

AT THE START OF THE SESSION:

Remind Attendees to scan the QR code on the back of their badge, from the slide, or enter the Conferences i/o URL to check-in for CPE.

If they do not have a smart phone, tablet, or computer, they can sign in on the sheet. PLEASE REMIND THEM THEY HAVE TO ALSO SIGN OUT WHEN THEY LEAVE!

CPE INTRODUCTION SCRIPT

Before we get started, I'd like to provide some important information on how CPEs for all conference sessions will work. We use a tool called Conferences i/o to help us track attendance and issue CPE certificates.

To complete the requirements for CPE you will need to use the internet browser on your computer or mobile device to access Conferences i/o.

Let's get started!

1. Accessing the Application:
 - Using a smartphone or tablet? Point your device's camera at the QR code on the back of your badge or that will be displayed shortly.
 - Using a laptop? Navigate to wacubo.cnf.io
2. Once in the application, click on the title for this session. ***REPEAT SESSION TITLE FOR ATTENDEES***.
3. **CHECK-IN:** Enter your name and the email address that you used to register. A timestamp is captured when you check-in to the session so please make sure to do so now. Do not close this tab on your web browser or close out of the app on your tablet or phone.
4. **CHECK-OUT:** At the end of the session, or if you leave early and do not intend to return, please make sure to click the "check-out" button within Conferences i/o. **Credit will not be awarded if you check out more than 5 minutes before the end of the session.**

Please note:

- You must attend at least 50 minutes of the session to earn 1 CPE credit. Any participation time that is less than 50 minutes will result in 0 CPE credits awarded.
- If you exit the session for any reason and will return to the session, please ensure you click the "check-out" button. When you return to the session, you please "check-in" to the session again. Your total time spent in the sessions will be calculated based off your time "checked-in" to the session.
- Sign-in sheets are available in every session room if you have any technical trouble with Conference i/o. Please fill out all the information on the sign-in sheets to be eligible for review of CPE credit.
- If you have any issues, please go to registration as issues will only be corrected on-site, not after the conference. Corrections will not be made if there is no record of participation in the session.
- Certificates are typically sent out within **4 weeks**.