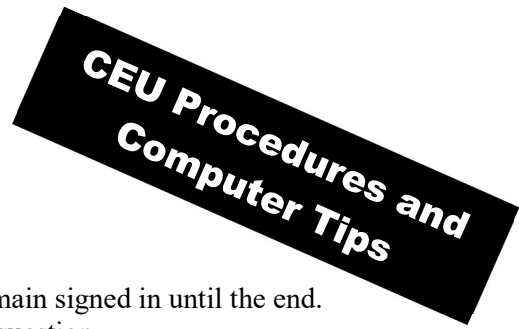




**Municipal Clerks' Association of NJ
2021 Virtual Education Conference
March 16 – 18, 2021**



Attendance Verification Instructions/CEU Procedure:

- Attendees will log onto each session at the start time and will remain signed in until the end.
- During each session, attendees will be required to answer a poll question.
- You must remain in the session for the entire duration AND answer the poll question in order to qualify and receive CEU credits.
- For Registrar's credits, the NJ State Registrar will be provided with a list of all CMR attendees, and they will add your credits to their database.
- At the end of the conference, links for the MCANJ Evaluation Form and IIMC Assessment Tool will be emailed to all conference attendees, along with a list of ID numbers for each attendee.
- The IIMC Assessment Tool is required to obtain CMC/MMC credit hours and is due by **April 16, 2021**. Instructions on how to submit this tool and get a certificate are included on the form.
- For all other CEUs, once you complete the MCANJ Evaluation Form, you will be required to enter your Session Attendee ID number to retrieve your certificate. The deadline to retrieve your certificate is **June 1, 2021**.

Computer Tips:

Please remember there is a different link for each session. You must sign up for each session after registering for the conference in order to then receive the *GoToWebinar* link for entrance into the virtual session.

Google Chrome is the preferred browser for using the GoToWebinar platform for the entire conference. If you currently do not have Chrome on your computer, please install prior to March 16th in order to avoid any unnecessary delay in accessing the system and preventing the issuance of your CEU's.

Sessions will open 10 minutes before the scheduled start time. Arrive early so that you are set-up and ready to go.

For the two *Mentimeter* sessions (Wednesday @ 1 pm and Thursday @ 1 pm), **you will need a smartphone or tablet** to participate in this interactive, multiple-choice presentation in addition to your computer screen (Computer logged into the *GoToWebinar* session and smartphone/tablet logged into *Mentimeter*).

Please download the Mentimeter app (search "mentimeter") or go to Menti.com on your smartphone or tablet ahead of the session. You will need to enter the correct code as follows at the start of the session:

Session:

I Know It's a Dumb Question But... *presented by Kim White*
Last Clerk Standing *presented by Kim Macellaro & Laurie Gompf*

Code:

4763257
4485315

There is a pane where you can pose questions to the presenter(s) using the "Ask Question" button. Type in your question and hit Enter. Time permitting, presenters will be able to answer questions during or at the end of each session.

If you are unable to hear sound at all, be sure your speakers are turned on and you are not set to Mute.

If you are having trouble with the webinar freezing or the sound cuts out, try logging out of the webinar and then logging back in.

Logging In

Mentimeter

Question Area

Video & Sound Issues