CEC ZOOM USE AND PARTNER WEBINARS FOR COMPONENTS

DID YOU KNOW?

CEC offers two unique Zoom accounts to support its components?

1 PARTNER WEBINARS:

Partner with CEC to offer a FREE webinar for your Unit's/Division's members!

Unit/Division Responsibilities:
- Identify the topic and content
- Identify the speaker(s)

CEC does the rest! Sit back while we:
- Manage, coordinate, and host the webinar registration AND the Zoom webinar
- Coordinate and execute the webinar's marketing (we can market to all of CEC, not just your members)
- Coordinate free registration to your Unit/Division's members as well as all of CEC's members (get the word out about your Unit/Division)

What you need to know:
- CEC is unable to provide a speaker for your event, should you need support in identifying a speaker, please contact pd@exceptionalchildren.org.
- The hosting Unit or Division is responsible for covering costs associated with your speaker and/or contract. Components are responsible for all speaking fees.
- CEC does the marketing and promotion FOR you!

2 ZOOM MEETINGS:

Use CEC's Zoom account for hosting meetings and other virtual events.

Unit/Division Responsibilities:
- Complete the Component CEC Zoom Request Form
- Login to the CEC Zoom account following the instructions provided in the automatic follow-up email (also provided on the webpage immediately following your form submission).
- Ensure the meeting host/whoever is "starting" the meeting logs in from the computer they will be using day-of at least 24 hours before the program.
  - This ensures we have time to ensure access to the Zoom account in case a one-time verification code is needed. (Details in automatic follow-up email following form submission)

What you need to know:
- This Zoom account does **NOT** have webinar capabilities.
- This Zoom account does offer registration capabilities for its meetings.
  - *Need help deciding if Zoom registration is the best choice for your meeting/event?* See next page.

ZOOM MEETING AND REGISTRATION OPTIONS
(NOT APPLICABLE TO PARTNER WEBINARS)

REGISTRATION THROUGH ZOOM:

*Applies only to those using Zoom Meetings (not Zoom/CEC Partner Webinars)

Best for:
Free virtual meetings/events that are:
- Open to both members and/or non-members
- Being offered on short notice by the component

Pros:
- Free/no cost to hosting component
- Automatically sends Zoom meeting link and calendar invitation to registrant
- Can send an automated reminder email to registrants
- Ability to pull a Zoom registration list at any time

Cons:
- Does not automatically tell you who is/is not a CEC member (or member of your Division)
- Cannot accommodate for billing/registration costs

REGISTRATION THROUGH CEC:

Best for:
Any virtual meetings/events that:
- Are open to members and non-members (you'll be able to see who is and is NOT a member and follow-up with attendees accordingly)
- Virtual events with a fee associated with registration
- Simple varying costs associated with registration that are dependent on Division or CEC member type

Pros:
- Free/no cost to hosting component when a fee is **not** associated with registration
- CEC sends a check directly to the hosting component following the event for the amount collected (after 5% credit card and set-up fee is deducted from total).
- Can send an automated reminder email to registrants
- You can pull your own registration list at any time

Cons:
- 5% fee deducted from registration funds by CEC to cover set-up/platform costs and credit card fees
- Updated list of registrants needs to be provided to component by CEC staff as component leaders cannot pulls these reports
- Cannot accommodate for complex registration set up outside of member/non-member fees and price increases (early bird, regular, late)