

EXECUTIVE ASSISTANT REPORT: JANUARY 28/29 2022

SCHED:

1. All sessions are in Sched.
2. SESSION TITLE CODING: This is changed from last year. Applies to live and pre-recorded sessions and is a quick way to determine that you will only have one chance to see this session.
! = Available once
** = Available during convention
30D = Available 30 days
3. FILTERS on the side will also help you find sessions that are live or pre-recorded and how long they will be available. There is also a filter for sessions that require you to purchase or gather materials.

MODERATORS:

1. When you search for the sessions you signed up for in the signup form, they will be sorted in the order they will be presented at convention from Thursday morning to Friday end of day. Please print the list and have it with you when you moderate.
2. Your name is listed as a moderator in the sessions in Sched this year
3. Please check your sessions in Sched to make sure your name is in all the sessions you are moderating. Just type your last name in the search box on the home page and all the sessions you are moderating should show up. This is a good way to find your sessions fast on the days of convention when you are moderating.
4. All sessions have moderators as of this morning, January 28th. Yeah!
5. It is very important that moderators are not late for their session. Apparently this was a problem last year according to Encore.
6. Update your Zoom program on your computer as some features will only work in the newest version.

EXHIBITORS:

Exhibitors who have registered so far are listed in Sched.