

Tips for a Successful Virtual Conference

Please note all sessions are in Eastern Daylight Time (EDT)

Requirements

- Computer (laptop, desktop, or tablet is recommended)
- [CFMA Virtual Conference Desktop App](#)
- Internet Connection* (a hardwire connection vs Wi-Fi is recommended)
 - The internet connection should be able to provide a data download and upload minimum speeds of one Megabit per second (Mbps) or more, and a broadband connection is recommended. Be aware that, at any time during the Virtual Conference, changes in internet connectivity and issues related to local availability and network speed may occur – those events are outside the control of CFMA and its technology provider.
- Web Browser (the most recent version of Mozilla Firefox or Google Chrome is recommended, but almost all browsers are supported)
- Audio (computer or phone speakers)
- Zoom (access to Zoom via computer, mobile app, or dial-in is required for participation in the roundtable discussions on Tuesday afternoon & Friday)

CFMA's Virtual Conference Desktop App

In order to access CFMA's Virtual Conference sessions, you must log in to CFMA's Virtual Conference Desktop App from a web browser. To setup your access follow the following steps:

- 1) Click the 2020 Virtual Conference link >> <https://event.crowdcompass.com/virtualconference>
- 2) Click Log In to enter your first name, last name, and **email used when you registered** for CFMA's Virtual Conference
- 3) Enter the verification code that you receive via email from support@crowdcompassmail.com
- 4) **A new verification code will be generated each time you log-in.**

Once you are logged in, select the session you want to attend and at the top of the page click on the “Enter Session” button. Attendees can enter sessions 15 minutes prior to the scheduled start time.

Conference Player

The Conference Player is full of information on accessing handouts, getting technical assistance, and sending presenter questions can be found in [this video](#).

Session Evaluations

This year's session evaluations are located in the Conference Desktop App. Click on session evaluation at the bottom of the session page. Each time you complete a session evaluation, you have the opportunity to opt into a daily drawing for a CFMA swag bag and will be entered into the grand prize drawing at the end of the conference. The grand prize is one full 2021 Conference registration; two nights at the Gaylord Rockies Resort & Convention Center; \$250 Travel Voucher; and \$150 Gift Card.

Access to On-Demand Recorded Sessions

On-demand access to the sessions will be available approximately three weeks after the Virtual Conference concludes. Attendees will receive an email when the sessions are available for on-demand viewing.

CPE Credits

CPE credits will be automatically provided for all sessions and appear in your CFMA Education account if you attend a session for the required time. For the Roundtable sessions, you will be provided a code to enter in via the session evaluations to obtain your CPE. Attendees will also have until September 30, 2020, to watch the recorded on-demand sessions and earn up to 26.5 CPE credits. Please note, roundtable breakout discussions are not being recorded. Therefore they will not be available for on-demand viewing or CPE credit.

In addition, the ICCIFP has granted an extension until July 30, 2020, for annual payments and reporting of 2019-20 CPE activity. For CCIFPs who need to meet their CPE requirements, the CPE credits earned during CFMA's 2020 Virtual Conference can be applied to the 2019-20 recertification year if needed. Please note, CPE credits entered during this 90-day grace period cannot be applied to new recertification plans.

Tech Support

If any point during the broadcast you run into a technical problem, please reach out to the dedicated tech support line at 1-877-992-7225.



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