

KNOW BEFORE YOU GO: 2023 NASW-Illinois Chapter Virtual Advocacy Day

Please follow the steps below to get you ready for this year's 2023 NASW-Illinois Chapter Virtual Advocacy Day taking place on Monday, March 27, 2023, from 10:00am to 1:00pm Central Time.

GENERAL EVENT INFORMATION

Pre-Event Check-In

This year's virtual Advocacy Day will be hosted via Zoom Events. Due to limited staff availability on the day of the event, **we ask that all registrants complete a pre-event check-in by Friday, March 24th to verify access to the event** as well as allow for any troubleshooting that needs to take place beforehand.

When registering for Advocacy Day, you will have registered under a specific e-mail address which you will need access to in order to log into the event platform. This e-mail address will need to match the e-mail address for your Zoom account login. See the "Troubleshooting" section below if the e-mails don't match.

To Complete the Pre-Event Check-In:

1. Go to <https://events.zoom.us/e/view/t/order> and log into your Zoom account.
2. You should be brought to a screen showing all of your upcoming Zoom Events. You should see the green Advocacy Day logo (see screenshot below). Click on the blue "Join Lobby" button. A pop-up screen will appear informing you that the event may be recorded or livestreamed. Click the blue "Agree and Join" button. That's it!



Troubleshooting

Logged in but don't see the green Advocacy Day logo? The e-mail address you registered under will need to match the e-mail you use to log into Zoom Events. You can either 1) Sign up for a free Zoom account with your registration e-mail or 2) Contact NASW-IL to swap out e-mails.

Other issues may be that you don't know your login for Zoom or that you are logged into another Zoom account. First, log out of the Zoom account you're currently logged into, then search all of your e-mail accounts for a confirmation e-mail from Zoom for Advocacy Day. This will be the e-mail you registered with and with which you will need to log into Zoom Events. If you don't know your password for this account, click on the "Forgot password?" on the Zoom Events login page to help you reset your password.

Advocacy Day Information

DATE: Monday, March 27, 2023

TIME: 10:00am–1:00pm Central Time

LIVE VIRTUAL EVENT PLATFORM: Zoom Events

LOGIN LINK: Check your e-mail for your customized URL to join. Alternatively, you can join by accessing your Zoom Orders page as shown in the pre-event check-in instructions.

RECOMMENDED LOGIN TIME: 9:45am Central Time. We recommend logging in early to ensure that all audio and visual components are working and technology is ready and updated before event start time. Please note that chapter staff will be working the event and unable to assist with troubleshooting on the day of the event.

DIGITAL ADVOCACY DAY HANDOUTS FOLDER: <http://bit.ly/naswiladay>

Workshop Handouts

Factsheets and other related material for Advocacy Day will be uploaded to the Advocacy Day Folder hosted via Dropbox. Please check the link below for all related handouts.

- Advocacy Day Folder (via Dropbox): <http://bit.ly/naswiladay>

Navigating the Zoom Events Platform

Once you've logged into Zoom Events, you should be given access to the event "Lobby". Here you'll find a number of different resources:

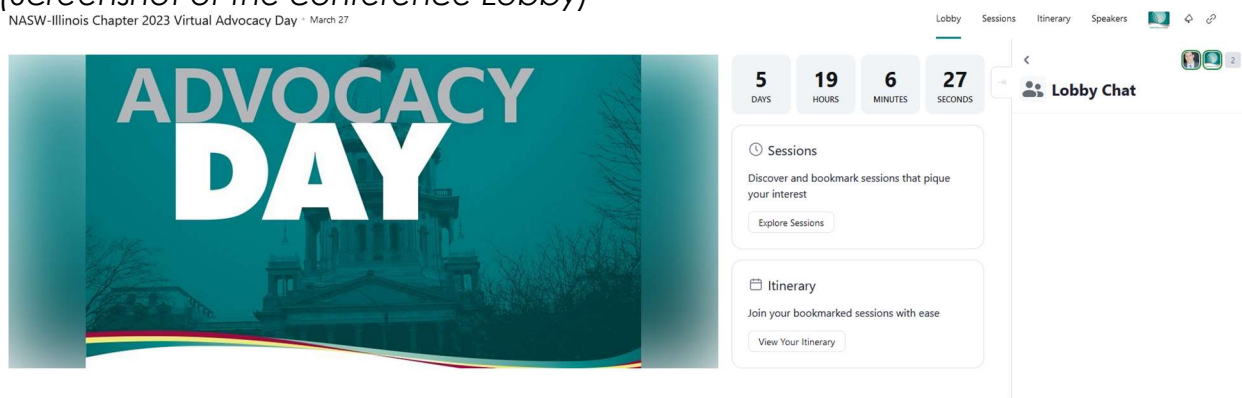
- A countdown to the conference date
- **Sessions** to see the day's schedule and breakout sessions.
- **Itinerary** to see sessions you bookmarked for yourself.

Customize your profile by clicking your profile icon in the upper right corner, then selecting "My Profile" begin editing your profile. You can upload a digital photo, customize your profile to show your preferred name and pronouns, and more.

Additionally, you can also post a message in the Lobby Chat introducing yourself and telling us what you're most looking forward to at this year's live virtual conference!

(Screenshot of the conference Lobby)

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CEUs

If you registered to receive continuing education units (CEUs) for attending this year's Advocacy Day, please read through our instructions below to ensure receiving the full number of CEUs for attending the day's sessions.

To Receive CEUs: To receive the full number of CEUs for attending this training, you will need to do the following:

1. Stay Actively Engaged: Make sure to keep **ACTIVELY** engaged throughout the length of the training. This means staying in the training window and not working on other screens. Zoom Events will keep track of your active participation in the training, and a lack of engagement in the training may result in deducted CEUs.

2. Complete Post-Event Survey: Upon completion of the event, a post-event survey will appear on your screen when you close out of the training. Complete this survey ASAP as once all surveys have been completed, we can begin calculating CEU totals and e-mailing CEU certificates out participants.
Don't see the post-event survey pop-up? A link to the survey will also be e-mailed to you from Zoom Events. Make sure to check your junk and spam folders for the e-mail if you cannot locate it before contacting the chapter.

While we understand there are many extenuating circumstances that may attribute to a late arrival, we can only issue CEU hours for time you are actually attending/logged into the conference. Please note there is no refund or partial refund of those receiving partial CEUs.

ALL CEU CERTIFICATES WILL BE E-MAILED WITHIN 45 DAYS OF THE EVENT DATE.

Participants are responsible for providing current contact information when registering for the conference. The NASW-Illinois Chapter is not responsible for CEUs that are not received by conference participants if contact information is not current. The NASW-Illinois Chapter Conference is approved to provide continuing education for LSWs, LCSWs, PELs (formerly Type 73), LPCs, LCPCs, LMFTs, RNs, LPNs, APNs, and LCPs.

Further Conference Questions

Contact the NASW-Illinois Chapter by e-mail: office.naswil@socialworkers.org.

NASW-IL Policy on Hostile Conduct/Harassment

The NASW-Illinois Chapter seeks to provide an educational environment in which diverse participants may learn, network, and enjoy the company of colleagues in an environment of mutual human respect. We recognize a shared responsibility to create and hold that environment for the benefit of all. Some behaviors are, therefore, specifically prohibited:

- Harassment or intimidation based on race, religion, language, gender, sexual orientation, gender identity, gender expression, disability, appearance, or other group status.



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- Sexual harassment or intimidation, including unwelcome sexual attention, stalking (physical or virtual),
- Threatening attendees, speakers, staff, or volunteers.

Speakers are asked to frame discussions as openly and inclusively as possible and to be aware of how language or images may be perceived by others. Participants may (and do!) exercise the “law of two feet.” Participants asked to stop a hostile or harassing behavior are expected to comply immediately. Conference participants seek to learn, network, and have fun. Please do so responsibly and with respect for the right of others to do likewise.

Attendees found to be behaving in a manner counter to these policies will be removed from the conference/virtual platform without a refund.

If an incident occurs and you wish to file an anonymous harassment complaint, you can do so at: <https://naswil.wufoo.com/forms/anonymous-harassment-form-naswil-event/>