



Please review these guidelines for accessing and improving the performance of the Summit:

- Main time listed is Central time however, other time zones also listed for each activity.
- [Summit Webpage](#) –Provides complete instructions on breaks and scheduled events. There is no lunch break. There are 5-15 minute breaks scheduled between events to allow you to grab a lunch and continue with the program (link and password will be available on May 18).
- [SUMMIT PROGRAM BOOK](#) –You may use this as a guide including schedule & participants. The book includes links to organizations and workshop descriptions.
- [SUMMIT SCHEDULE](#) —The Summit Webpage will be updated daily for any last-minute changes.
- **LIVE PRESENTATIONS** (workshops, networking, Christian Formation Seminar & Policy Forum) will open in a zoom meeting format. You will simply click on a **Green Button**. The meeting room will open at the scheduled time. If you click onto the meeting before the scheduled time, you will be placed in a waiting room until the meeting starts. Please close all tabs and have only the CMCA Summit Webpage open. We recommend that you avoid using the internet for anything else while participating in the Summit.
- **PLENARY SESSIONS:** These are taped sessions livestreamed through a **Video Player**. **Click on the video Player** at the top of the Summit Webpage to view the livestream.
- **EXHIBIT HALL:** The virtual exhibit hall is open throughout the event...just click on a green button to access. You may also engage in a Live Chat with many of the exhibitors. See Summit Schedule Webpage for Chat times. **Participate in the LIVE CHAT drawing for a chance to win \$50-\$100 CMCA/IPM credit or Race to be the first to collect a CMCA Door Prize.** See Virtual Exhibit Hall for complete information.
- **PRAYER ROOM:** The confidential, personal prayer room is open Thursday night (8:15-9pm CT & Friday (2:30-3:30pm CT).
- **NETWORKING SESSIONS:** These sessions are designed to give you an opportunity to connect with others in your specialty area.
- **AUDIO/VIDEO NOTE:** For the Christian Formation Seminar & Policy Forum turn your audio and video off. Please keep your audio off (mics off) for workshop presentations unless the presenter tells you otherwise.
- **HELP:** If you need help with anything, there is a **CONTACT US box on the webpage** to email for assistance. You may also call 630-752-7085 for help during the event.
- **RECORDINGS:** Workshops and plenary sessions will be recorded and available later to summit attendees and posted at a later date on the CMCA Members section of the website.
- **ACCESS:** To test that you can open the Summit Webpage: www.cmcainternational.org and click on any of the green Summit buttons. If you can open these links, you should be able to open the links in the Summit Webpage. If you have trouble with the website, please close other tabs and try a different browser. *The CMCA website works better in Chrome or Firefox.*
- **SOUND:** Test your speakers and make sure they are turned on, with volume up around 60%. Make sure to know how to adjust the volume if you aren't able to hear a portion of the event.

Any questions? Contact: info@cmcainternational.org