



2020 VIRTUAL SC ENGINEERING CONFERENCE



Comprehensive Instructional Packet

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Contact Information:

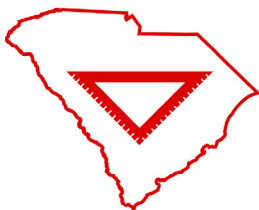
If you cannot find the information you need in this packet, please email sarah@jma-associations.com or call (803) 771-4271 and ask for Sarah.

First-Time Login Instructions:

To participate in the conference and receive credit for your completed PDH, ensure you have registered and paid for the conference. If not, find it here:

<https://events.eply.com/2020SCEngineeringConferenceTradeShow2960323>.

1. You will receive an email to the address provided on the registration form.
Included will be a link that directs you to the conference platform.
2. **The email address provided on the registration form will be your username.**
Please set a password for your conference account. We will not have access to this information, so please keep track of your login.
3. To find the conference tracks, click on the icon in the upper left-hand corner (see image below).



- For general track information, go to the “General Track Information” help section at the bottom of this document.

****Please take some time to familiarize yourself with the platform before the conference.**

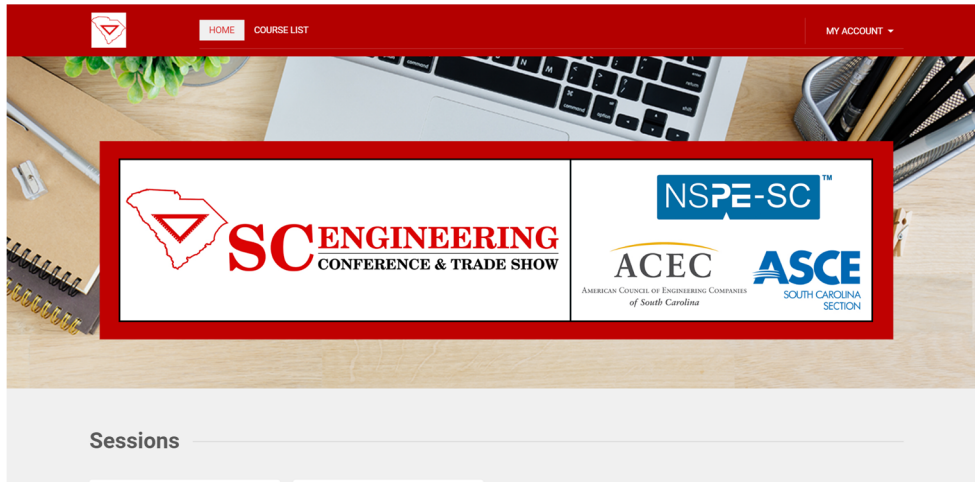
Any questions should be directed to sarah@jma-associations.com or call (803) 771-4271 and ask for Sarah.

How to Download the Zoom Computer Plug-In:

1. Click this hyperlink: zoom.us/download.
2. Choose the first download option, “Zoom Client for Meetings.”
3. Follow Zoom’s download instructions.

General Track Information:

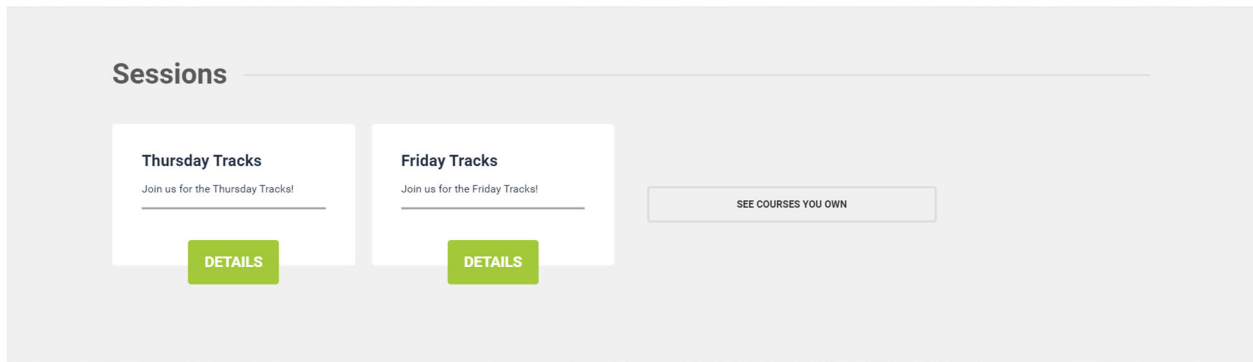
This is the homepage:



1. You can find the conference tracks on the homepage under the “Sessions” section beneath the home banner.



2. Choose your desired track by clicking on the green “DETAILS” button of the appropriate, corresponding track day:
 - A. (General/Business) or (Geotechnical/Environmental) for Thursday
 - B. (Civil/General) or (Structural/Transportation) for Friday



****You MAY switch between track subjects if you so desire throughout the day.**

For example, if it is Thursday and you want 2 classes from General/Business but 3 classes from Geotechnical/Environmental, you may do so at the classes' designated times. However, you may not participate in two classes simultaneously if they are in separate tracks. If you wish to view the class at a later date, the videos will be available online until August 31.

- Once you have selected the desired track, pick the subject you want to take first.

The screenshot shows the 'Thursday Tracks' page. At the top is a red navigation bar with a logo on the left, 'HOME' and 'COURSE LIST' in the center, and 'MY ACCOUNT' with a dropdown arrow on the right. Below the navigation bar is a header image of hands typing on a laptop. The main title 'Thursday Tracks' is centered in large black font. Underneath is a section labeled 'OVERVIEW'. Below this, there are two track options: 'GENERAL/BUSINESS' and 'GEOTECHNICAL/ENVIRONMENTAL'. The 'GENERAL/BUSINESS' track is highlighted with a blue underline and a blue arrow pointing to it from the handwritten text 'option 1'. The 'GEOTECHNICAL/ENVIRONMENTAL' track is highlighted with a green underline and a green arrow pointing to it from the handwritten text 'option 2'.

OR

The screenshot shows the 'Friday Tracks' page. It has the same red navigation bar and header image as the Thursday Tracks page. The main title 'Friday Tracks' is centered in large black font. Below the header is a section labeled 'OVERVIEW'. Below this, there are two track options: 'CIVIL/GENERAL' and 'STRUCTURAL/TRANSPORTATION'. The 'CIVIL/GENERAL' track is highlighted with a blue underline and a blue arrow pointing to it from the handwritten text 'option 1'. The 'STRUCTURAL/TRANSPORTATION' track is highlighted with a green underline and a green arrow pointing to it from the handwritten text 'option 2'.

4. Once you have selected an option, an itinerary will appear on your screen. Each will vary according to the classes the track has, but it will look like the below image:

General/Business		07:25:00 ↑
8:00-8:50 AM : "Coincidental Cost Curves - Litigation and New Product Development"	00:50:00	
Assessment		🔒
9:00-9:50 AM : "SCDOT Update"	00:50:00	
Assessment		🔒

****You MUST watch the entire video before you are allowed to take the assessment. Each completed assessment will earn you 1 PDH.**

5. Select the appropriate course. Please view the example below:

General/Business		07:25:00 ↑
8:00-8:50 AM : "Coincidental Cost Curves - Litigation and New Product Development"	00:50:00	
Assessment		🔒
9:00-9:50 AM : "SCDOT Update"	00:50:00	
Assessment		🔒



6. To join the webinar, click the hyperlink **which is located in the same place for every course**.
- a. Only questions sent in the “chat” function will be answered by the speaker.
While you are in the Zoom class, do **NOT** use the Q&A function and do **NOT** use the “raise hand” function.
 - b. You are permitted to use background filters in the Zoom class, but any inappropriate misuse of this function will result in automatic dismissal from the course and you will **NOT** earn a PDH for the course in which the misconduct occurred.

The screenshot shows a course page for 'General/Business' with the title '8:00-8:50 AM : "Coincidental Cost Curves - Litigation and New Product Development"'. A green banner at the top states 'Package was added to your account'. Below this, a blue box highlights the Zoom link: 'Please click the link below to join the webinar: https://us02web.zoom.us/j/88244191597'. A green box highlights the telephone number: 'Or telephone: Dial(for higher quality, dial a number based on your current location): US: +1 929 205 6099'. Handwritten blue text 'hyperlink' and green text 'call-in option' are next to these boxes. To the right, there are buttons for 'NOTES', 'TABLE OF CONTENTS', and 'NEXT: ASSESSMENT'. The presenter is listed as 'Jon Tirpak'. A small URL 'https://jma.mckinsey.com' is visible at the bottom left.

7. After the Zoom meeting, **make sure you hit the back arrow on your browser**.
Do NOT exit out of the screen or you will have to log-in to the conference webpage again on a new browser tab.

8. Hitting the back arrow will return you to the page displayed in step 6. On the right hand side of the screen, click the “NEXT ASSESSMENT” tab.

The screenshot shows a web interface for a course. At the top is a red header bar with a logo on the left, 'HOME' and 'COURSE LIST' in the center, and 'MY ACCOUNT' with a dropdown arrow on the right. Below the header is a grey banner with the text 'General/Business' and '8:00-8:50 AM : "Coincidental Cost Curves - Litigation and New Product Development"'. A green notification bar below the banner says 'Package was added to your account'. The main content area has a light grey background. On the left, there is text about a webinar link, telephone information, and a presenter. On the right, there is a vertical menu with three buttons: 'NOTES', 'TABLE OF CONTENTS', and 'NEXT: ASSESSMENT'. The 'NEXT: ASSESSMENT' button is highlighted with a blue rectangular box, and a blue arrow points to it from below.

Package was added to your account

Please click the link below to join the webinar:
<https://us02web.zoom.us/j/88244191597>

Or Telephone:
Dial(for higher quality, dial a number based on your current location):
US: +1 929 205 6099

...

Presenter: Jon Tirpak

In 2019 when reviewing cost curves for court cases AND new product development, it was noted that both processes, although designed for different domains, are remarkably similar. For both client driven processes information is "purchased" along the way, and pre-established decision points serve as Go/No

<https://ons.mcdm.com>

NOTES

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NEXT: ASSESSMENT

****You MUST watch the video ALL THE WAY THROUGH to be able to unlock the assessment.**

****If you do not finish the assessment completely and to the best of your ability, you will NOT receive your PDH for the course.**

9. Repeat steps 1-8 for each course you take.

FAQ's:

1. Where/when do I get PDH CERTIFICATES?

- On Monday, August 17, 24, and 31, we will check to see who completed the assessments fully and to the best of their ability and begin processing the PDH. We will provide those registrants with a printed PDH, and they will be e-mailed to the recipient. You will receive your PDH by the following Friday.
- Please note the timetable below for PDH arrivals:

Completion Time Frame	PDH Estimated Arrival
Thursday, August 13 - Sunday, August 16	Friday, August 21
Monday, August 17 - Sunday, August 23	Friday, August 28
Monday, August 24 - Monday, August 31	Friday, September 4

2. Who will send the PDHs to me?

- The SC Engineering Conference will e-mail your PDH to you. Please note the above chart for estimated PDH arrival time.

3. If, for some reason, I get dropped out of the session, what do I do?

- If you are dropped from the session, please find the Zoom hyperlink located in the course description of the class from which you were

dropped (**this information is available under “General Track Information”**) and rejoin the session. Also check your internet connection to ensure that your wi-fi did not drop.

- If for some reason that does not work, please give us a call at (803) 771-4271 and ask for Sarah.
4. Do I have to answer questions at the end of the session?
- **YES!** This is imperative. At the end of each Zoom session/video, there is an assessment you **MUST** take to earn your PDH. The assessment will be locked until you have completed the Zoom session/video. You **MUST** answer these questions fully and to the best of your ability to earn the PDH.
5. Is there a telephone number I can call if my system goes down or I have other problems?
- Absolutely! Call (803) 771-4271 and ask for Sarah.
6. May I go back and re-watch a session?
- Yes, you may. The live videos will be recorded and posted to the SC Engineering Conference platform (<https://jma.mclms.net/en/>). You will have until Monday, August 31 to watch the videos and earn PDH.
7. Are there questions after the Keynote presentation?
- Yes. After each session, including the Keynote presentation, there will be an assessment you have to take to earn your PDH. Please see Question 4 for more details.

8. I already created my account, but I am having troubles logging in to my account. I just input my login information, and the website is taking a very long time to load.

- Please completely close out of the tab in which you have the platform open. Launch a new tab and go to the same URL (<https://jma.mclms.net/en/>). When the page loads, you should already be logged in to the platform under your account.
- We are unsure why this happens, but we have reached out to the platform developers to alert them of the situation.

9. What do I do if I have a question for the speaker during the class?

- Only questions sent in the “chat” function will be answered by the speaker. While you are in the Zoom class, do **NOT** use the Q&A function and do **NOT** use the “raise hand” function.
- A member of the SC Engineering team will be in each course at all times. At the end of the lecture, the team member will read the questions to the speaker.
- If time runs out before all questions are answered, you will be able to contact the speaker. We will have his/her information listed underneath the course description as seen in Step 6 of “General Track Information.”

****Don't see your question? E-mail sarah@jma-associations.com or call (803) 771-4271 and ask for Sarah.**