Conference Tips

Conferences can be documented for SC DSS credit hours within the SC Endeavors Registry.

Overall Conference Criteria:

- At least 50 people will be in attendance
- Keynote/general session is required
- Breakout/concurrent sessions are required
- Conferences should be entered into the registry at least 10 business days in advance for approval.
- Participant attendance should be entered within 10 business days after the event has ended.

Other general tips:

- Student Number/State Registry ID - The new system requires trainers and/or conference organizers to enter attendance within the system. The easiest way to do this is to obtain each person's individual state registry ID/student number. This unique number is generated from the registry system for each user. Obtaining the student number during conference registration for your event will ensure you have the correct information to document attendance.
- Sessions should include a minimum of 10 minutes between sessions, whether virtual, or face-to-face. In person events, may need additional time to travel between sessions.

Currently, most training events are planned as virtual events. To help you with developing these virtual events, SC Endeavors has developed some criteria to maintain successful training experiences as well as effectively document attendance.

Virtual Webinars via Conference Platforms:

SC Endeavors is able to document synchronous learning for individual sessions and conferences. Trainers were provided criteria to offer this type of virtual training in April: https://conta.cc/3cl1pL9. There is an embedded document included within this communication. Key points provided include:

- Only **live webinars** can be documented within the SC Endeavors Registry using a webinar management system (Zoom, WebEx, etc.). No recordings – only real-time.
- Webinars must be a minimum of **1.0 hour** and a maximum of **3.0 hours**.
- Trainer must use a webinar platform for individuals to login and register as a participant such as Zoom, WebEx, etc.
- Participants must be able to **individually login** and view the presentation on their personal devices and be able to communicate by voice or by typing questions or

responses. **Centers/programs are not able to use one device, share a monitor, phone, etc.**

- Periodic prompt responses must be utilized throughout the session to encourage participation and ensure attendance. Recommendation is 2-3 interactions per hour (i.e. poll, chat box, etc.)
- Trainers must use the platform report feature to ensure participants attended the session and attribute credit hours based on attendance.

All sessions must be synchronous, or live, allowing interaction between the instructor and the participant. If you choose to provide recorded sessions for participants, it will be for information only and not for documented DSS credit hours.

Distance Learning via Conferences:

Distance learning is a type of training that includes instructors conducting training virtually with classroom or groups of attendees in one location. This type of training can be used for individual sessions conducted by trainers. Distance learning cannot be used if all participants are not logged into the same computer/location. If participants are in multiple locations, the training must be documented within the platform using the live webinar criteria.

Criteria includes:

- For attendance to be documented for DSS credit hours, participants must be present for the entire training session.
- Directors or designated facilitators must be present for this type of training to receive DSS credit hours so that attendance can be taken.
- The program must have a computer/device to login and be able to see the trainer as well as the trainer able to see the class. The instructor should be able to see the participants completing the activities, etc. The device used to display the presentation must either be projected, or large enough to view for all participants in session.
- The trainer should document the number of attendees within the session by requesting the Director/Facilitator to type the attendees names who are attending within the chatbox. The trainer will then count the number of attendees visible within the session and screenshot or document the names remotely.
- The instructor will send the Director/Facilitator the attendance roster and have participants sign the roster at the end of the training session.
- The Director/Facilitator will scan/email the roster back to the trainer to document attendance. Trainers should match the number of attendees and names within the chatbox before inputting attendance into the system.
- Trainer will upload the roster into the registry upon attendance completion and mark the event as "complete."

Face-to-Face Conferences:

Currently, many conferences are being held virtually due to the pandemic. When face-to-face events begin to occur, the system will allow you to document the event with rosters.

- You will be able to download the rosters for each session.
- Ensure that participants sign and provide the state registry ID/student number