

# ISM Web Seminar Participation Details and Instruction

Last Updated: Wednesday, April 27, 2011

Each month ISM Sponsored Web seminars provide supply professionals convenient and timely Web seminars on the many components of supply management. These events are intended to help in professional development, recertification efforts and for nonmembers to become more familiar with ISM and the benefits that come with membership. As an added bonus, attendance of these live events can qualify participants for one (1) Continuing Education Hour (CEH) through ISM.

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## The Registration Process

ISM distributes promotional emails to all past participants, Direct and Trial members, and a random sampling of individuals from the ISM database. Emails are sent to these individuals three or more times for each event, regardless of registration. These emails serve as reminders and for opportunities to forward to colleagues who may not be aware of the event.

## Individual Registration

Most attendees of ISM Sponsored Web Seminars view these presentations on an individual basis. To register, just follow the link to the registration page, fill out the requested information and submit. You will receive a confirmation email from ISM's Web provider, ON24.com.

## Group Registration

A significant number of ISM Sponsored Web Seminar attendees view these presentations in a group atmosphere. All attendees who wish to view with a group are required to register individually, and also provide the email address for their Group Leader, under whose registration they will use to view the event (graphic below appears on the registration page). This information is used to confirm your group attendance and is critical if group members expect their attendance to be recorded.

**Note:** If you have not identified a Group Leader, input your own email address. This will give you the option to either participate individually if no group can be organized, or become your organization's group leader for your colleagues to cite when they in turn register.

Do you plan to view this presentation with a group? If so, please provide the Group Leader's email address under which you will be viewing the event.

**Note:** As of April 1, 2010, all ISM Web Seminar registrants will be required to register individually for each online event in order to receive CEH credit. Those wishing to view presentations with a group, must register individually and also provide the registrant's (Group Leader) email address under which you will be viewing the event.

This process effectively ends the practice of having those registered for the event being asked to print out multiple copies of CEH documents for each attendee who may have viewed the presentation in a group but did not register for the event. While it is true that some additional preparation will have to be made by attendees, this process will aid ISM in better identification of attendance.

## On the Day of the Event

Within 24 hours prior to the event, ON24 will send a reminder email to registrants with a direct link to enter the presentation. Individuals may use this link, or any of the links provided from ISM's promotional emails. (Upon registration, ON24 records individual pc addresses. Upon return, the ON24 system will recognize these addresses and let registrants automatically into the event). However, if you wish to view the presentation from a different PC from which you registered, input the URL address that you received from ON24's reminder email or any of the links provided in ISM promotional emails. This will bring you back to the original registration page. There you must input the email address that you used in your original registration (graphic below appears on registration page) for the ON24 system to recognize your registration.

**Note:** Those wishing to view in groups or from a different location from where they originally registered will use this feature exclusively.

**If you have previously registered for this event, please login below:**

Email

LOGIN

**Note:** For any problems experienced in connecting to or experienced during the event, either call ON24 Technical Support at 1-866-833-2812, or select the "Help" button located at the bottom of your Web presentation screen.

### Requirements

All individual and group participants must be logged-into the event for at least 50 minutes to qualify for CEH credit. Those who wish to view within a group must ensure their Group Leader is logged-into the event for at least 50 minutes in order for each group member to qualify for the CEH credit.

### After the Event

Within 24 hours after each Web event, ISM online provider, ON24, will send a post-event email. This email will say "Thank you for attending" or "We are sorry you could not attend." This email will also provide all who originally registered a link to the archived version of the event. It is important to note that a link to the archived version of the event will also be available on ISM's Web site within 14 business days after the event at <http://www.ism.ws/Seminars/WebSeminars.cfm>.

**Note:** All group participants who register and then view with the group under your group leader's registration will receive a "We are sorry you could not attend" email. **Please disregard this.** It only signifies that you did not use your individual registration to view the presentation. You will be given credit for your attendance if: 1. You remember to input your Group Leader's email address at registration; and 2. The group itself remains in the event for at least 50 minutes.

### Post Event Documentation

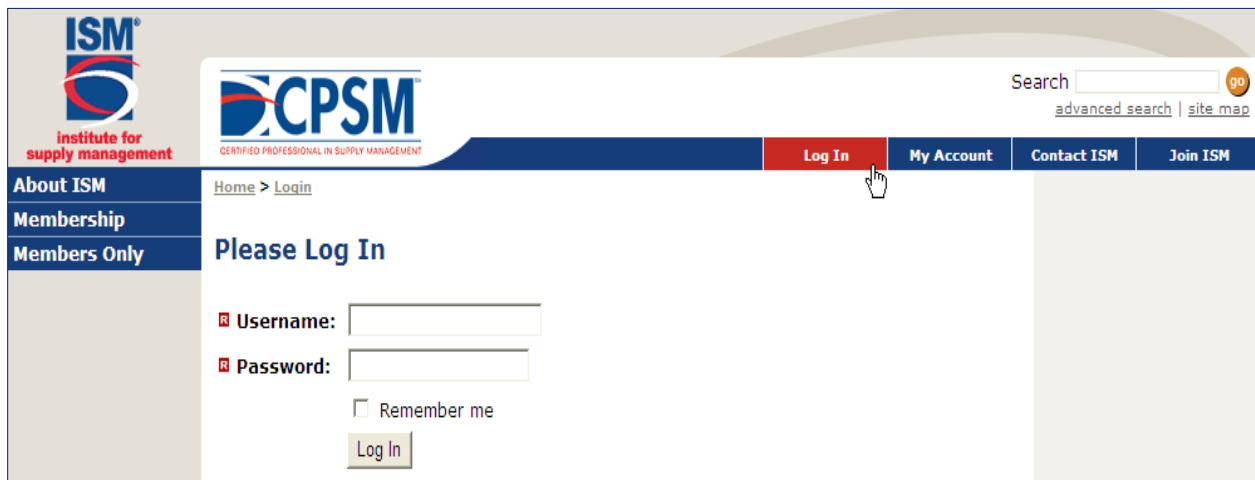
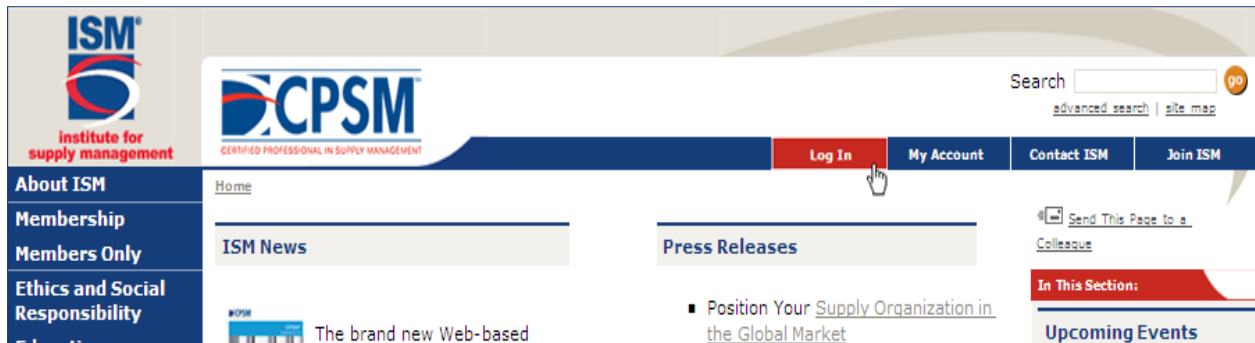
Within 10 to 14 days after the event, all qualifying participants of ISM Sponsored Web Seminars will receive an email from ISM with a secured link to your CEH. This CEH is given for your live attendance of the Web Seminars. NO CEH credit is given for viewing archived events. For this secured link to work you

must be logged-into ISM's Web site at [www.ism.ws](http://www.ism.ws). The login is on the home page on the top horizontal navigation bar.

**Note:** To prevent communication emails from going into your Junk or Spam folders, ISM recommends that you place [www.ism.ws](http://www.ism.ws) and [www.ON24.com](http://www.ON24.com) on your safe domain list. Additionally, please place [ISMINFO@ism.ws](mailto:ISMINFO@ism.ws) on your safe senders list.

For members, your login information is made up of your full ISM ID# as your Username, and your last name as the Password. If you don't have or know your ISM ID#, you will need to contact ISM Customer Service at 800/888-6276, option 8.

For nonmembers, if you've never logged-into ISM's Web site, you will be asked to create a username and password. After your initial log-in, you can personalize your login information by selecting the "edit your login information" link.



**Note:** Finally, ISM policy requires all participants of Sponsored Web seminars to keep track of their own Continuing Education Hours earned through these events. The CEH certificate document is proof of attendance for recertification purposes. ISM suggests that Sponsored Web seminar attendees keep both electronic and paper copies of CEHs earned in preparation for recertification. For additional information on the ISM Web Seminar process, contact Kristen Moreno at 800/888-6276, extension 3110 or email [kmoreno@ism.ws](mailto:kmoreno@ism.ws).

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