



# DISABILITY POLICY SEMINAR

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## TABLE OF CONTENTS

*\*The table of contents is interactive. If you click on a title/subtitle, the page will jump to that section of the document.\**

<b>EVENT PLATFORMS.....</b>	<b>2</b>
<b>EVENTSCRIBE WEBSITE.....</b>	<b>2</b>
Pre-recorded Sessions .....	<b>3</b>
Schedule Planner .....	<b>3</b>
Connect with other Attendees.....	<b>4</b>
My Experience Card.....	<b>4</b>
<b>ZOOM.....</b>	<b>4</b>
Test Equipment.....	<b>5</b>
<b>ACCESSIBILITY INFORMATION.....</b>	<b>5</b>
<b>VIRTUAL HILL VISITS.....</b>	<b>6</b>
<b>FACT SHEETS AND PLAIN LANGUAGE TALKING POINTS .....</b>	<b>6</b>
<b>FREQUENTLY ASKED QUESTIONS.....</b>	<b>7</b>
<b>REGISTRATION.....</b>	<b>7</b>
<b>EVENT PLATFORMS.....</b>	<b>7</b>
<b>HILL VISITS .....</b>	<b>9</b>



# DISABILITY POLICY SEMINAR

AAIDD • ASA • AUCD • NACDD • NDSC • SABE • TASH • The Arc • UCP

## Participant Guide

Thank you for registering for the 2021 Disability Policy Seminar. We've put together a participant guide to help you navigate the event platforms.

### Event Platforms

- **eventScribe Website** – this is where you will find the pre-recorded sessions, live sessions, and other conference materials. All attendees are required to log in using their email address and access key. An access key was sent to the email address used to register for this event. If you cannot find your access key, you can click on “**Forget Access Key**” or send an email to [events@thearc.org](mailto:events@thearc.org). You cannot join the live sessions, watch the pre-recorded sessions, or connect with other participants if you are not logged in.
- **Zoom** – we will be using Zoom for all live sessions. Please be aware that all sessions listed are in Eastern Time.

### eventScribe Website

1. An access key will be sent via email to the email address used to register for the conference. The email will come from [events@thearc.org](mailto:events@thearc.org).
2. Click on the link within the email and log into the system.
3. When you first log in, you will be prompted to read the privacy notice and give your consent.
4. Create your account profile. We recommend filling out as many details as possible if you are interested in networking with other attendees.
5. Once your profile is created, you can begin exploring the conference website!



# DISABILITY POLICY SEMINAR

AAIDD • ASA • AUCD • NACDD • NDSC • SABLE • TASH • The Arc • UCP

## Pre-recorded Sessions

Four pre-recorded sessions will be available to view two weeks before the virtual conference begins. They are available to watch at your convenience. Questions for the presenters? Please send them to [events@thearc.org](mailto:events@thearc.org).

## Schedule Planner

This comprehensive planning tool should be your primary source for information regarding the event schedule and session details. The online planner lets you:

**Quickly Find Sessions** and browse session descriptions.

**Customize Your Schedule**, add sessions to your plan.

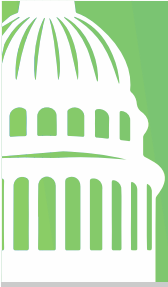
**Add your customized conference schedule to your Calendar**, or email/print it.

### To add a session to your personal schedule:

1. Click on **Presentation** in the left navigation menu or the **Full Schedule** tile to begin browsing the event content and creating your personal conference experience.
2. You have to favorite the session. To favorite a session, click on the session title and then click on **Favorite**, which is located at the top left corner of the session window).

### To access your personal schedule:

1. Click on the arrow next to your name (top right corner of the screen).
2. Select **My Schedule**. There you will find all of your favorite sessions and attendees.
3. To add your personalized schedule to your calendar, click on **Export to Calendar** (located in the top right corner).



# DISABILITY POLICY SEMINAR

AAIDD • ASA • AUCD • NACDD • NDSC • SABLE • TASH • The Arc • UCP

## Connect with other Attendees

If you opt to share your profile, you can chat with other attendees. Click on the **Connect** tile on the home screen or click on **Connect with Attendees** on the left navigation menu. There you will find a list of attendees who chose to share their profile. Select the attendee you would like to contact and click on email or chat to connect with the attendee. You can also favorite the attendee by clicking on the star next to their name. If you are not online when an attendee message you, you will be notified by email that someone sent you a message while you were offline.

## My Experience Card

You can use this page to customize your experience. You can do the following on the **My Experience Card** page:

- Edit your profile
- View your personal schedule
- View a list of attendees you've favorited and communicated with
- Contact technical support
- Run a test on the eventScribe website to make sure it is running correctly on your device
- View a list of frequently asked questions

## Zoom

We will be using Zoom to host the live sessions. The general and concurrent sessions will be in listen-only mode. This means that you cannot unmute yourselves or turn on your video. You will, however, be able to turn on your videos during the DPS Town Hall and Networking Social Hour. For more information on how attendees can best utilize Zoom, take a look at this [Zoom platform guide](#). Attendees can stay engaged by using the chat, raise hand, and Q&A functions.



# DISABILITY POLICY SEMINAR

AAIDD • ASA • AUCD • NACDD • NDSC • SABE • TASH • The Arc • UCP

## Test Equipment

Test your equipment before you join the live sessions. For the best attendee experience, we recommend using a desktop or laptop. For the eventScribe platform, click on the **System Check** tile, located in the **My Experience Card**, which you can find on the left navigation menu. You can also test your internet connection and get familiar with Zoom before the sessions by joining a [test meeting](#).

## Accessibility Information

For all sessions, we will provide:

- Closed captioning
- American Sign Language

Want to learn more about what to expect for virtual DPS? Check out these resources for participants:

[Video - Virtual Event Access & Inclusion Guidance for Participants](#)

[Slides - Virtual Event Access & Inclusion Guidance for Participants](#)

[Transcript - Virtual Event Access & Inclusion Guidance for Participants](#)

Visit the [Zoom platform guide](#) to learn how to turn on closed captions and adjust your video layout to see the ASL interpreters and speakers.



# DISABILITY POLICY SEMINAR

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## Virtual Hill Visits

DPS Virtual Hill Day participants will be organized ahead of time into state-based delegations and will be invited to attend virtual meetings with your state's Senators and U.S. Representatives. These meetings will be planned in advance by designated state leaders, and DPS Virtual Hill Day participants will be provided with advocacy materials and training opportunities as part of DPS.

The state captains will receive an updated registration list with all of the participants from your state, and the role of the state captain is to schedule the virtual meetings with the Members of Congress and meet with the delegation to confirm who will speak and what will be discussed. Once the meetings are confirmed, the state captain will send the delegation the meeting information.

## Fact Sheets and Plain Language Talking Points

The DPS partner organizations created fact sheets and talking points for participants to use during the meetings with their Members of Congress. The fact sheets are on the following topics:

- ABLE Age Adjustment
- Community Living
- Criminal Justice
- Education
- Social Security

The fact sheets can be found on the [conference website](#). The plain language talking points and glossary of terms to accompany the fact sheets will help explain the topics and can be used for preparing for the Hill Visits but are not for public distribution.



# DISABILITY POLICY SEMINAR

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## Frequently Asked Questions

### Registration

**1. How do I register for the Disability Policy Seminar?**

- a. [Click here](#) to register for the virtual conference. Please be prepared with your payment information prior to starting registration. You can find the accepted payment methods [here](#).

**2. Is there a cost to attend this conference?**

- a. Yes, there is a registration fee. The registration fees are:
  - i. Self-Advocate - \$135
  - ii. Standard - \$225

**3. Is there a registration deadline?**

- a. There is no registration deadline. However, if you cannot attend the live sessions and would like to access the session recordings, you must register by **Thursday, April 22<sup>nd</sup>**.

**4. Who do I reach out to if I have questions about the event?**

- a. Please reach out to the DPS Events team at [events@thearc.org](mailto:events@thearc.org).

### Event Platforms

**5. How do I log into the virtual platform to access the sessions and conference materials?**

- a. [Click here](#) to access the virtual platform.
- b. Login using your email address and access key.



# DISABILITY POLICY SEMINAR

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## 6. What if I don't want to network with other attendees?

- a. When creating your profile, you have the option to hide your profile from other attendees. If you decide that you would like to network with attendees, you can go back into your profile and make the change.

## 7. How do I attend the live sessions?

- a. The link to join the live sessions can be found within the schedule. Select the session you want to attend and click on “**Live Stream.**” If the session is greyed out, that means the session has not started yet. If the button is not there, that means the session is over.

## 8. How do attendees participate during the live session?

- a. The [Zoom platform guide](#) will explain how attendees can participate in the live sessions. You will find helpful information about the features of the platform.

## 9. What is the attendee capacity in the live sessions?

- a. The platform can support up to 1,000 attendees in the live sessions.

## 10. I received a notification that the session has reached capacity. How can I watch the session?

- a. If the session is at capacity, you can watch the recording on-demand.

## 11. When will the sessions become available on-demand?

- a. The sessions will become available on-demand on Thursday, April 29, 2021.

## 12. How do I access the recordings after the event?

- a. To access the recordings, go to “**Full Schedule,**” select the session that interests you and click on “**Video.**”





# DISABILITY POLICY SEMINAR

AAIDD • ASA • AUCD • NACDD • NDSC • SABE • TASH • The Arc • UCP

**13. Are there slides for all of the sessions?**

- a. No, not all sessions will have slides.

## Hill Visits

**14. How are the Hill Visits scheduled?**

- a. There are state captains that have been designated to organize and schedule the hill meetings. The state captains will request and schedule virtual meetings with your Members of Congress. They will also organize a call with the state group to decide in advance the agenda for the hill meeting. Once the meetings are confirmed and scheduled, your state captain will provide the meeting information.

**15. When will I hear from my state captain?**

- a. Your state captain will reach out to you prior to April 16<sup>th</sup>.

**16. Where can I find tips and resources for the Virtual Hill Visits?**

- a. You can find tips for the Virtual Hill meetings on the [conference website](#).