Welcome Attendees!

Thank you for registering for CAAHEP’s first online Annual Meeting. We have just a few notes we ask you to review before the meeting begins.

CAAHEP Staff will be in attendance at the meeting and ready to help as needed. Throughout the 4-hour event, we will be available as follows:

- Kathy Megivern - will be monitoring and reading aloud participant questions submitted via chat at the end of each session.
- Lorna Frazier-Lindsey - will be running the meeting and power point presentations from her computer for each presenter and session.
- Cynthia Jackson McNeill - will be answering phones with IT and other questions/inquiries throughout the meeting.
- Katie Davis and Theresa Sisneros – will be answering questions/inquiries throughout the meeting.
- Kalyani Naik – will be taking notes during the Commission Meeting.

**Participant Guidelines – Education Sessions**
- The meeting will begin promptly at 11:00 AM Eastern Time with a brief welcome and introductions, immediately followed by the first presentation.
- All participant lines will be muted throughout the entire meeting.
- Please use the Q&A box found on the Zoom toolbar to ask questions. Questions related to the presentation will be addressed at the end of each session. Ms. Megivern will review questions and read aloud to presenters for their responses. Please type your questions in the Q&A box on the Zoom toolbar. Even though questions will not be answered until the end of the session, please enter your questions for speakers as they come to you during the session. We will begin with the earliest questions received. Any questions that can’t be addressed at the end of the session will be saved for a written response from presenters following the meeting.
- The meeting will remain open for the entire 4-hour period. Participants can leave and reconnect as needed between sessions, or remain connected the entire time.
- Sessions will begin promptly on the hour, which should leave at least 5-10 minutes for stretching and breaks between sessions.

**Participant Guidelines – Commissioners Meeting**
- The Commissioners Meeting will begin promptly at 2:00 PM Eastern Time.
- All participant lines will be muted throughout the entire meeting.
- Please raise your hand or use the Q&A box found on the Zoom toolbar to ask questions. If you find that someone else has asked the same question, please lower your raised hand. Ms. Megivern will review questions and read aloud.
- There will be three polls launched during the Commissioners Meeting on which Commissioners will vote on motions presented.
It’s a good idea to test your speakers prior to the webinar to ensure that your speakers are working and that you can hear clearly. If your speakers are not working properly, we recommend that you use one of the call-in numbers to participate in the meeting. Visit the following link prior to the meeting to test your speakers: https://support.zoom.us/hc/en-us/articles/201362283-Testing-computer-or-device-audio

Frequently Asked IT Questions:
Q: What should I do if I get disconnected from the meeting?
A: Try to reconnect to the meeting via your computer again by clicking the meeting link provided in the meeting invitation email. If you were disconnected from phone audio – try calling in again using another number provided in the meeting invitation email.

Q: Why do I hear an echo?
A: One of three things is happening:
A participant has both the computer and telephone audio active
A participant has computer or telephone speakers that are too close to each other
A participant has multiple computers with active audio in the same conference room

Q: Can I leave the meeting and return?
A: Yes, you can leave the meeting at any time. To return, simply click the link in the meeting confirmation email you received when you registered and re-enter the meeting ID. If you will be using telephone audio, you will need to dial back in and re-enter the meeting ID.