

Dear CE presenter,

We are honored to have you at our annual meeting sharing your knowledge and expertise with SEPA. We wanted to send you this message prior to the event so you are aware of continuing education protocols and where to go for questions or concerns.

A few weeks prior to the meeting, we will let you know how many individuals have pre-registered for your workshop, so that you can plan your materials accordingly. There are usually a number of people who also register on-site, and we will include that estimate for you. Typical registration is around 10 per session, but can range up to 30.

Upon arrival to the hotel please visit the continuing education desk (during posted registration hours) where your badges and programs will be available.

At that time, Mikayla, our continuing education coordinator, can provide you with a list of pre-registered attendees if you are interested in this information. You may also inquire with staff at this time about the location of the room in which you are presenting.

An assigned proctor will report to your location a few minutes before your workshop/lecture is scheduled to begin. He/she will have a sign in sheet that gathers names, email addresses, and prompts attendees to designate themselves as psychologists or non psychologists. Please note – attendees **MUST** sign in on this sheet in order to receive continuing education credit as it verifies their attendance and allows us to verify that they have paid. **If they do not sign in, we cannot assign them credit.**

Because of past circumstances that elicited confusion on the part of both registrants and staff, we ask that you refrain from circulating your own sign in sheet. If you would like names and email addresses of the attendees of your workshop, please ask Mikayla and she will happily provide you with a copy of our sign in sheet and any other information you request that we are capable of providing.

Please be aware that because we do not offer internet in the presentation rooms, you will need to bring with you any electronic materials (e.g., video clips, other multimedia) necessary for your presentation. If you have any technological difficulties, aside from lack of internet, the proctor will notify Mikayla or another SEPA staff member who will request support from our contracted IT professional(s) on your behalf. Our contracted professionals tend to be very quick to respond and will surely solve your problem in a matter of minutes.

Upon completion of the Annual Meeting, those registrants who participated in CE sessions (whose attendance is verified via the sign in sheet) will be sent ONE email prompting them to complete the feedback surveys of ALL attended sessions. They will then receive ONE certificate listing ALL attended sessions and earned credit hours. After a few weeks, you will receive the results of the feedback from the surveys.

We look forward to seeing you at the Annual Meeting and learning from you!