

# Securities Regulation Institute

JANUARY 25-27, 2021

## ATTENDEE FREQUENTLY ASKED QUESTIONS:



### PROGRAM DETAILS

#### Q. Where do I go to view the sessions?

- A.** All sessions will be held in the auditorium. To access, click the corresponding icon from the menu at the bottom of your screen. Each session will start at the time specified in the agenda (PST). To view a list of available sessions, select **Click to View Sessions** in the center screen. When a session is available, a play or launch button will appear to the left of the title. Click on the button to view the session. To enlarge the video, click the arrows in the lower right-hand corner.

#### Q. I can't view a session. What do I do?

- A.** Make sure your screen is properly calibrated by selecting **Screen Calibration** from the rotating banners at the bottom of your screen. Adjust your screen until the white brackets are fully visible, then click the link in the calibration guide or any menu button at the bottom to rejoin the Institute. You may also run a test here to ensure your computer and connection are ready to view the event and all of its presentations: <https://virtualdestinations.6connex.com/event/TheWayToDoVirtual/system-check>.

#### Q. When/how will I receive my materials?

- A.** Materials from each session will be available for download. In the auditorium, select **Click to View Speaker Bios and Materials** just below the center screen. Once there, click the **View** tab to view PDFs or click the briefcase icon on the right to save them to your attendee profile for later reference or download.

#### Q. How can I connect with fellow attendees?

- A. One-on-One Chat:** Click on the **Attendees** icon in the main menu at the bottom of your screen. Make a selection from the list of attendees or narrow your search using the **Advanced Search** option. Once you've found the person you're looking for, click the green chat icon to the right of his or her name to start a conversation.
- A. Networking Lounge:** Join your fellow attendees in the Networking Lounge for lively interactions throughout the program. To access, select the icon from the main menu at the bottom of your screen. Once in the lounge, click on the main screen on the right to join the public chat. Please be respectful of your fellow attendees and notify us immediately if any offensive content is posted.

#### Q. How do I edit my contact information or add a photo to my user profile??

- A.** Hover your cursor over the ⚙ icon in the upper right-hand corner of your screen. Select **Edit Registration Info**. Here you may edit your name, title, company, and/or city/state. To add a photo, scroll down to **Profile Image** and choose the photo you want to use. Click **Submit** to save your changes.

#### Q. I am unavailable for a particular session. Can I watch it later?

- A.** Yes. All program sessions will be available for on-demand viewing for 30 days after the program concludes. Attendees will access the on-demand content using the same login information as the live event.

**Q. I have a question regarding a pre-recorded or on-demand session. How can I contact the speaker(s)?**

**A.** If you have a question outside of a live session, please contact Northwestern Law at [professional-ed@law.northwestern.edu](mailto:professional-ed@law.northwestern.edu), and we will assist you with your inquiry.

**Q. Can I share access to the event with my colleagues?**

**A.** Registration for the 2021 Securities Regulation Virtual Institute is for all three days of the event for one individual. Shared registration is not available. Please do not share your login information for either the live event or on-demand viewing. CLE credit will only be offered to the official registrant linked to your contact record.

## MCLE

**Q. Is this course approved for continuing legal education (CLE) credit in my state?**

**A.** CLE credit is available for participants in most states with mandatory CLE requirements. Northwestern Law has submitted applications for states requested during the registration process; some approvals may be pending. Specific questions about your state's approval status may be directed to [professional-ed@law.northwestern.edu](mailto:professional-ed@law.northwestern.edu).

**Q. How will my CLE hours be calculated?**

**A. Live Event:** We will send you an attendance log via email. Please confirm which sessions you attended and for how long; you may use a single form to request credit in multiple states. Based on your attendance and the approvals from the state(s) in which you are licensed, we will determine your earned credit hours and email you a certificate of attendance within 30 days.

*If you do not submit an attendance log, we will assume you are not seeking CLE credit and you will not receive a certificate of attendance. CLE forms received more than 30 days after the program may not be eligible for credit.*

**On Demand:** Attendees seeking credit for on-demand viewing should request a separate CLE form. Email [professional-ed@law.northwestern.edu](mailto:professional-ed@law.northwestern.edu) for assistance.

**Q. Will I be asked to evaluate the program?**

**A.** Yes. As a condition of its MCLE accreditation, Northwestern Law is required to solicit feedback from participants evaluating the efficacy of program content, speakers, and formatting. Attendees will receive an evaluation via email towards the end of the event. Submitted answers will be utilized by the planning committee to shape future Institutes but will not be shared publicly.

**Q. Do you offer Continuing Professional Education (CPE) credit for accountants or any other type of continuing education certification?**

**A.** We are only offering continuing legal education (CLE) credits for this event. However, we can issue you a CLE certificate of attendance which may be used to self-apply for other types of continuing education credit.

## STILL HAVE QUESTIONS?

Click on the **Registration Desk Live Chat** icon above, and a Northwestern Law team member will assist you.

Click the **Technical Support Live Chat** icon for troubleshooting or other system-related issues.