International Conservation Education Conference 2021 Users Guide

Everyone who is registered for the International Conservation Education Conference will have an account set up in the ICE Conference site. This Users Guide provides instructions on how to log in and navigate the site. **Save this guide for future reference!**

To access the IZE Conference site, go to https://collabornation.net/login/iceconference2021

Login with your email and the password **icec2021**

IMPORTANT! If you already have an account in another site (like San Diego Zoo Global Academy or the 2020 IZE Conference), then you will login with your email and your regular password. You will then be able to **use the drop down menu at the top right of your screen (where the person icon is) to "select a site" and choose ICE Conference 2021.**

What's the best way to get started?
We suggest reviewing each of the following locations on the site to familiarize yourself with the conference program:

- o Events
- o Course Catalog
- o My Courses

(See details on Page 2.)

Navigating the Menu Bar on the Left:

Events: Clicking here lists the full conference schedule, in start to finish order. You can click any session to read the session description. The times listed on the schedule as you see them are correct for the time zone you are in.

Session Descriptions:
- o   Descriptions contain information about each presentation and the presenter(s).
- o   Select the red REGISTER button to add a session to your My Courses list.

Course Catalog: Here you'll again find each conference offering.

- o   Click any "course" to see the description.
- o   On the drop-down menu, next to the SEARCH button, choose Date (Old to New) arrange the presentations in order, from start to finish.
- o   "Show Categories" will allow you to filter for different types of sessions, workshops, specific tracks, or social gatherings.
- o   Search allows you to search for a word in presentation titles.
- o   From the Course Catalog page, click "Register" on any of the sessions. Then scroll down and select the red REGISTER button again.   (This is an alternative to registering through the Events page.)

My Courses: Sessions you have registered for will appear in this section. Registering in advance for the sessions you plan to attend will make it easy to join at the appointed time.
- o   Registering also allows your speakers to better prepare by knowing how many people to expect.
- o   You may register for any and all sessions and workshops—all are included in your conference registration.

IT'S GO TIME! HOW DO I JOIN THE SESSIONS?
See Page 3 for instructions.

Attending a Session:

To join a conference session, click the link at the top of the main program page that says JOIN LIVE CONFERENCE SESSION

JOIN LIVE CONFERENCE SESSION

- Presenters and attendees will all use the same Zoom link.
- A conference host will set the controls so that presenters can share their screens.
- Note that the Zoom link may change throughout the conference; it needs to periodically be reset.
- If you find yourself unable to access the Zoom room, we suggest logging out, and back in… then clicking the Zoom link once again.
- If you continue to have problems, please email izeaoffice@gmail.com and copy ASchultz@sandiegozoo.org

Presenting a Session:

- Presenters will follow these same instructions as above to join their sessions, but are asked to log in 15 minutes ahead of their presentation time.
- A conference host will be expecting you and will private chat a message to confirm you are ready.
- If another session is still underway, please wait.

Viewing Recordings:

All sessions will be recorded for later viewing. To view recordings, click on Resources in the menu bar to find the corresponding url. It may take up to a week after the conference has ended for the recordings to appear.

Downloading a Certificate:

You may choose to download a certificate of completion for any sessions you attend. Certificates can be accessed at any time from your My Courses page. Find the course and then click on the Certificate button to view your certificate. Certificates can be saved as a .pdf file to easily share your accomplishment.

Additional Support

Logging in:
https://support.cypherworx.com/support/solutions/articles/4000114833-logging-in-to-your-account

Forgot your password:
https://support.cypherworx.com/support/solutions/articles/4000114266-forgot-your-password-or-email

Logging out:
https://support.cypherworx.com/support/solutions/articles/4000114789-logging-out

Switching sites:
https://support.cypherworx.com/support/solutions/articles/4000114780-switching-sites

Accessing resources:
https://support.cypherworx.com/support/solutions/articles/4000115157-accessing-a-resource

Viewing certificates:
https://support.cypherworx.com/support/solutions/articles/4000114848-earning-and-viewing-a-certificate