

REIMAGINING
ADULT EDUCATION
CAEP SUMMIT
2021



Same Foundation, New Way Forward.
Recovery. Equity. Transition.

CAEP SUMMIT 2021

Join Us on
an Engaging vFAIRS Platform!

OCTOBER 26-28



CAEP Summit 2021

vFAIRS Virtual Conference Platform

User Guide

October 2021

For technical assistance, contact the vFAIRS Technical Assistance Team at
caepsummit2020@getvfairs.io.

Contact CAEP TAP at tap@caladulthood.org or (888) 827-2324 for general conference assistance.

CAEP Summit 2021 Virtual Platform Landing Page

The screenshot shows a web browser window with the URL caepsummit21.vfairs.com. The page features a dark blue header with the California Adult Education Program logo and navigation links for 'About Us', 'Why Attend', 'FAQs', and a highlighted 'Login' button. The main content area is split into two sections. The left section has a dark blue background with the text 'REIMAGINING ADULT EDUCATION CAEP SUMMIT 2021' and 'Same Foundation, New Way Forward. Recovery. Equity. Transition.' accompanied by images of folded paper airplanes. The right section has a yellow background with the text 'CAEP SUMMIT 2021 Join Us on an Engaging vFAIRS Platform! OCTOBER 26-28' and logos for California Community Colleges, California Adult Education Program, and the Department of Education, State of California. Two callout boxes are present: one pointing to the URL bar with the text 'Use the following URL to access the vFAIRS website', and another pointing to the 'Login' button with the text 'Use the email address and passcode used to register to login'.

The CAEP Summit 2021 landing page provides information related to the following:

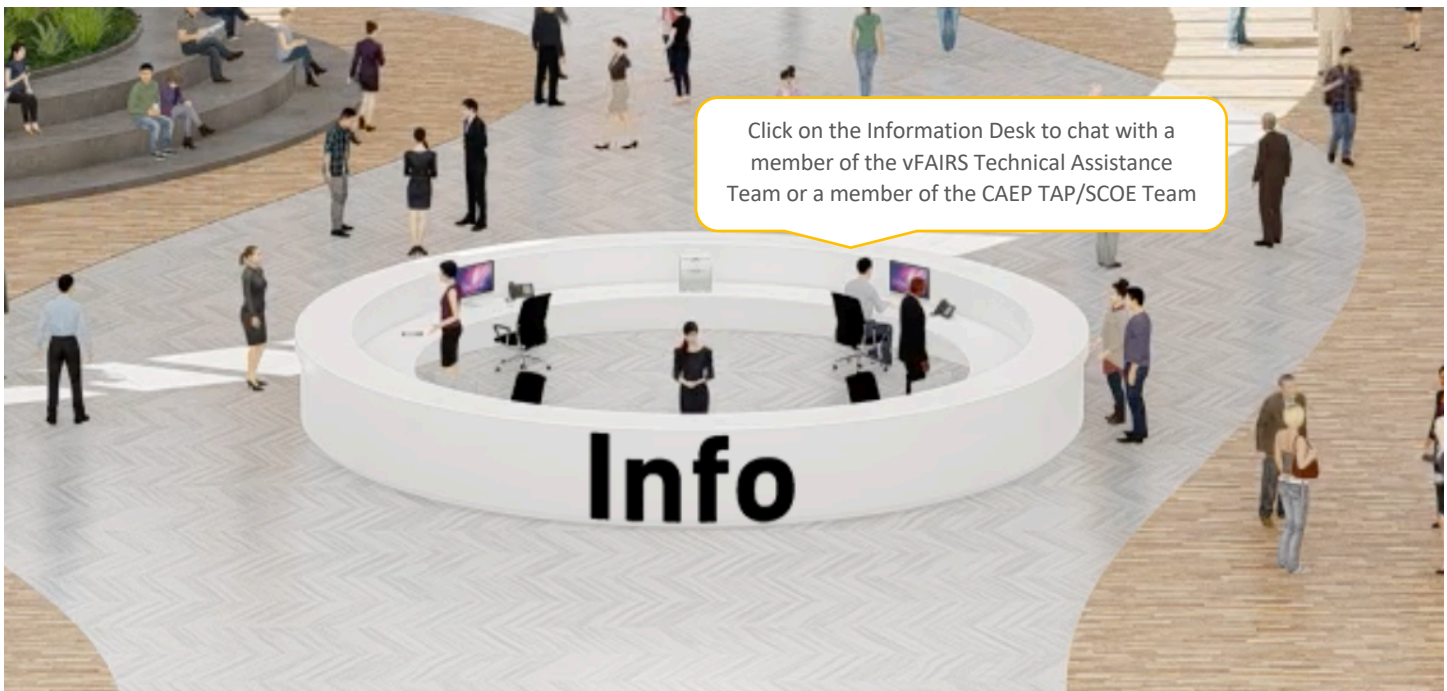
- About the Event
- Why attend
- Access to an outline of the agenda, including session dates, times, titles, and lead presenter names
- FAQs
- Registration
- Login

Although the agenda is static, it provides key information that is important while planning your virtual conference experience.

Access the Virtual Platform

Log in using the email address and password used to register for the Summit to access the virtual platform. By logging in, you will have access to your profile, the full agenda, including links to join sessions, resources, networking opportunities, exhibitor booths, and more. No attendees will be able to join sessions without first logging into the site. The virtual platform opens for all attendees at **7:30 a.m. on Tuesday, October 26, 2021.**

If you experience any difficulty logging in, email the vFAIRS technical support team at caepsummit2020@getvfairs.io first, then contact CAEP TAP at tap@caladulthood.org, if your issue is not resolved.



If you have landed in the lobby, you have successfully logged on to the CAEP Summit 2021! While in the lobby, you can access any area of the virtual conference platform, including the information desk. By clicking on the information desk, you will be able to chat with a member of the vFAIRS Technical Assistance Team or a member of CAEP TAP/SCOE. Members of both teams will be available each day, before and after the conference, to assist with any technical issues (vFAIRS and CAEP TAP/SCOE) and to provide general information about the conference (CAEP TAP/SCOE).

At any point during the CAEP Summit 2021, if you experience technical issues, click on the 'Info' Desk to begin chatting with a live vFAIRS Technical Assistance Team Member. They will be available from **7:30 a.m. to 3:30 p.m.** each day. The technical assistance team will be available until **4:30 p.m.** on, **Wednesday October 27** to support the jam sessions.

When you click on the 'Info' Desk, the following chat rooms will appear – SCOE Support and Tech Support. Use the SCOE Support Chat to request information related to the overall conference experience. Use the Tech Support chat to request support related to technical issues.

Technical Support



vFairs Technical Support

Hello, thank you for reaching out to vFairs Technical Support. We are happy to assist. Kindly provide a name and email ID to begin the chat.

Follow the same above instructions to communicate with vFairs technical support 24/7.

Name

Or social sign in:



Email

Message (optional)

zendesk

Start chat



You can expect to receive a reply within one hour upon submission, if not sooner. You can also send a direct email to caepsummit2020@getvfairs.io for technical support or CAEP TAP/SCOE for general conference information and resources.

★ Agenda

To quickly access available sessions, use the search bar and enter key word searches.

My Schedule Day 1 Day 2 Day 3


NEW Feature! By clicking on the 'Add to My Agenda' button, attendees can add individual sessions to their agenda.

OCTOBER 26TH

Each session includes the title, presenter name(s) and pictures (if available), resource link (if available), a description, date, time and 'Join'.

Tue, October 26, 8:30 AM (PST)
1 day, 15 hours, 7 minutes


Welcomes and CAEP Update

 Renee Collins
Sacramento County Office of Education (CAEP TAP and OTAN)

 Dr. Carolyn Zachry
California Department of Education

 Gary Adams
California Community Colleges Chancellor's Office

 Marty Alvarado
California Community Colleges Chancellor's Office


 Tony Thurmond
California Department of Education

+ Add to My Schedule Survey

Session evaluation is now embedded into the agenda. Complete a session evaluation for each session attended.

The Welcome to the CAEP Summit 2021! session will include greetings from the Dr. Carolyn Zachry and Gary Adams of the CAEP Office, Renee Collins of CAEP TAP, CDE Superintendent of Instruction, Tony Thurmond, and CCCCO Executive Vice Chancellor, Marty Alvarado.

Following the Welcome, join Dr. Carolyn Zachry and Gary Adams of the CAEP Office as they deliver the CAEP Update to address some of the important topics impacting adult education.

 Add to Calendar

NEW Feature! Attendees can also add sessions to their personal calendar by clicking on this button and accepting the appropriate permissions.

AVAILABLE RESOURCES

Click on the resource link to view the resource. In another section, you will be able to email and download all resources.

The Agenda is your primary access point to join any session at the CAEP Summit 2021. After clicking on the 'Agenda' button on the main toolbar, attendees will be taken to their agenda, followed by the full conference agenda.

This year, the sessions are organized by day... "Day 1, 2 and 3" then by date and time.

My Schedule Day 1 Day 2

The screenshot shows a user interface for a 'Resources' section. At the top, there are navigation buttons for 'Resources', 'Video Vault', and 'Documents'. Below this is a main header 'Resources' with a close button. A dropdown menu for 'Filter By Partner:' is set to '-- All Booths --'. A list of resources is displayed, each with a PDF icon and a title. To the right of each resource are 'View' and '+ Swag Bag' buttons. Two callout boxes provide instructions: one points to the filter dropdown, and another points to the 'View' and '+ Swag Bag' buttons.

Resources

Video Vault

Documents

Resources

Filter By Partner: -- All Booths --

2020-study-buddy-brochure-pdf1634654229.pdf

7 steps for a successful English program

ABE Essentials with Virtual Tutor Sampler

ABE Essentials with Virtual Tutor

About EsGen

Filter by day or exhibitor to access available resources faster. Session resources are labeled by session title.

Once you have identified the resources you are looking for, click on the 'Swag Bag' icon.

View + Swag Bag

View + Swag Bag

View + Swag Bag

View + Swag Bag

View + Swag Bag

Use the resources section to add materials to your 'swag bag,' email to yourself and others, then download to save for future reference.

Please note: Resources without an icon next to the name such as the PDF or PPT icons means they are URLs to a website or Google Folder.


Additionally, please note that not all presenters will share their resources due to 508 compliance. During the sessions, presenters will confirm whether their resources will be available to share.

Swag Bag

To quickly access available resources in your 'Swag Bag', use the search bar and enter key word searches.

Select All

Action:

 ABE Essentials with Virtual Tutor Sampler

 About Aztec

For all resources you would like access to later, click on the 'Email' button.

The resources will then be emailed to you to download and save on your preferred device.

There is also the option to remove items from your 'Swag Bag.'

Swag Bag

[← Go Back](#)

You can share resources with other colleagues by entering their email address, separated by a comma.







Send Email (use comma to separate more than one email address)

Enter your email address and send.

Filter by program strand or exhibitor to access available videos faster.

Filter By Partner:

-- All Booths --

 About Aztec	Play + Swag Bag
 About CASAS	Play + Swag Bag
 About OTAN	Play + Swag Bag
 About Paxen	Play + Swag Bag
 BE Student Support Tools	Play + Swag Bag
 EnGen's Digital Literacy pathway	Play + Swag Bag

Once you have identified the resources you are looking for, click on the 'Swag Bag' icon.

As the step above mentions, once in the 'Swag Bag,' you can either email the vides to yourself or remove them by clicking on the appropriate buttons.

Click on any of the booths to experience all that each exhibitor has to offer.



← Back to Floor

Available documents and videos to view and/or add to your 'Swag Bag'

Click on any of the below links to access information and resources related to this exhibitor.

All available representatives will be listed here. A green dot will appear next to their name indicating they are available to chat with you.

Exhibitor representatives are available each day from 7:30 a.m. – 3:30 a.m.

Click on the person's name to direct message them, or video chat, or video call.

Click the chat button above to chat with representatives from the organization. You can also view the times representatives will be available to chat.

List of All Chatrooms

List of all available chat rooms by exhibitor.



Select to join Chatrooms

- AIR
- Aztec Software
- Brainchild
- Burlington English
- CAEP Summit 2021
- CASAS
- CEV Multimedia
- Consumer Financial Protection Bureau
- Correctional Education Association
- EnGen
- Essential Education
- National Geographic Learning
- New Readers Press
- OTAN
- Teknimedia

All selected chats will be saved to your chat room sections. Click on any at any time to join the conversation or see what others are discussing.

Save

Attendees are listed here to direct message with.








Messages

People

You can call and video chat with attendees directly by clicking on their name and clicking one of the below icons.

Search...

-  Janice Fera
-  Christina Hyatt
-  Eric Miller
-  Veronica Parker
-  Rebecca Trumbly



Your conversations will appear here.



Leaderboard

Participate any in any of the activities and you will automatically be entered to win some very cool prizes courtesy of our exhibitors! All you have to do is participate.

At the end of the conference, the top names will be drawn for a chance to win the prizes!

Point System

Action	Points Assigned
Watch the Plenary Address	2000
Watch the Conference Opening Session	1500
Attend the Jam Session	1200
Exhibitor-Sponsored Lunches	1000
Exhibitor Booth Visit	750
Watch the General Sessions	500
Fill out the Session Evaluations	400
Connect on Social Media Platform	300
Exhibitor-Sponsored Breaks	250
Take a picture at the Photo Booth	200
Initiate a conversation in Chatrooms	100

Prizes

Essential Ed Prizes x3
5 FREE ONLINE REUSABLE SEATS
VALUED AT \$1,000

Aztec
GIFT CERTIFICATE
Presented to: Raffle Winner
Complimentary GED Flash™ Lab

BURLINGTON ENGLISH™
Gift Certificate
Presented to: Raffle Winner
25 Complimentary Burlington English Seats
Valued at **\$2,400**

Will your name be listed in this section first?!

 Photo Booth



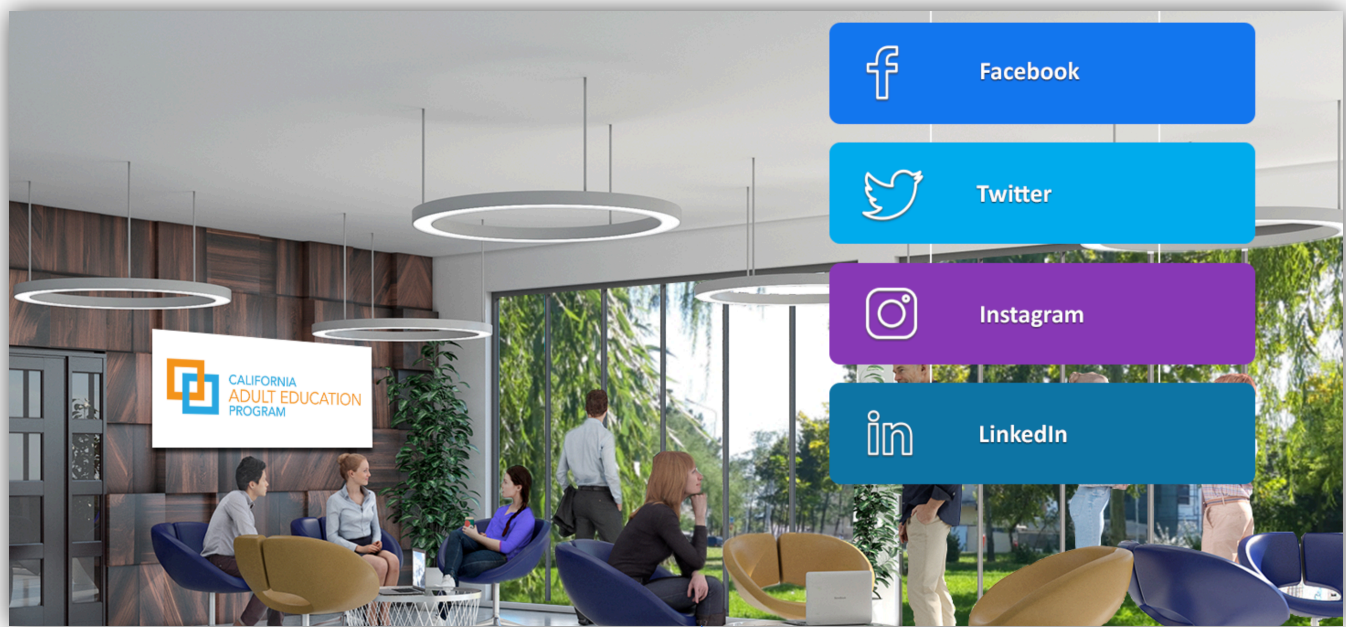
Use the photobooth to capture the conference’s most memorable moments. Use the ‘Start’ button to begin snapping away. Be sure to choose a tag line.

Have fun with the photo booth!

**Click the 'Start' button
to take your best selfie**



Lounge



Participate in any of the activities and you will automatically be entered to win some very cool prizes courtesy of our exhibitors! All you have to do is participate.

At the end of the conference, the top names will be drawn for a chance to win the prizes!

Overall Evaluation

At the end of the conference, please complete the overall Summit survey. Additionally, please complete an evaluation for each session you attended. The results of these evaluations will be used for future planning. Plus, you will earn more points on the leaderboard if you complete an evaluation.

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Enjoy the CAEP Summit 2021!