Hybrid Live Stream SOS Conference Expectations & Instructions for Continuing Education and SOS Certificate of Attendance

These Guidelines and Instructions have been created to ensure that Live Stream Conference participants meet all the learning outcomes necessary to begin correctly using and safely practicing the SOS Approach to Feeding program.

Technical Requirements

- A computer is the preferred device for participating in this Live Stream Conference. Taking the Conference on a phone is not permitted. A tablet might be allowable if the other requirements below can be met with that tablet.
- **You MUST be able to hard-wire your computer directly into the Internet connection via an Ethernet cord**. WiFi connections to the internet are not sufficient and will not provide you with enough clarity to view videos and Speaker demonstrations. In addition, WiFi connections cause many technical problems resulting in too much time lost from the Conference.
- A working webcam on your computer is required (most laptops have the camera embedded).
- Headphones/earbuds to listen to the Conference from your device are suggested to provide you with the clearest signal and the least amount of background noise and static interference.
- **YOU ARE REQUIRED TO ATTEND ONE OF THE CONFERENCE ORIENTATION SESSIONS** during the week prior to the Conference. Your Conference Welcome Email sent 2 weeks prior to the Conference Start Date will give you the dates and times available to register for those Orientation Meetings. Once registered, you will receive an automated confirmation email with the details to join the Orientation Meeting via Zoom. IF YOU DO NOT RECEIVE A WELCOME EMAIL AT LEAST 2 WEEKS BEFORE THE START OF THE CONFERENCE, PLEASE FIRST CHECK YOUR JUNK/SPAM FOLDER. IF NO EMAIL FROM US HAS BEEN RECEIVED, YOU ARE RESPONSIBLE FOR CONTACTING US AT INFO@SOSAPROACH.COM TO OBTAIN YOUR WELCOME EMAIL

__On Day 1, all Conference Participants will be required to sign onto Zoom by 7:30 AM MOUNTAIN TIME__ to listen to important Announcements regarding the administration of the Conference and how to meet your attendance requirements. In addition, this time will allow you to resolve any technical issues you may be having PRIOR to the start of the Conference.

In order to keep the SOS Approach to Feeding Live Stream Conference on schedule, please log into the Zoom platform __at least 10 minutes prior to the start of each of the other Conference days__. This will allow our staff to resolve any technical issues you may encounter while keeping the Conference on schedule.

Conference Guidelines and Expectations

In order to comply with Professional Continuing Education Credit and SOS Approach to Feeding attendance requirements, the following methods will be used to verify that participants are learning the materials and actively participating throughout the entire the SOS Approach to Feeding Online Conference.

- **There is a 100% Attendance Policy in place for all Participants.**
    - Arrangements are expected to be made to ensure all family and childcare responsibilities are met by others, similar to if the participant was attending an in-person conference.
    - No appointments which will remove the participant from the Conference for more than 10 minutes maximum during the Lecture part of the Conference is allowed; work, personal, or medical

- **Conference participants are required to sign into Zoom each day.**
    - The login process will mirror the typical sign-in/sign-out requirements which are set forth by Professional Associations (ASHA, AOTA, CDR, etc.) and used in the SOS Approach to Feeding's in-person conferences.
    - This information will be tracked and provided to each appropriate Professional Association to meet continuing education credit standards.
    - If the participant has not signed in, an SOS Conference Administrator will contact the participant to identify and problem-solve any potential technical issues interfering with login.
        - **If you are encountering any technical issues, we have support staff available to assist you. Please contact us at info@sosapproach.com or by texting or calling (720) 672-1143 as soon as possible.**
    - If the participant has not signed in and the issue is determined to be something other than a technical issue, an SOS Conference Administrator will work with the participant to determine a plan for resolving the issue.
    - Participants are REQUIRED to arrive on time for each day of the Conference and to attend the Conference in its entirety (see Attendance Policy above).

- **Conference participants will be expected to answer 7-10 Test Questions twice each day** to demonstrate an understanding of the materials presented.
    - Schedule of test questions
        - Beginning of Lunch (12:00 PM-12:15 PM)
        - End of the day (5:00 PM-5:15 PM).

    - Tests will be administered via the SOS Test Dashboard. Participants will receive a link to the Test Dashboard in their Conference Welcome email. At the start of Lunch and at the end of each Conference Day, the participants will need to open the Test Dashboard link to take their test. Participants are expected to submit their answers prior to starting their lunch break or leaving for the end of the day. Answers will be reviewed and scored by SOS Approach to Feeding Conference Administrators.
    - Participants who do not answer the questions for each section will be contacted by an SOS Approach to Feeding Conference Administrator to problem-solve any difficulties on the participant's part in answering the questions.
    - **To receive a Certificate of Completion (via email), participants must receive a passing score of 80% or higher on each of the tests**. If a participant does not pass after the second attempt, they will be contacted by an SOS Approach to Feeding Conference Administrator to identify next steps.

- **Participants will be expected to engage in Teaching Exercises as demonstrated and taught in the Conference.**
    - The Postural Stability Exercise will require you to sit in a typical office/kitchen chair.
    - The Breathing Exercise will require you observe one of the SOS Professors, as well as engage in a short, shallow breathing exercise yourself.
    - The Developmental Food Continuum/Oral-Motor Exercises will require you to follow an SOS Professor in practicing with and eating various foods. **THE FOOD REQUIREMENT**

LIST IS INCLUDED IN THE CONFERENCE WELCOME EMAIL, sent 2 weeks prior to the Conference start date.

- o The Food Hierarchy Exercise will require that you create and submit a Food Hierarchy to the SOS Professors.
- o The Steps to Eating Hierarchy Exercises will require you to play with food.
- o As part of this Conference, you will be seen and be able to see your colleagues participating in these physical exercises.

- **Conference participants will be expected to submit comments via the Zoom Chat Box in response to questions asked of them by the Speaker at least twice and up to four times daily. These Comments will include your reactions to the Teaching Exercises.**
  - o If participants do not submit a comment within 5 minutes, an SOS Approach to Feeding Conference Administrator will contact the participant to problem-solve any difficulties on the participant's part in providing their comments.
  - o Please make sure that you are monitoring your Chat Box and cell phone after Questions and Exercises in case a Conference Administrator is trying to reach you.

- **Participants will be required to have their computer camera on throughout the Live Stream Conference to help verify attendance and participation in the Teaching Exercises.**
  - o We certainly understand that you may need to step away from the Conference for a moment. However, please be aware that you will be missing important Conference materials if you are away from your computer and the Conference for more than a few minutes at a time. Therefore, we strongly encourage you to wait until the scheduled breaks if possible.

- **Participants must provide a contact number and email address WHERE YOU CAN BE REACHED <u>DURING</u> THE CONFERENCE to the SOS Conference Administrators in case a Conference Administrator needs to contact you.**
  - o If you register with your work phone number and/or your work email address and you will be NOT checking those numbers/email during the Conference, you will need to send a personal phone number and a personal email address to us at info@sosapproach.com. Please tell us what Conference you are planning on attending so we can make sure your information is logged in for the correct conference.

Please note, due to the extra time required for the participant comments and online format during this Conference, the SOS Approach to Feeding Online Conference is a <u>full 4 days</u> – Thursday (7:30 AM-5:00 PM) and Friday, Saturday <u>and</u> Sunday (8:00 AM-5:00 PM) MOUNTAIN TIME ZONE

VIEW FULL AGENDA BELOW

** Participants are expected to attend the conference and participate fully for the entire length of each day (7:30 AM to 5:00 PM Mountain Time on Day 1 and 8:00 AM to 5:00 PM Mountain Time on Days 2-4) in order to receive their Certificate of Completion, any continuing education credits, and/or to be allowed to use the SOS Approach to Feeding program. Participants will miss crucial information needed to be able to correctly use the SOS Approach to Feeding program if they come late or leave the conference early.