT

To access your event, you will need the event login link that is included in the confirmation and reminder emails that you received. It is very important that you keep a copy of these emails in your inbox and accessible at the start time of your program. If you do not receive your confirmation and/or reminder emails, check your junk or spam folders. If you still are not receiving your emails, please reach out to your email provider.

Accessing the event prior to start time: Attendees will be able to login to the event up to one hour prior to start time. It is recommended to login at least 15 minutes prior to the start of your program so that you do not miss any of the material presented. Simply enter the email address and password that you used to register and click 'Enter'.

Accessing the event after start time: Attendees that login after the start of the programs will go through the same flow as attendees who login prior to or at start time. Attendees should make note that there is a participation and attendee checkpoint requirement (3 of 5), so it is recommended that everyone be logged in on time.

Accessing the event via mobile: Tap on the event URL from your confirmation or reminder email and log in by entering the email address and password you registered with, the same as you would on a computer.

RESETTING YOUR PASSWORD

If you have forgotten your password, please click Forgot Password. You'll be prompted to enter your email address to receive a "Reset Password" email. Be sure to enter the email address you registered with. If you do not receive the Reset Password email, please check your junk or spam folder.

For more information on resetting your password, click here.

NAVIGATING THROUGH TO THE FIRST ACTIVITY (WEBCAST)

Entering modules: Upon login you will land on a home page where Module A and Module B are visible. If you are early, the button will say "Starting Soon" and once it is available to enter, the button will change to "Enter Now" or "LIVE". Click on this button to enter each Module.

1199 SEIU WEBCAST PROGRAM GUIDE

Any time before the end of the webcast, you must select your role from the Certificate Requirements dropdown on the left side of your screen. A role must be selected, or no certificate will be generated. Click "Change Role" if you need to edit which role you picked in the dropdown.

Once the webcast begins you should automatically see the video in the top left of your page and the slides in the center of the page. If this does not happen, refreshing your browser should do the trick.

If you click the close "x" on this window, you will be returned home page where you can click the Enter or Live button to open the correct webcast again.

NAVIGATING A WEBCAST

The first required activity for each module is the webcast presentation. Attendees will be required to view the webcast and participate in at least 3 of the 5 attendee checkpoints. **If attendees join too late and/or do not participate in the attendee checkpoints they will not be able to access the required evaluation, nor will they be able to obtain their certificate.**

Adjusting the Volume

To adjust the volume in the platform, click the volume button in the lower left corner of the video panel. Use the scroll bar to adjust as needed.

Downloading the Presentations

To download a copy of the presentation, click the 'Files' tab under the video panel, or the button on the bottom of the screen that looks like two sheets of paper. From there you can select which presentation(s) you would like to download.

Resizing Windows

The default view of the webcast has a smaller video window on the left side, a larger slide window, and small Q&A, Files, and Certificate Requirement panels. These windows can all be manually resized and moved around the screen to fit your preference. On mobile: use the default video and slides layout for the best experience.

Q&A

To submit a question to the speaker, click the 'Ask a Question' tab under the Video panel on the left side of your screen. Type in your question and click 'New Question.

Please note due to time constraints and/or volume and frequency of questions from participants via the various modes of delivery for this program, not all questions may be addressed. We appreciate your patience as we try to address as many questions as time permits.

Answering Attendee Checkpoints

During each presentation a total of (5) attendee checkpoints will be pushed out to attendees. To answer a checkpoint, simply click the "Yes" button in order to acknowledge when it appears. The checkpoint will automatically close afterwards. You have 60 seconds to address these after they appear.

1199 SEIU WEBCAST PROGRAM GUIDE

Please note that attendee checkpoints are set to go out randomly throughout the program. Our Support team does not have any information as to the schedule of their deployment. We recommend actively participating in the entire program, so you do not miss any of these.

NAVIGATING THE EVALUATION

At the conclusion of the webcast attendees will see an evaluation in the webcast screen. In order to complete the evaluation, you must answer each required question. Once all required questions are answered click the 'Submit' button in the bottom of the evaluation.

Lung Health: Post COVID-19 Management and Recovery Evaluation - Module A

TO BE ABLE TO RECEIVE OR DOWNLOAD YOUR COMPLETION CERTIFICATE, THIS FORM MUST BE FILLED OUT AND SUBMITTED. YOU HAVE A MAXIMUM OF 60 MINUTES TO COMPLETE THE EVALUATION.

1 Please choose the number that best describes your rating for TEACHING EFFECTIVENESS: 1=Poor, 2=Fair, 3=Good, 4=Excellent, 5=Superior –- Speaker: Eric A. Meyerowitz, MD, Topic: COVID-19: Epidemiology and Etiology, Type: Organization
○ 1
○ 2
○ 3
○ 4
○ 5

2 Speaker: Eric A. Meyerowitz, MD, Topic: COVID-19: Epidemiology and Etiology, Type: Delivery
○ 1
○ 2
○ 3
○ 4
○ 5

OBTAINING YOUR CERTIFICATE

After submitting the completed evaluation, if you met the attendee checkpoint requirements as well, your certificate will be emailed to you and will be available in the event in the top navigation "My Certificates." Certificates can then be printed or saved.

It is encouraged to download and/or print your certificate immediately.

CONTINUING TO MODULE B

Some 1199 programs will consist of (2) modules – Module A and Module B. For attendees that register for both Modules, navigating from Module A to Module B is simple. The home page will still be open after the webcast is over, where the button for Module B will say Starting Soon. 15 minutes prior to start time, when the button changes to Enter Now or Live, click this to enter the next webcast, and follow the same rules as above for choosing your role from the Certificate Requirements dropdown and meeting all necessary attendee checkpoint & evaluation requirements.

EVENT SUPPORT

At any time, should you require technical support during the webcasts, you can submit your issue into the Q&A panel. If you need assistance on the live event day, you can email 1199-EventSupport@west.onmicrosoft.com. Prior to, or after the live event day, please email institute@1199funds.org for support.