



Online Conference Guide

Institute in Educational Fundraising

August 25 – October 20, 2020

Conference Overview

We're glad you can join us for this special online Institute designed specifically for newcomers in educational fundraising. You will learn from experienced [faculty leaders](#) to broaden your perspectives and sharpen your fundraising skills.

Conference Login Details

1. **Visit** the [Institute in Educational Fundraising Online Conference](#) page to access the live sessions and resources. Note: This platform is an independent site that is separate from case.org.
2. **Login** with the email address you used to register
3. **Enter the password** CASEIEFR2020

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CONFERENCE HOME | AGENDA | ENGAGEMENT CENTER | CONFERENCE RESOURCES | FAQS/HELP

Hello!
lichy@case.org
.....
LOG IN

Need Tech Support?

CASE Online Conferences
A program of CASE On Demand
case.org/ondemand

The expertise you value—delivered digitally

October 9, 2020
Advancement Summit for Life Sciences

December 8-9, 2020
Regular Giving

Technology FAQs

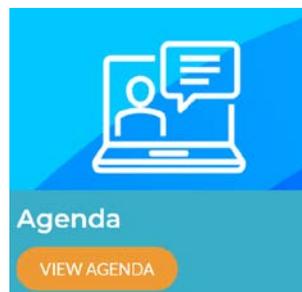
What internet browser should I use to participate?

Please do not use Internet Explorer or Mozilla Firefox to access the virtual conference site or sessions. Those browsers do not function properly with the site. We have found much better connectivity with Chrome, Safari or Edge.

Make sure your internet browser is up to date and that you have disabled pop-ups blockers in your Internet browser settings. To confirm your system is compatible with the Zoom platform, please take the following browser test before the conference starts: <https://zoom.us/test>

How do I access the sessions?

Once logged in, you can access any of the sessions by clicking on the "Agenda" in the top menu bar or button on of the home page of the online conference site to access weeks 1-4.



From there, click on the current session title and click the "View Session" button. You will be able to access the session rooms 5 minutes in advance of the start time.

Please note that the live sessions will open in Zoom in a new window in your internet browser. You will need to have your pop-up blocker settings turned off in order for the session window to open.

- Ask Me Anything sessions do not require pre-registration, you will choose your preferred option at the time of the session.
- You will receive your Advisee Group assignment prior to the start of the Institute, and this will be your peer group team for the duration of the Institute.

Technology FAQs

Will I be on camera during the sessions?

The plenary sessions will be taking place in the Zoom Webinar platform, which means that your video and microphone will automatically be turned off when you login. You can engage with speakers and attendees through the chat and Q&A features.

Any sessions that involve networking or conversation-based content will take place in the Zoom Meetings platform where you can be on video and speak to the group: the Reception, Ask Me Anything sessions, and Advisee Group meetings. We ask that you mute your line when you are not speaking to minimize background noise.

For sessions when you will be on camera, we recommend adding your institution to your name, i.e. Jane Smith, Case University. You can also customize your Zoom persona even more by adding a background (maybe with your institutional logo or a favorite photo from campus).

Will I be able to view the recorded archive of these virtual conference sessions?

The virtual sessions are being recorded and all registrants will have access to them. All session recordings will be posted several days after the live session takes place. The process will be similar to how you login for the live programs, but you will be able to view the presentations at your convenience.

What should I do if I'm experiencing audio issues?

First make sure you are not using Internet Explorer or Mozilla Firefox, which could be the cause of these issues.

If you are still not able to hear any audio through your computer speakers, check to make sure your speakers are not muted or turned off.

The next step is to refresh your screen by pressing the F5 key on your keyboard or clicking the "refresh" button in your web browser.

If you continue to have technical issues send an email to casevc@commpartners.com.

Make the Most of your Online Conference Experience

- Find a quiet and comfortable place where you can participate in the program with minimal distractions. Have a beverage and snacks on hand in case you need them.
- If you can, turn off or mute email and phone notifications during the sessions so you can fully engage.
- Review the Institute faculty page and attendee list beforehand so you can identify participants you'd like to connect with during the roundtable and networking opportunities.
- We recommend using headphones or earbuds to maximize sound quality, especially in sessions where you will be on camera and speaking.
- Customize your Zoom name and virtual background for discussion and networking sessions to help facilitate connection and conversation. We recommend the format First Last, Institution.
- Use the chat feature to engage with speakers and attendees during the session. Think of this space as the virtual version of tabletop conversations that would happen in-person. This conference is all about sharing ideas, so we want to hear from you!
- Submit your questions for speakers in the Q&A box at the bottom of your Zoom window.

Engagement Tools and Resources

Engagement Center

Continue to share ideas with fellow attendees in the attendee engagement center.

Conference Resources

As a supplement to the online sessions, CASE Librarians have curated topic-specific resources that you can access during and after the online conference. These resources include subject guides, sample library collections and on-demand learning opportunities such as lightning talks and previously recorded CASE webinars.

Conference Community

In addition to the online conference site, the conference resources may be found in the [Institute in Educational Fundraising Community](#). This site will remain active for 6 months post-conference.

You will login to the community with your CASE username (email address) and password.

The community site includes a participant discussion board, handouts and slides that have been provided by the speakers following their sessions. If you have resources you would like to share with the group, please add them to the community library.

If you have trouble logging in, visit
<https://community.case.org/help/faqs>
or email membersupportcenter@case.org.

Evaluations

We want your input to help us shape the future of CASE On Demand programming. Evaluations will be sent via email and will ask for feedback both on individual presentation and the overall online conference experience.

Please note, you must complete both the individual session and the overall conference evaluations in order to download your certificate of participation, which may be required for certification programs including CFRE.