

MESSAGE REGARDING SOUTHWEST MICHIGAN BEHAVIORAL HEALTH EVENT CALENDAR

Dear SWMBH Affiliates, Staff and Associates

These are overwhelming times to be sure, but we are all in this collectively. We are so proud to be part of an integrated healthcare system that gives each other hope, raises people up, and improves people's lives during these uncertain times.

We want to assure our community and give everyone peace of mind that we are doing everything we can to make SWMBH Trainings safe now and in the future. For this reason the trainings we are currently offering are utilizing Zoom.

Joining a Zoom Meeting/Training

- If you're new to Zoom, creating an account and getting familiarized with the tool's basic settings and features should be the first thing you do. Please visit <https://zoom.us/signup>
- **Virtual Participation:** You are expected to actively participate in the webinar. See below for additional information about virtual webinar recommendations and requirements.
- One week prior to the training, those registered will be sent an email with login details so you can view the webinar. Webinar links for the training will only be sent to those registered
- Recommend that you save webinar links in your calendar for easy access the day of the training.
- You must watch the webinar LIVE to receive credit for the training.
- Video camera must be on at all times. Telephone only option is not acceptable.
- Recommend that attendees log into the webinar waiting room at least 15 minutes before the training begins.
- Registration report will indicate arrival time (note for continuing education you must be logged into the virtual training within 5 minutes of the start of the training).
- Polls and/or quizzes will be randomly given with a limited time for attendees to response. This is required for continuing education.
- Internet: A strong internet connection is highly recommended. If your internet service is not able to stream videos, it will likely not be strong enough to support a webinar training. You will want a minimum upload speed of 5mbps.
- Training takes place in the time zone of its location and all agenda times reflect that.
- **Certificate Awarded:** After confirmation that you have fully participated in this training, completed the evaluation, your Continuing Education Certificate will be emailed to you within 30 days of the training.

