

GENERAL INSTRUCTIONS

25th Annual North Carolina Workers' Compensation Educational Conference

We look forward to seeing you soon at the 25th Annual North Carolina Workers' Compensation Educational Conference. You should have already received a message with log in instructions (if not, please contact the IWCF ASAP by email to IWCF@bellsouth.net).

Here is some information to help you prepare for and get the most out of the Conference.

1. To **access conference sessions**, you must log in to the Conference Platform using the same email address used for your conference registration and the password you created when you activated your registration. Please do not share your password.
 - **TROUBLESHOOTING YOUR CONNECTION** *If you encounter a blank screen when you access the Conference Platform on Whova, try using a different browser. Whova recommends Chrome or Firefox.*
2. You will receive an **email reminder** from IWCF@bellsouth.net each day that sessions with live Q&A are offered. Please add that address to the safe senders list on your email application to be sure you receive the notices. A complete agenda is available on the Conference Platform and at www.iwcf.us/images/Agenda_Final_NC20.pdf.
3. After you log in, you may **view sessions** by clicking on the Agenda link (under the Main Navigation heading on the left).

4. We recommend that you ***log in to sessions with live Q&A 10 minutes before the scheduled start.***
5. ***Continuing Education (CE) credits:*** We strongly recommend that you review the [detailed continuing education instructions](#) before viewing sessions, to be sure you receive CE credits. 12 hours of CE credit have been approved for the following professional disciplines: attorney CLE; Paralegal CPE; Adjuster CE (North Carolina Department of Insurance); CRC, CDMS, and CCM rehabilitation credits; and SHRM credits. Use CCM for nursing. Any other discipline will be provided, upon request, a certificate of completion.
6. ***CE credits for the breakout sessions:*** For the concurrent breakout sessions whose topics are scheduled with live Q&A on Wednesday and Thursday, October 14 & 15, you must choose one of the two concurrent sessions to receive CE credit. Even though additional CE credit is not available for the second concurrent session, you may still watch it without credit, because all sessions may be accessed on-demand through October 30.
7. ***To receive CE credits, click on the "Rate This Session" survey immediately*** after viewing each session. The survey link appears below where you watched the session, *after* viewing the session.
8. ***CE credits for adjusters:*** Adjusters may receive credit **only when participating in sessions that are followed by live Q&A**, as scheduled Oct. 13-16. No credit will be issued for sessions you view after Oct. 16. In addition, ***each day constitutes a separate course***; you must complete all sessions in each course, and view them in their entirety, to receive credit for any given day. Also, on Day 2, ***you must attend the ethics session***, along with the day's other sessions, to receive any credit for Day 2. Finally, a ***"Key" word*** will be given during each session. To receive credit, adjusters ***must record it in the "Rate***

This Session" Survey on the Platform immediately after attending the session.

9. Conference ***materials*** are posted under each session and also under Documents (listed under the Resources heading on the left.) and may be downloaded from there. In addition, you may download them from <http://iwcf.us/iwcfevents/ncmaterials2020.html>.
10. To enhance your learning experience and encourage a more interactive discussion and dialog, the presenters have shared the following request: To help you and other attendees get the most out of your participation, we highly recommend that you ***come prepared with a list of your most pressing questions and challenges*** relating to North Carolina workers' compensation claims. NOTE: Your image will not be visible, and you will be on mute. While attending a session, you may click on Session Q&A and the Ask a Question button on the right. Or use the Session Q&A button on (under Resources heading on the left) to submit questions; click on View Questions to bring up the link to Submit Questions.
11. Please be aware that any text, including Q&A, submitted via the conference platform or email, may be captured and broadcast as part of the conference. ***Unlawful harassment and derogatory comments are not allowed, and recording or re-broadcasting conference presentations is strictly prohibited.***
12. ***Connect with other "attendees"*** using the Attendees link on the Platform (on your screen on the left). You may also download a list of pre-registered attendees in PDF format from http://iwcf.us/images/Attendees_NC20.pdf.
13. During breaks, ***please visit the Exhibitors*** (see link on the left of the Platform screen). The exhibit hall will remain active through October 30, so feel free to request a chat or more information. Many Exhibitors offer prizes as well as information on their services.

14. The conference features a **prize drawing** for the attendee who visits the most exhibit booths. To participate in the conference drawing (“passport”), attendees will earn stamps each time they sign up for deals and offerings, post a comment, and like a booth. Then attendees who have collected all stamps will be entered into a raffle. NOTE: **Contact information for participants in the conference prize drawing will be provided to the exhibitors.**
15. **Attention Exhibitors:** Please do not schedule private Zoom calls, demonstrations, or similar contacts during sessions with live Q&A.
16. For **technical assistance**, contact the IWCF at IWCF@bellsouth.net or (386) 677-0041 if you have any questions or we can be of additional assistance. NOTE: Email and phones are monitored during regular business hours (Eastern time zone) Monday through Friday. We will respond to questions received after hours as soon as we can.

[For more information, contact the IWCF at IWCF@bellsouth.net.](mailto:IWCF@bellsouth.net)