



Event Management: day of event, certificate distribution

In person event

Print out list of attendees from Eventbrite or provide a blank list to collect names / emails.

Attendees can either check their name from Eventbrite list or complete name / email address as they arrive.

This list is needed to verify attendance and for completion of contact hour certificate.

Then take a picture or scan this list and email to Tamara / APTA MA office.

Virtual option

Make sure that someone is the designated Zoom Host (separate instructions).

The presenter should be a co host to share screen.

The Zoom Host should monitor the chat / attendees.

Near the end of the session, host will put a link for the quiz into the chat that will direct the attendees to complete. Quiz link provided by the APTA MA office.

The quiz is to verify that virtual attendees were actually participating. The quiz questions do not need to be difficult.

The quiz needs to be completed by the virtual attendee within one week.

Certificate distribution

We are using a system to merge and email individualized certificates.

This will be done one week after the session.