

## Conference Expectations & Instructions for Continuing Education and Certificate of Attendance

As we adapt the live-taught SOS Approach to Feeding Conference to an on-line streaming format secondary to the Coronavirus pandemic, we have created these Guidelines and Instructions to ensure that 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 on-line 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 (including a keyboard for typing).
- **You MUST be able to hard-wire your computer directly into the Internet connection via and 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/tablet 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.

**On Day 1, all Conference Participants will be required to sign onto the Webinar platform by 7:30am CENTRAL 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 online conference on schedule, please log into the 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.

- Conference participants are required to sign into the webinar platform 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 at 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 logged in, a Course 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.**
  - If the participant has not logged in and the issue is determined to be something other than a technical issue, a Course 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.
- **Conference participants will be expected to answer 7-10 Test Questions twice each day to demonstrate understanding of materials presented.**
    - Schedule of test questions
      - Beginning of Lunch (12:00-12:15pm)
      - End of the day (5:00-5:15pm).
    - Participants will receive Test Questions. Participants are expected to submit their answers prior to taking their scheduled break or leaving for the end of the day. Answers will be reviewed and scored by SOS Approach to Feeding Course Administrators.
    - Participants who do not answer the questions for each section will be contacted by an SOS Approach to Feeding Course 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 answer 80% of the Test Questions correctly. If a participant does not pass, they will be contacted by an SOS Approach to Feeding Course 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 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 WILL BE SENT TO YOU IN A SEPARATE CONFERENCE EMAIL.**
    - The Food Hierarchy Exercise will require that you create and submit a Food Hierarchy to the SOS Professors
    - The Steps to Eating Hierarchy Exercises will require you to play with food.
  - **Course participants will be expected to submit Comments via the 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.**
    - If participants do not submit a comment when prompted, an SOS Approach to Feeding Course Administrator will contact the participant to problem solve any difficulties on the

participant's part in providing their comments.

- **Participants will be required to have their computer camera on throughout the online conference to help verify attendance and participation in the Teaching Exercises.**
  - 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 course 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 preferred email address to the SOS and ERI Course Administrators in case a Course Administrator needs to contact you.**

**Please note, due to the extra time required for the participant comments and on-line format during this course, the SOS Approach to Feeding Online Conference is extended to a full 4 days – Thursday, Friday, Saturday and Sunday - 8:00 am – 5:00 pm. CENTRAL TIME**

**PLEASE FIND THE AGENDA IN THE COURSE BROCHURE**

**\*\* Participants are expected to attend the course for the entire length of each day (7:30am – 5pm Day 1 and then 8am to 5pm Days 2-4), in order to receive their Certificate of Attendance and their full CEU credits. 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 course early and/or if they step away from their computer for any extended length of time.**