

SEMINAR EVALUATION GUIDELINES TO QUALIFY FOR CONTINUING EDUCATION CREDITS

- Be sure you have the “Seminar Attendee Contact Information & Verification Form” filled out with all the pertinent contact information, including your email address. This should be available at the Registration Desk.
- We will use your email address to send you the electronic seminar evaluation, a week or two after the seminar. When you complete the electronic seminar evaluation, you will receive your certificate of attendance via your email. No electronic seminar evaluation, no certificate of attendance!
- You will need to have the “Seminar Attendee Contact Information & Verification Form” marked with a verification marker **TWICE** by the door monitors. The first time will be as you enter the seminar room in the beginning of the seminar, and the second time when you return from the mid-morning seminar break. The verifications are necessary to provide documentation of your actual attendance in the seminar. **The door monitors will be have ID badges marked “Door Monitor.”**
- Please make sure you come on time for your attendance to be validated. **If you are late for 15 minutes or more, your attendance will not be validated.** You may be allowed to attend but your “Seminar Attendee Contact Information & Verification Form” will not be validated.
- Please make sure you do not leave the seminar room while the session is ongoing, unless of course in the event of an emergency.
- *At the end of the morning seminar, you have to turn in the “Seminar Attendee Contact Information & Verification Form” to the door monitors.*
- **No certificates of attendance will be given onsite or if we did not receive the “Seminar Attendee Contact Information & Verification Form” at the end of the seminar. There will not be any exceptions to this rule – NO “Seminar Attendee Contact Information & Verification Form,” NO electronic seminar evaluation, NO certificate of attendance.**

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## **POSTER PRESENTATIONS EVALUATION GUIDELINES TO QUALIFY FOR CONTINUING EDUCATION CREDITS**

- Once you arrive and sign in at the registration desk of the seminar room, you will also be given a “Poster & Presenter Evaluation Form” which you will use when attending the poster presentations during designated times:

7:00 – 8:00 AM  
8:50 – 9:40 AM  
12:00 – 12:50 PM

- For each of the poster presentation that you will attend, you have to **make sure you have the presenter sign the last column of the respective author’s listing on the “Poster & Presenter Evaluation Form.”** There will be Poster Monitors who will remind the attendees and the presenters about verifying attendance in each poster presentation. Poster Monitors will easily be identified as they will have ID badges.
- **Complete the evaluation portion of the “Poster & Presenter Evaluation Form,” then print and sign your name. Make sure to write your email address. We will email you the Certificate of Attendance within the month after the seminar.**
- The total number of contact hours that will be awarded to you will be calculated based on the total number of poster presentations you have attended.
- At the end of the seminar, make sure to turn in your completed “Poster & Presenter Evaluation Form” to the Poster Monitors.
- **No certificates of attendance will be given onsite or if we did not receive the “Poster & Presenter Evaluation Form” at the end of the seminar. There will not be any exceptions to this rule – NO “Poster & Presenter Evaluation Form.” NO certificate of attendance will be emailed to you.**
- **There will be 8 poster presentations. We will be awarding a total of 6.5 CH for BOTH seminar and poster presentations. Here is the breakdown:**
  - **Podium Presentations - 2.9 CH (2 hours and 25 min.)**
  - **Poster Presentations - 3.6 CH (3 hours). We have 8 posters (0.45 CH per poster = 3.6 CH). If the attendee does not complete ALL 8 posters (as verified by the presenters), we can only award CH for those that the participant attended. Thus, if only 6 posters are attended and verified that will be  $6 \times 0.45$  CH or 2.7 CH. The total CHs this attendee will receive will be 5.6 CH (2.9 for the podium and 2.7 for the 6 posters).**

These are rules that we need to follow to document our compliance as provider of continuing education credits. Thank you for your understanding and cooperation.

Revised 7/20/15

UPNAAI Education & Research Committee