

# Welcome to the Your MACPA Conference 2021 Dashboard

We are thrilled that you are joining us for the MACPA Conference to run over four weeks.

## YOUR DASHBOARD

The dashboard is the central information hub for the Conference. On this dashboard you will find:

- Access to the entrance to the Conference Events
- Connection to our Conference Sponsors
- Schedule of each days activities
- Digital Downloads of Documents
- Ways to win money, auction items, and goodies while experiencing the Conference
- And Much More!

The dashboard is an easy way to stay connected and find everything you need in one organized place. Here is where you will come to access your session room, and it is your go-to resource for updates, information and technical support over the next 4 weeks.

## YOUR DIGITAL EXPERIENCE AGENDA

The schedule provided will be updated as changes happen. We reserve the right to make minor modifications to make improvements, changes, and recommendations that you will want to experience. Note that all times are Eastern Standard Time.

February 22nd - 2:00 p.m. to 4:00 p.m.

March 2nd - 2:00 p.m. to 4:00 p.m.

March 9th - 2:00 p.m. to 4:00 p.m.

March 15th - 2:00 p.m. to 4:00 p.m.

BEING EARLY IS BEING ON TIME!!! DOORS WILL OPEN AT 1:45 p.m. only because we know you love to network with your fellow members.

#### ATTENDEE ETIQUETTE

Here are guidelines for how you can show up and make the most of your Conference experience.

#### WEBCAM ETIQUETTE

#### IMPORTANT!

We have received permission from The Leadership Institute to conduct these classes that normally are held at their conferences. With that said, if you were in the face-to-face classes you wouldn't turn off your video. Knowing that, anyone who does turn off their video during the TLI training will forfeit the credits from that class. Needless to say, we ask that you enable your webcam throughout the whole of the Conference, especially for TLI Training.

THERE WILL BE NO RECORDINGS OF THE TLI CLASSES BECAUSE OF THE PROPRIETARY NATURE OF THE CONTENT.

HELPFUL HINT: Be aware of your surroundings. If you need a restroom break, be sure to turn off your webcam if you take your device with you. Also pay attention to what is in your background and in view of your webcam.

#### BEING PRESENT/PARTICIPATE

Being present is the best gift you can give yourself! Place your phone on DO NOT DISTURB and turn off your email, skype and/or text notifications to minimize distractions. Put hang a "Do Not Disturb Sign" on your door. Respect our time together.

Yes, you will be placed into "breakout rooms" with your fellow attendees. These breakouts are essential activities for your full experience of the Conference. Do not use these breakouts to run errands or check your phone. The fellow attendees and sponsors are in your breakout to meet with you and engage on the subject and topic happening.

YOUR BEST YOU

- Listen to your body
- Get plenty of sleep
- Eat healthy
- Stay hydrated & caffeinated
- Plan your meals in advance
- Have snacks on hand

## STAY ON SCHEDULE

This is a live virtual event. There are no playbacks or recordings. Please block out all of the event times on your calendar and make a commitment to attend all of the sessions.