

Live streaming requirements for live Zoom workshops

To participate in one of our live streaming workshops, you will need access to the following.

- A computer with a webcam, audio, and a microphone so you and the workshops faculty can see each other and interact.
- 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.

For the best experience, we recommend you use a computer with a hardwired internet connection. If that's not possible, the next-best option is using a computer with a wifi connection. The final option that will work well enough is using a tablet with a wifi 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 dates, we ask that you 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.

1. Make sure you can access Zoom

Zoom offers a robust library of video tutorials, which you can access by clicking [here](#).

2. Test your webcam

You'll be required to use your webcam during the entire workshop. It is a CEU requirement that you have the camera on during the entire workshop. If you are experiencing trouble with your webcam, click [here](#) to access Zoom's camera settings troubleshooting page.

- **Please note:** 100% attendance for the entire workshop is required to be awarded CE credit and a certificate of completion.

3. Have your photo ID ready at the beginning of each day of the workshop to show via webcam.

This is also a CEU requirement.

4. Plan on joining the workshop at least 15 minutes early to allow for any difficulties logging in.

5. Edit your name in the Zoom meeting so that it matches the name on your ID. You can access Zoom's instructions for doing so by clicking [here](#). (The subjects *Participants*, then *Rename*, are about halfway down the page.

During the workshop

In addition to the PWR!Moves workshop faculty teaching your workshop, the workshop will be moderated by a PWR! staff member. The moderator for your workshop will email you shortly before your workshop is scheduled to begin. If you do not receive an email from your moderator by 7:15 a.m. Arizona Time, please call (520) 591-5346 ext. 030.

- **Please note: Arizona does not participate in daylight saving time, meaning we don't change our clocks to "spring forward" or "fall back" by an hour. We are sometimes on the same time as Los Angeles and sometimes on the same time as Denver. Please make sure you know what time the workshop starts in your local time.**

Attendance

- Participants will need to bring photo identification to the workshop to verify participant attendance. Before the workshop starts, participants will show their IDs to our staff via video. Our staff will take a screen capture of you holding your ID for our records.
 - We are required to match your face to your name, so if you are concerned about private information being shown on screen, please feel free to obscure it with your hand or a piece of tape as you present it.
- Attendance will also be taken each hour. **Please note:** 100% attendance for the entire duration of the workshop is required to be awarded Continuing Education 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 your moderator will allow you to re-enter the workshop. Failure to log back in will prevent you from receiving CE credit for the workshop.

If you are not viewable onscreen for more than 10 minutes, your 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 have questions or need assistance during the workshop, please email your moderator. They will email you shortly before the workshop and introduce themselves.

After the workshop

Upon successful completion of the workshop, you will complete an online course evaluation, and will be emailed your certificate of completion within 5-10 business days.

If you have any questions or need help before the workshop, please email the Education Department at 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 _____