Live Webinar Instructions Sheet

Thank you for registering for this live webinar hosted by PaperClip Communications:

Create Inclusive Classroom Environments: Address Implicit Bias, Microaggressions and Exclusion for Improved Discussion and Academic Success

     Date: Tuesday, September 20, 2022
     Time: 2:00 – 3:30 p.m. ET

Please save this page for your instructions for accessing the webinar.

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How to Log In

We recommend logging in at least five minutes prior to the scheduled start time.

1. Go to **https://paperclipcomm.adobeconnect.com/inclusive092022**
2. You will be entering the meeting as a Guest. Type your first and last name into the Name field
3. Type in the Room Passcode: **Bias092022**
       (password is case-sensitive)
4. Click Enter Room
5. The meeting will launch in your browser or in the Adobe Connect application (if you have the application installed). Make sure your preferred browser is up-to-date.
   - Check with your IT department for any institution-specific technological requirements.
   - Audio will begin streaming through the platform at the start of the webinar. Turn your computer's speakers to an appropriate volume. Use the highest internet connection available to you.

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How to Access Materials

Your materials will be available 24 hours prior to the live webinar.

1. Go to **www.paper-clip.com/handouts**
2. Enter the following Password: **Bias092022**
       (password is case-sensitive)
3. Click Access

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Important Notes

- The person that registers does not need to be the person who logs in to the webinar.
- Participants who would like a certificate of completion for attending this webinar will use the same password above to claim their certificate at **www.paperclipcertificate.com**.
- The instructions for accessing the on-demand webinar recording will be available 48 hours after the live event.

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We Value Your Feedback!

- Please take a quick survey about this webinar: **www.surveymonkey.com/r/FJHG8YQ**
- Feel free to email any additional feedback to **info@paper-clip.com**.

Welcome to the PaperClip Webinar Experience!

Thank you for purchasing a webinar from us. We hope you find the content provided valuable for your institutional efforts. Our goal is to provide you with practical, current and transferable information that you can apply to the work you do in your campus community. To make this experience a successful one for you and your staff, you can:

- Send a reminder to all expected attendees with the time and location of the webinar — keep in mind that our live webinars are promoted on Eastern Time so be sure to make the conversion if appropriate for your location.

- Set up any technological needs you have in advance of the webinar. *(You will find instructions for accessing the webinar on your instructions sheet.)*

- Advise your attendees to print out the handouts and have a pen handy for taking notes. *(Your handouts will be available 24 hours prior to the live webinar. Download them at www.paper-clip.com/handouts via the password on your instructions sheet.)*

- Allow for extra time after the webinar to discuss what was learned and how you might move forward on your campus. We want to help you begin that discussion, so we work with our presenters to provide you with debriefing questions you can have on hand to get the conversation started. *(Debriefing questions will be available with your handouts.)*

- Claim a certificate of completion after the webinar by visiting www.paperclipcertificate.com and following the instructions located on your instructions sheet.

As always, if you have any questions at all, please do not hesitate to contact us toll free at 866-295-0505 or email info@paper-clip.com.

Sincerely,

The Folks at PaperClip Communications