

Second Annual Richard L. Simpson Conference on Autism | October 10 & 11, 2019 Instructions to Track Sessions for a Certificate of Attendance using CEU Helper

1. Sign-up for an account & download the app at <https://ceuhelper.com/info>
 - Track the session you attend on your mobile/tablet device. CEU Helper is a web/mobile application for obtaining and tracking the sessions you attend.
 - To Register include: email, create password, name, agree to Terms of Use & Privacy Policy.
 - Search for our conference - **Second Annual Richard L. Simpson Conference on Autism**
 - It will ask if you would like to start collecting CEs. This is CEU Helpers term for what MSLBD will record as “clock-hours” on your Certificate of Attendance.
2. To check in and out of events:
 - From the Home Screen – click “browse & check in”
 - Select “All” to see the events/sessions at the 2019 Simpson Autism Conference
 - Search for the sessions you want to attend and “bookmark” them using the arrow (>) to the right of the event/session you want to attend.
 - Remember on Friday Breakout sessions repeat, so be sure to select the correct “Set I-IV” and then look for the session ID.
 - Once you arrive in the room for your session. Look for the MSLBD Committee Members, they will direct you to the QR code to be scanned.
 - Click on the Green “Check-in” on your device and scan the QR Code.
 - At the end of the session, click the Red button on your device and scan the “Check-out” QR code. Do this at the start and end of each session you attend.
3. Be sure to sync your sessions through the conference.
4. At the end of your time at the conference (typically on Friday):
 - Click **“Leave the Conference”** after you are done attending events and are leaving the conference (i.e., you’re not coming back the next day). You will need internet access to “Leave the Conference”. This will make sure all your CEUs are synced. You should receive a CEU certificate via email by October 31 (remember to check junk email folders).

What if I don’t have a mobile device or don’t want to use CEUHelper?

If you do not have a mobile device, or you do not want to collect BCBA CEUs with CEUHelper, then stop by the registration desk at the conference to pick up your paper tracking form. MSLBD Committee Members or the Presenter can sign your form.

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Certificate of Attendance Session Tracking Worksheet

Electronic Tracking is available with "CEU Helper" App. Search for Second Annual Richard L. Simpson Conference on Autism

Name: _____ Email: _____

ATTENDEES REQUESTING A CERTIFICATE OF ATTENDANCE MUST RETURN THIS FORM AT THE END OF THE CONFERENCE.

Please send me a Certificate of Attendance, I understand my certificate will show the sessions I attended and the clock hours session was scheduled.

I used CEU Helper App to track my sessions

I tracked my session below

Print all information clearly. A "Certificate of Attendance" will be emailed to you by October 31. This form will not be returned. Attendance Letter will only list those sessions where the MSLBD Committee Members or Presenter has signed the worksheet. If you arrive late to a session or leave early, please note the time of your arrival or departure.

Thur, Oct 10, 2019 | Keynote 1 and Workshop Sessions

Time	Presenter(s)	Session Number & Session Title	Room Volunteer Signature
Workshop 9:00 – 11:30 AM		WS #___	
Keynote 1 12:15 – 1:15 AM	Panel Session	Nothing About Us Without Us: Perspectives of Autistic Self-Advocates	
Workshop 1:30 – 4:00 PM		WS #___	

Fri, October 11, 2019 | Keynote 2 and Breakout Sessions

Time	Presenter(s)	Session Title	Room Volunteer Signature
Keynote 2 8:30 – 9:30 AM	Dr. Brian Boyd	Beyond the "ABA vs. Eclectic Debate": Why are We Making this so Complicated?	
Breakout Set I 9:45 – 10:45 AM		BS #___	
Breakout Set II 11:00 AM – 12:00 PM		BS #___	
Breakout Set III 1:15 – 2:15 PM		BS #___	
Breakout Set IV 2:30 – 3:30 PM		BS #___	

If you need a copy of this worksheet consider taking a photo before returning to MSLBD Conference Desk.

Please Print Clearly