



23rd Annual

ACEC-SC/SCDOT Virtual Meeting

2020

Comprehensive Instructional Packet

Table of Contents:

First Time Login Instructions... ..	Page 2
How to Download the Zoom Computer Plug-In.....	Page 3
General Track Information.....	Page 4
FAQ's.....	Page 10

Contact Information:

If you cannot find the information you need in this packet, please email adam@acecsc.org or call (803) 771-4271 and ask for Adam Jones.

First-Time Login Instructions:

To participate in the conference and receive credit for your completed PDH, ensure you have registered and paid for the conference. If not, find it here:

<https://events.eply.com/2020ACECSCSCDOTMeeting3359939>.

1. You will receive an email to the address provided on the registration form.
Included will be a link that directs you to the conference platform.
2. **The email address provided on the registration form will be your username.**
Please set a password for your conference account. **We will not have access to this information, so please keep track of your login & password.**
3. To find the conference tracks, click on the icon in the upper left-hand corner (see image below).



- For Morning Session information, go to the “Morning Session Information” help section at the bottom of this document.

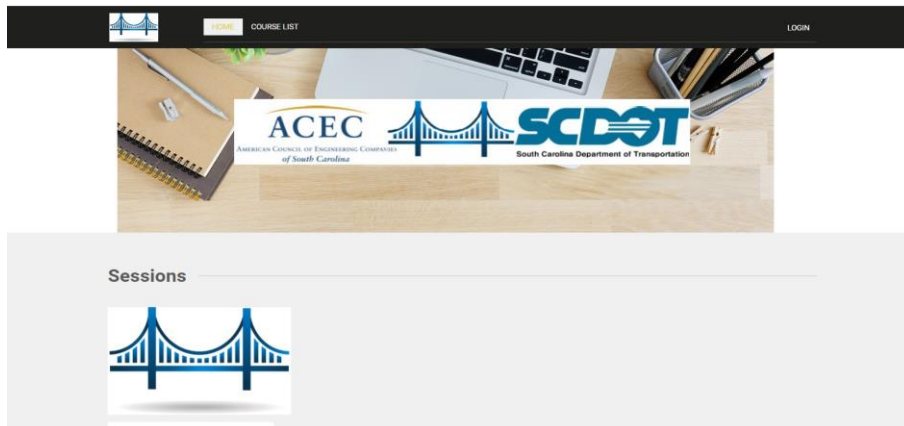
**Please take some time to familiarize yourself with the platform before the conference. Any questions should be directed to Adam Jones at adam@acecsc.org or (803) 771-4271.

How to Download the Zoom Computer Plug-In:

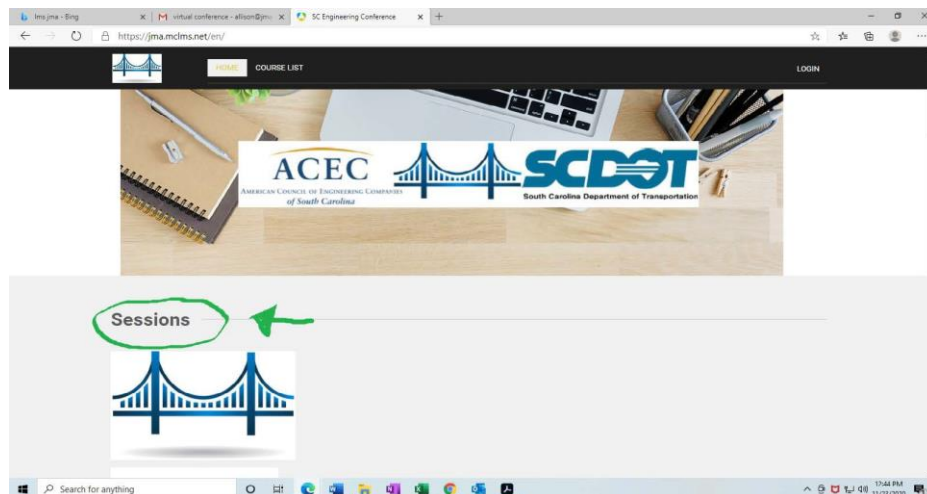
1. Click this hyperlink: zoom.us/download.
2. Choose the first download option, “Zoom Client for Meetings.”
3. Follow Zoom’s download instructions.

General Session Information:

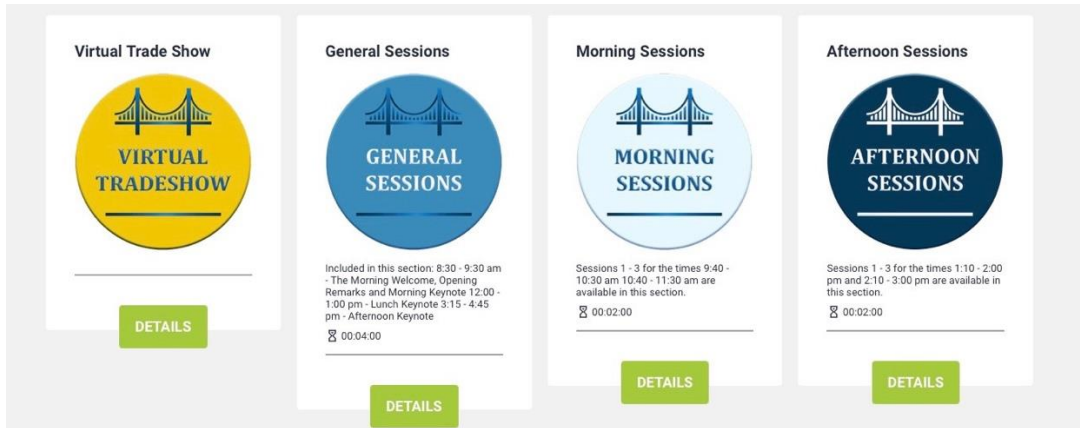
This is the homepage:



1. You can find the conference tracks on the homepage under the “Sessions” section beneath the home banner.



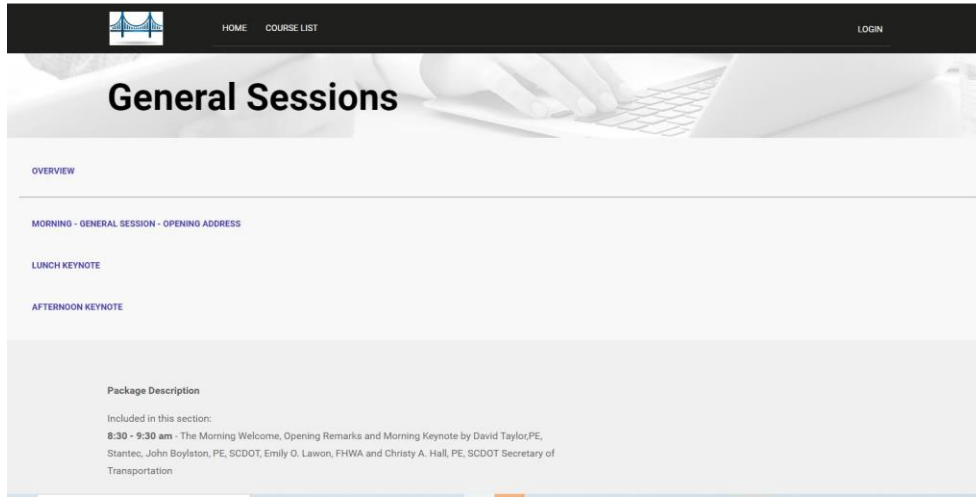
2. Choose your desired track by clicking on the green “DETAILS” button or the blue session button of the appropriate, corresponding track :
 - A. General Sessions include the Morning Welcome/Remarks/Morning Keynote, the Lunch Keynote and the Afternoon Keynote.
 - B. Morning Sessions include all 3 sessions before lunch starting at 9:40 AM.
 - C. Afternoon session include all 3 session after lunch starting at 1:10 AM.



*****You MAY switch between track subjects throughout the day.*****

For example, if it is the morning tracks and you want 2 classes from Track 2 but 1 session from Track 3, you may do so at the classes' designated times. However, you may not participate in two classes simultaneously if they are in separate tracks.

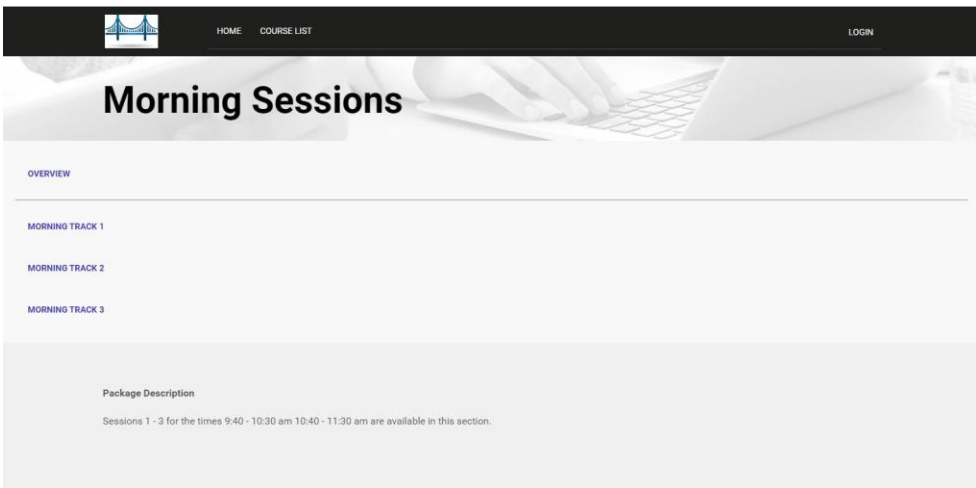
3. Once you have selected the session (General, Morning or Afternoon), pick the track you want to take, click on the blue title.



The screenshot shows the 'General Sessions' page. At the top is a black navigation bar with a logo on the left, 'HOME' and 'COURSE LIST' in the center, and 'LOGIN' on the right. Below the navigation bar is a header image of hands typing on a laptop with the title 'General Sessions' in large black font. The main content area has a light gray background and includes the following sections:

- OVERVIEW** (blue link)
- MORNING - GENERAL SESSION - OPENING ADDRESS** (blue link)
- LUNCH KEYNOTE** (blue link)
- AFTERNOON KEYNOTE** (blue link)
- Package Description**

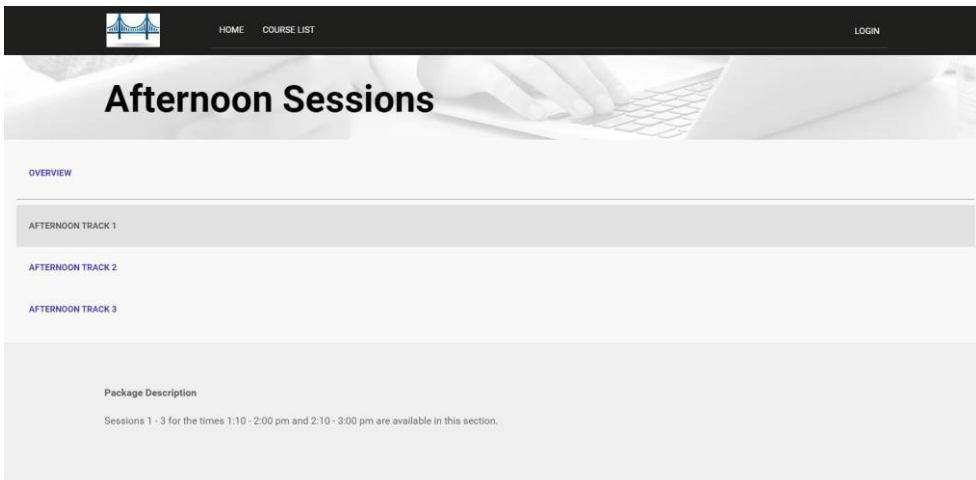
Included in this section:
8:30 - 9:30 am - The Morning Welcome, Opening Remarks and Morning Keynote by David Taylor, PE, Stantec, John Boylston, PE, SCDOT, Emily O. Lawton, FHWA and Christy A. Hall, PE, SCDOT Secretary of Transportation



The screenshot shows the 'Morning Sessions' page. It features the same black navigation bar and header image as the General Sessions page. The main content area includes:

- OVERVIEW** (blue link)
- MORNING TRACK 1** (blue link)
- MORNING TRACK 2** (blue link)
- MORNING TRACK 3** (blue link)
- Package Description**

Sessions 1 - 3 for the times 9:40 - 10:30 am 10:40 - 11:30 am are available in this section.



The screenshot shows the 'Afternoon Sessions' page. It features the same black navigation bar and header image. The main content area includes:

- OVERVIEW** (blue link)
- AFTERNOON TRACK 1** (blue link)
- AFTERNOON TRACK 2** (blue link)
- AFTERNOON TRACK 3** (blue link)
- Package Description**

Sessions 1 - 3 for the times 1:10 - 2:00 pm and 2:10 - 3:00 pm are available in this section.

4. Once you have selected an option, an itinerary will appear on your screen. Each will vary according to the classes the track has, but it will look like the below

image:

Morning - General Session - Opening Address

8:30 - 9:30 AM Opening Address	00:01:00 ↑
8:30 - 9:30 AM Opening Address	00:01:00
Assessment - Opening Address	

Course Details

- Table of Contents

****You MUST watch the entire video before you are allowed to take the assessment. Each completed assessment will earn you 1 PDH.**

5. Select the appropriate course. Please view the example below. Click on the 2nd time and course (below the heading).

Morning - General Session - Opening Address

8:30 - 9:30 AM Opening Address	00:01:00 ↑
8:30 - 9:30 AM Opening Address	00:01:00
Assessment - Opening Address	

Course Details

- Table of Contents

6. To join the webinar, click the hyperlink **which is in the same place for every course**.
 - a. Only questions sent in the CHAT function will be answered by the speaker.
While you are in the Zoom class, do not use the Q&A function and do not use the “raise hand” function, as the CHAT is the only place that will be monitored.
 - b. You are permitted to use background filters in the Zoom class, but any inappropriate misuse of this function will result in automatic dismissal from the course and you will not earn a PDH for the course in which the misconduct occurred.

The screenshot shows a course page for 'Afternoon Track 1' with the subtitle '1:10 - 2:00 PM Emergency Bridge Repair'. A green notification bar states 'Package was added to your account'. Below this, there is a section for joining the webinar. The Zoom link 'https://us02web.zoom.us/j/88244191597' is highlighted with a blue box and labeled 'hyperlink' in blue handwriting. The telephone number '+1 929 205 6099' is highlighted with a green box and labeled 'call-in option' in green handwriting. To the right of the join information are three buttons: 'NOTES', 'TABLE OF CONTENTS', and 'NEXT: ASSESSMENT'. The top navigation bar includes 'HOME', 'COURSE LIST', 'ADMIN DASHBOARD', and 'MY ACCOUNT'.

7. After the Zoom meeting, **make sure you hit the back arrow on your browser. Do NOT exit out of the screen or you will have to log-in to the conference webpage again on a new browser tab.**

8. Hitting the back arrow will return you to the page displayed in [step 6](#). On the right hand side of the screen, click the “NEXT ASSESSMENT” tab.

The screenshot shows a course page for "Afternoon Track 1" with the subtitle "1:10 - 2:00 PM Emergency Bridge Repair". The page features a navigation bar with "HOME", "COURSE LIST", "ADMIN DASHBOARD", and "MY ACCOUNT". A green notification bar states "Package was added to your account". Below this, there is a webinar link: "https://us02web.zoom.us/j/88244191597" and telephone information: "US: +1 929 205 6099". On the right side, there are three buttons: "NOTES", "TABLE OF CONTENTS", and "NEXT: ASSESSMENT". The "NEXT: ASSESSMENT" button is highlighted with a blue hand-drawn rectangle.

****You MUST watch the video ALL THE WAY THROUGH to be able to unlock the assessment.**

****If you do not finish the assessment completely and to the best of your ability, you will NOT receive your PDH for the course.**

9. Repeat steps 1-8 for each course you take.

FAQ's:

1. Where/when do I get PDH CERTIFICATES?
 - On Wednesday, Dec. 9, we will check to see who completed the assessments fully and to the best of their ability and begin processing the PDH. We will provide those registrants with a PDH, and they will be e-mailed to the recipient. You will receive your PDH by the following Friday
2. If, for some reason, I get dropped out of the session, what do I do?
 - If you are dropped from the session, please find the Zoom hyperlink located in the course description of the class from which you were dropped and rejoin the session. Also, check your internet connection to ensure that your wi-fi did not drop.
 - If for some reason that does not work, please give us a call at (803) 771-4271 and ask for Adam.
3. Do I have to answer questions at the end of the session?
 - **YES!** This is imperative. At the end of each Zoom session/video, there is an assessment you **MUST** take to earn your PDH. The assessment will be locked until you have completed the Zoom session/video. You **MUST** answer these questions fully and to the best of your ability to earn the PDH.
4. Is there a telephone number I can call if my system goes down or I have other problems?
 - Absolutely! Call (803) 771-4271 and ask for Allison or Adam.
5. May I go back and re-watch a session?
 - Yes, you may. The live videos will be recorded and posted to the

ACEC-SC platform (<https://jma.mclms.net/en/>).

6. Are there questions after the Keynote presentation?
 - Yes. After each session, including the Keynote presentations, there will be an assessment you have to take to earn your PDH. Please see [Question 4](#) for more details.

7. I already created my account, but I am having troubles logging in. I just input my login information, and the website is taking a very long time to load.
 - Please completely close out of the tab in which you have the platform open. Launch a new tab and go to the same URL (<https://jma.mclms.net/en/>). When the page loads, you should already be logged in to the platform under your account.
 - We are unsure why this happens, but we have reached out to the platform developers to alert them of the situation.

8. What do I do if I have a question for the speaker during the class?
 - Only questions sent in the “chat” function will be answered by the speaker. While you are in the Zoom class, do **NOT** use the Q&A function and do **NOT** use the “raise hand” function.
 - A member of the ACEC-SC team will always be in each course. At the end of the lecture, the team member will read the questions to the speaker.

9. REMEMBER – You must click on your session. It will not automatically begin.

****Don't see your question? E-mail adam@jma-associations.com or call (803) 771-4271 and ask for Adam.**