

## Requirements for PWR!Moves® Virtual workshops

To participate a PWR!Moves virtual workshop, you will need access to the following:

- A computer with a webcam, speakers (audio), and a microphone
- A reliable internet connection that can support live streaming
- We recommend using Google Chrome, Microsoft Edge, or Safari to stream the workshop. Please note: Internet Explorer is not supported.

We recommend you use a computer with a hardwired high-speed internet connection. If that's not possible, the next-best option is using a computer with a Wi-Fi connection. The final option that will work well is using a tablet with a Wi-Fi connection. Due to participation needs, we strongly recommend against using a smart phone to stream the workshop.

If you are concerned about your device or connection, click [here](#) to see a list of Zoom's supported devices.

## Pre-workshop checklist

Before your live virtual PWR!Moves workshop, complete the checklist below to ensure the best live streaming experience. We will not be available to troubleshoot individual connection issues during the workshop—please troubleshoot before the workshop.

- **Know what time your workshop will start in your local time zone**
  - We offer workshops with different start times and to participants in different time zones.
  - It is your responsibility to determine when the workshop will start in your local time.
- **Do a trial run of Zoom on the computer you will use for the workshop.**
  - Zoom offers a robust library of video tutorials, which you can access by clicking [here](#).
- **Check audio (speakers), video (camera), connection to Zoom.**
  - You are required to use your webcam during the entire workshop.
  - It is a CEU requirement that you have the camera on during the entire workshop.
  - 100% attendance is required to be awarded continuing education credit, a PWR!Moves certification, and certificate of completion.
  - If you are experiencing trouble with your webcam, click [here](#) to access Zoom's camera settings troubleshooting page.
- **Complete your DocuSign packet and Pre-Workshop Questions**
  - You'll be required to upload an image or yourself and photo identification prior to the workshop.
  - Reply to the email with answers to the two preworkshop questions.
- **Join the workshop at least 20 minutes early to allow for any difficulties logging in.**
  - For attendance verification, your display name in the Zoom meeting should match the name on your registration.

## During the workshop

Your workshop will be moderated by a member of the PWR! Education team. You will receive email one hour before start of workshop with link to join the workshop via Zoom. If you do not receive an email from the PWR! Education department at least one hour before the workshop start time, please email [workshopsinfo@pwr4life.org](mailto:workshopsinfo@pwr4life.org). Emails are sent to the email address you registered with.

## Attendance

Attendance is verified each hour of the entire workshop by the workshop moderator. You must have your camera on and be viewable onscreen. Your attendance is required for the entire workshop to earn continuing education credit, a PWR!Moves certification, and certificate of completion.

If you are not viewable onscreen or if your camera is off for more than 10 minutes, the moderator will attempt to contact you privately via Zoom chat, phone, or email. Your moderator will contact you twice, 5 minutes apart. If you do not respond within 5 minutes of the second attempt to reach you, you will not receive CE credit for the workshop.

If you are logged out of the workshop due to technical issues, you will need to log back in immediately. You will be placed in the waiting room upon logging back in and the moderator will allow you to re-enter the workshop. Failure to log back in will prevent you from receiving CE credit for the workshop.

## Participant Cancellation

If a participant wishes to cancel their PWR!Moves® Workshop registration, they must contact the Workshops Office by email at [workshopsinfo@pwr4life.org](mailto:workshopsinfo@pwr4life.org).

Upon receipt of the participant's cancellation request, registration fees will be refunded at the rates below. If any workshop materials have been shipped to participant prior to the cancellation request, a refund will be issued once such materials have been returned to PWR!.

At least 3 weeks prior to Day 1 of the workshop:	100% less \$100 Admin Fee
Less than 3 weeks prior to Day 1 of the workshop:	50%
Day-of workshop cancellation or no-show:	0%



## Live Virtual Workshops Policies

### Participant Transfer Requests

We will do our best to honor participant transfer requests. Such requests must be submitted to the Workshops Office at least 3 weeks prior to Day 1 of the workshop the participant originally registered for and are subject to a \$100 transfer fee.

### Participant Absence without Notice

If a participant does not attend the workshop they have registered for, it will be considered a day-of-workshop cancellation with no refund available.

### Parkinson Wellness Recovery | PWR!® Cancellation

If extenuating circumstances dictate that PWR! must cancel a workshop, participants will be offered a complimentary transfer or a full refund of their registration fees. PWR! is not responsible for the refund of travel, hotel, or any other expenses under any circumstance.

### Inability to complete workshop/Partial Attendance

PWR! Moves workshops hold a high accreditation standard and credibility with multiple state boards, the NCCA, and other credentialing entities. As such, we do not offer a completion certificate or certification for workshops that were not fully attended. If someone begins a workshop and is unable to attend it in its entirety, we will offer to reschedule that person to a future workshop date (with a \$100 transfer fee). However, the same full attendance expectation must be met to be certified by any rescheduled workshops.

### After the workshop

After the workshop, you must complete the online course evaluation. Your PWR! Moves certificate of completion is contingent upon completion of the PWR! Moves Course Evaluation. Certificates of completion are emailed within 10 business days after the last day of the workshop.

If you have any questions or need any assistance, please email the Education Department at [workshopsinfo@pwr4life.org](mailto:workshopsinfo@pwr4life.org).

### Acknowledgement

My signature below confirms that I have read, understood, and will adhere to the Live Virtual Workshops Policies.

Signature \_\_\_\_\_ Date \_\_\_\_\_

Name \_\_\_\_\_

**SAMPLE  
DO NOT SIGN**