CAEP Summit 2023
Conference Platform
User Guide
October 2023

For technical and general conference assistance contact CAEP TAP at:
tap@caladulted.org or (888) 827-2324 for assistance.

Opening

The CAEP Summit 2023 conference platform was designed to deliver up to date schedule and resource repository. This user guide provides guidance on how to navigate the platform, including logging in, creating a schedule, and accessing resources. Explore this user guide and contact CAEP TAP if additional assistance is needed.

Login

Login using your email and password you registered with.

Navigate to the Login button in the menu bar on the Summit 2022 website. Once you hit the login button, a new window will appear. It will have a space for you to enter your email and password. The password will be the same one used to register.

Forgot Password

If you forgot your password, select the hyperlinked 'Forgot your password?' button located under the email and password criteria box. You will be directed to another page where you can enter in your email and a new link will be sent to re-set your password.

Hyperlinked button. Select to re-set your password.

☐ Remember me?

Log in

Forgot your password?

You will be sent to another page to enter the email address you registered with, and a re-set password link will be sent.
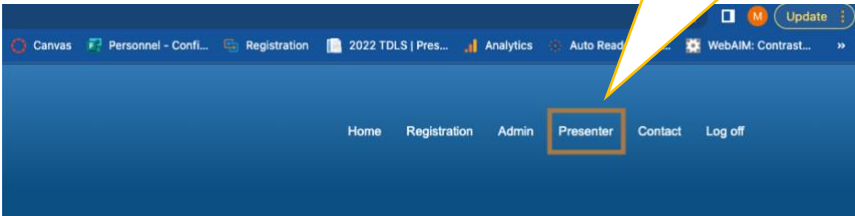
Forgot your password?
Enter your email address

Email

Email Link

Presenter Dashboard

Once logged in you will have access to the Presenter Dashboard

The 'Presenter' tab will then appear in the top menu bar. Select the Presenter button to enter the Presenter Dashboard page for the CAEP Summit 2022 virtual platform. The presenter dashboard and profile update are available to all lead presenters and co-presenters.

Once on the dashboard page, there will be a link labeled, 'Manage Presenter Profile'. Select the 'Manage Presenter Profile' link and it will open the backend of the platform to update all personal information. Here, you can update your personal profile, including uploading a photograph or logo, contact information, and biography.

Select 'Manage Presenter Profile' to update personal information.
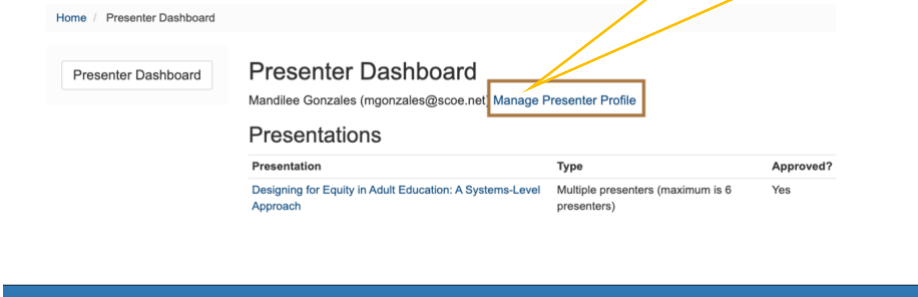
On the Presenter Profile page, you can upload a photo and update all information that will be shared on the Summit platform.
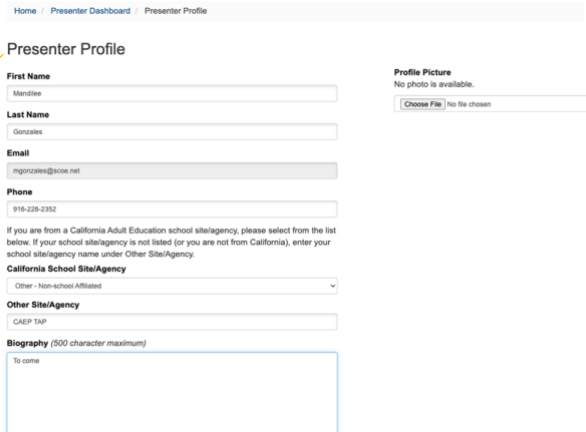
Conference

The 'Conference' tab will appear in the top menu bar. Select the Conference button to enter the landing page of the CAEP Summit 2022 platform.

Login using your email and password you registered with.

Landing Page

The CAEP Summit 2023 landing page provides information related to the following:

- Getting Started
- Schedule at a Glance
- Upcoming Sessions

The agenda is dynamic; it provides key information that is important to selecting which session you want to attend and any resources shared by the presenter(s).

Access the Virtual Platform

Log in using the email address and password used to register for the Summit to access the platform. By logging in, you will have access to your profile, the full schedule, resources, and "MyCAEPSummit".

Contact CAEP

For support outside of conference hours please contact CAEP using the information below:

Call or leave a message at 888-827-2324
Email us at tap@caladulted.org

Help

At any point during the CAEP Summit 2023, if you have questions or need assistance there will be a CAEP staff member at the registration desk

Schedule

The schedule for the CAEP Summit is presented on this page. Use the filter buttons below to sort sessions by day, session name, audience, program strands, etc. For sessions you wish to attend, click the "Star"(☆) to add the session to "MyCAEPSummit" which allows you at any time to review your customized schedule. After the session, return to the session and choose the "Evaluation" link to provide our presenters with feedback on their presentations.

Home / Schedule

Schedule

The schedule for CAEP Summit is presented on this page. Use the filter buttons below to sort sessions by day, audience, strands, etc. For sessions you wish to attend, click the "Star" (☆) to add the session to "MyCAEPSummit" which allows you at any time to review your customized schedule. Once a presentation begins, click the "Join now!" button. After the session, return to the session and choose the "Evaluation" link to provide our presenters with feedback on their presentations.

[Day ▾] [Session ▾] [Audience ▾] [Program Strands ▾]   [Please refresh your page for accurate active links]
ⓘ View glossary of abbreviations ☐
🖨 Print

Tuesday Sessions

OPENING SESSION (Tuesday 9:30am-1:00pm)

SESSION A (Tuesday 1:00pm-2:00pm)

EXHIBITOR BOOTHS OPEN FOR ALL ATTENDEES (Tuesday 2:00pm-2:30pm)

SESSION B (Tuesday 2:30pm-4:00pm)

Exhibitors

We will welcome 18 various exhibitors that will be available throughout the Summit to visit and engage with.

Resources

This section provides a list of CAEP relevant resources such as access to request trainings through CAEP TAP, learn about upcoming professional development opportunities, available resources on the CAEP website, ways to stay connected to CAEP TAP, and more. Explore this page for all CAEP-related resources.

FAQ

The FAQ page provides a list of frequently asked questions related to the conference. FAQs in this section are related to how to access resources provided by the presenters, what are jam and mini sessions, how to access recordings, and more. Explore the FAQs to access answers to mostly commonly asked questions.

Opportunity Drawing

Earn opportunities to receive raffle tickets by completing session evaluations, visiting exhibitors, and completing the overall evaluation before the end of the Summit.

At the end of the conference, the lucky names will be drawn for a chance to win one of many generously donated prizes! You must be present to win, good luck!

Closing

We are looking forward to this year's CAEP Summit 2023! This event will offer relevant and new information through dynamic presentations with an emphasis on anchoring the state priorities into adult ed, working creatively and collaboratively to respond to the current needs of adult learners and to help ensure learners are well prepared for employment or further education. We hope you find opportunities to engage, learn, and build strong networks for collaboration and partnerships at this years' CAEP Summit 2023.

If you have any questions or experience difficulty accessing the platform, contact CAEP TAP via email at tap@caladulted.org or via telephone at (888) 827-2324.