

Welcome to the 4th
Annual NACCOP Mid-
Year Conference!

Virtual Conference
Manual

JANUARY 2025

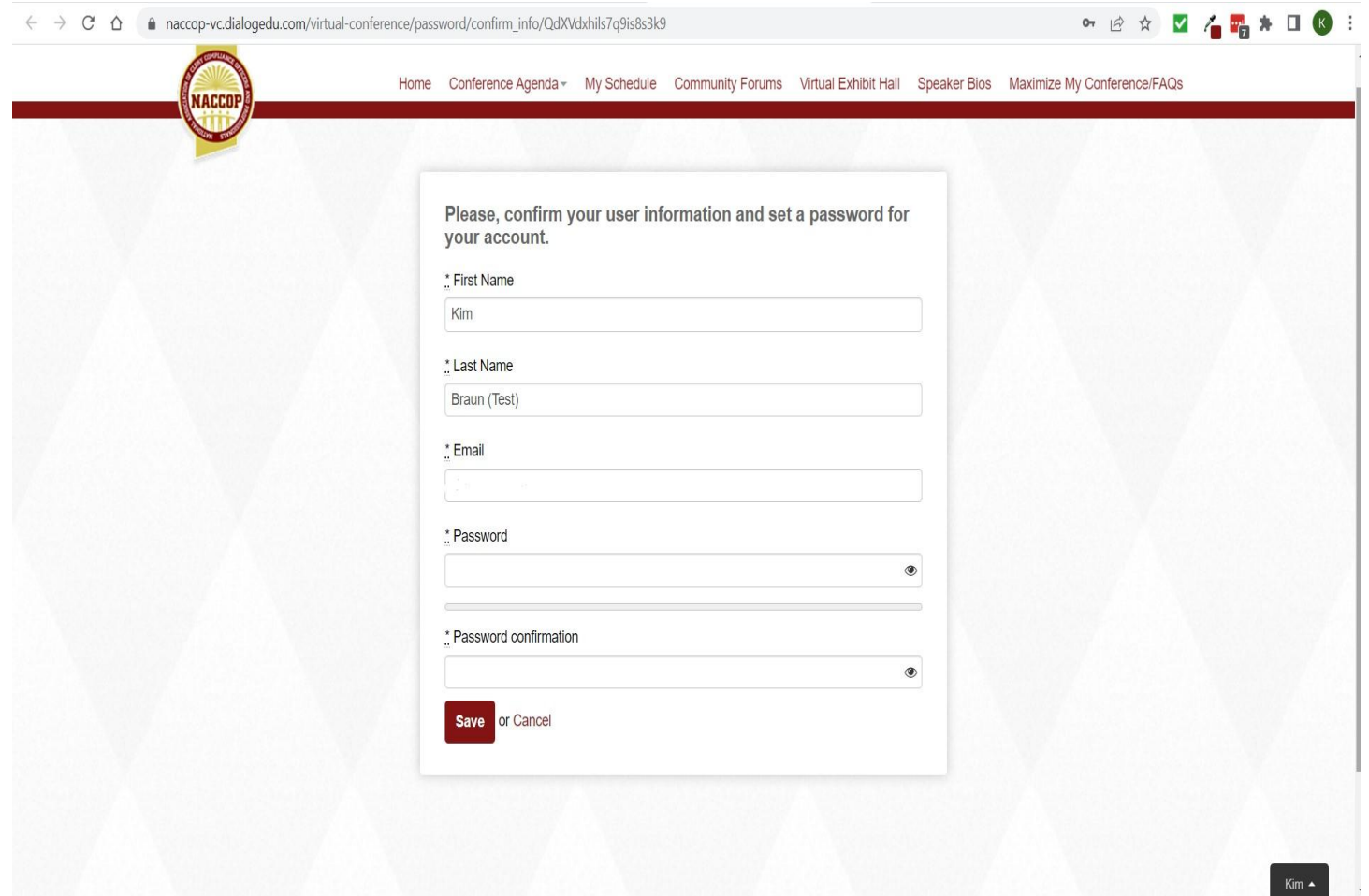
© 2025 NACCOP



Conference Site: Login/Password

You have been sent an email from notification @naccop.org with a link to access the the Virtual Conference platform.

Click the link to confirm your user information and set a password for your account.



The screenshot shows a web browser window with the URL `naccop-vc.dialogedu.com/virtual-conference/password/confirm_info/QdXVdxhils7q9is8s3k9`. The page features the NACCOP logo and a navigation menu with items: Home, Conference Agenda, My Schedule, Community Forums, Virtual Exhibit Hall, Speaker Bios, and Maximize My Conference/FAQs. The main content is a form titled "Please, confirm your user information and set a password for your account." with the following fields:

- First Name: Kim
- Last Name: Braun (Test)
- Email: [Empty]
- Password: [Empty]
- Password confirmation: [Empty]

At the bottom of the form are "Save" and "Cancel" buttons. A user profile dropdown in the bottom right corner shows the name "Kim".

You now have access to the 4th Annual NACCOP Mid-Year Virtual Conference Platform

The screenshot displays the NACCOP website interface. At the top, there is a navigation bar with the following links: Home, Conference Agenda, My Schedule (highlighted), Community Forums, Virtual Exhibit Hall, Speaker Bios, and Maximize My Conference/FAQs. The NACCOP logo is positioned on the left side of the navigation bar.

Below the navigation bar, a user profile section displays a silhouette icon, the text "Hello! Kim Braun (Test)", and "User since 8 Jan, 2023".

The main content area features three distinct sections, each with an icon, a text prompt, and a button:

- My Schedule:** An icon of a calendar with the word "SCHEDULE" circled in red. The text reads "You can find all of the events you sign-up for here." The button is labeled "My Schedule".
- Request:** An icon of a certificate with a gold star. The text reads "Click on the button to request Certificate/Service Hours." The button is labeled "Request".
- Click Here to Evaluate:** An icon of hands holding a tablet displaying a survey. The text reads "We appreciate your feedback. Please take some time to evaluate the sessions." The button is labeled "Click Here to Evaluate".

A user name "Kim" with a dropdown arrow is visible in the bottom right corner of the interface.

PLAN YOUR CONFERENCE EXPERIENCE BEFORE THE CONFERENCE



Important To Dos Prior to the NACCOP Conference

- Install Google Chrome as browser - the conference site works best with this browser.
- Login to the 4th Annual NACCOP Mid-Year Conference site and register for sessions.
- Check over your “My Schedule” events page. The events are listed in chronological order. Check to make sure you are not scheduled to attend two sessions at one time.
- Make sure you download the Zoom app: <https://zoom.us/download>.

If you already have the Zoom app installed, please check to make sure it is the latest version:

<https://support.zoom.us/hc/en-us/articles/201362233-Upgrade-update-to-the-latest-version>

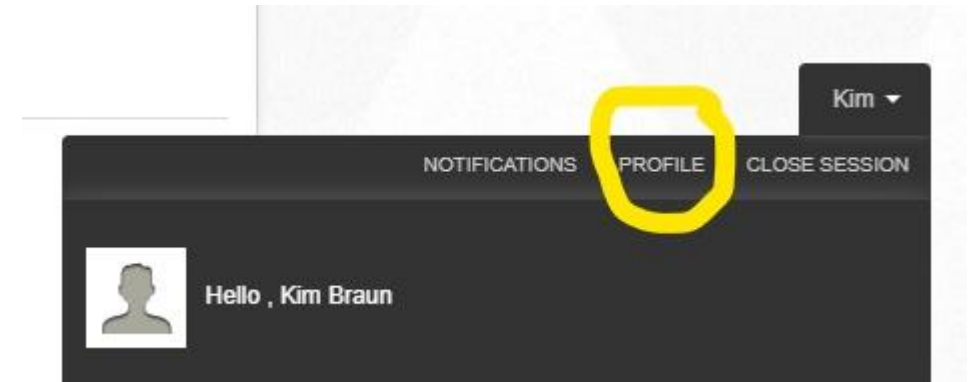
- If you have questions, please contact us at info@naccop.org.



Edit Your Conference Profile

Select “Sign In” on the Home page.



Click “Profile” if you would like to edit your Information.



 **Kim Braun (NACCOP)** 
Sign Up Date : May 08, 2020 18:48

[Sites](#) [Social Connections](#) [Edit](#)

First Name Last Name

Email Screen Name

Picture

Can't be larger than 2MB

Birthday

Sex

Target

UPDATE AND EDIT YOUR PROFILE

We suggest that you add the name of your institution beside your last name.


You can also add a photo!

Plan Your Conference Experience BEFORE the Conference


- Before the first day of the conference, it is important that you plan out which conference sessions you would like to attend and add them to your agenda. This will guarantee you a spot in the session of your choice and will greatly improve your ability to navigate your way through the virtual conference.
- The second tab on the Conference Home Page will allow you to view the conference schedule and add/cancel sessions. Clicking on the top option of that tab, “Conference Agenda”, will open a list of sessions with a description for each session.

Home **Conference Agenda** My Schedule Community Forums Virtual Exhibit Hall Speaker Bios Maximize My Conference/FAQs

JANUARY 22, 2025
JANUARY 23, 2025

 **4th Annual
NACCOP Mid-Year
Virtual Conference**

Premier Sponsor

 [Learn More](#)

Questions for Jim Moore

Use the button below to submit questions to be considered in advance of Session #5: Questions & Answers with **James Moore.**

[Click Here](#)

CCO Certification Program

NACCOP offers a Clery Compliance Officer Certification Program for eligible employees of colleges and universities who want to benefit from NACCOP's unmatched practical expertise in leading and managing Clery Act compliance activities.

The purpose of the CCO Certification Program is to provide a professional-level credential for practitioners involved in managing Clery Act compliance. The certification will demonstrate the candidate's successful completion of a rigorous combination of educational initiatives that will prepare them to effectively lead their institution's Clery Act compliance program.

[Click Here to Learn More and Apply](#)

virtual-conference/files/naccop-virtual-conference-agenda

Plan Your Conference Experience BEFORE The Conference

- The “Conference Agenda” tab also has two date options.
- Click on the date that corresponds to date of the session you would like to attend.
- Once you click on the date, you’ll see a list of sessions on that date. Select a session you wish to attend by clicking on the title of the session.

The screenshot displays the NACCOP website's Conference Agenda page. At the top, there is a navigation bar with the NACCOP logo on the left and links for Home, Conference Agenda (selected), My Schedule, Community Forums, Virtual Exhibit Hall, Speaker Bios, and Maximize My Conference/FAQs. Below the navigation bar, there are two date selection tabs: JANUARY 22, 2025 and JANUARY 23, 2025. The main content area features a message: "You can add a session to 'My Schedule' by clicking on the event title and selecting 'Confirm I'm Going.' This will add the session to the 'MySchedule' tab." Below this message is the heading "Thursday, January 18, 2024 Agenda". A list of sessions follows, each with a title and time details:

- SESSION #4-PLENARY: A View from Washington: Current Sub-Regulatory Guidance and VAWA-Related Program Review Concerns**
Event Begins: 23 Jan, 2025 - 11:00 AM
Event Ends: 23 Jan, 2025 - 12:30 PM
- SESSION #5-PLENARY: Question and Answer Session with the Clery Group and D. Stafford & Associates**
Event Begins: 23 Jan, 2025 - 01:00 PM
Event Ends: 23 Jan, 2025 - 02:30 PM
- SESSION #6-BREAKOUT: Commonly Overlooked CSAs: 2025 Edition**
Event Begins: 23 Jan, 2025 - 02:45 PM
Event Ends: 23 Jan, 2025 - 03:45 PM
- SESSION #7-BREAKOUT: Title IX Coordinators as "Super CSAs": What CCOs and Title IX Coordinators Need to Know**
Event Begins: 23 Jan, 2025 - 02:45 PM
Event Ends: 23 Jan, 2025 - 03:45 PM
- SESSION #8-BREAKOUT: Barriers to Reporting: How to Identify and Remove**
Event Begins: 23 Jan, 2025 - 02:45 PM

At the bottom right of the page, there is a user profile icon labeled "Kim".

Adding a Session

- From the “Conference Agenda” page (date-specific), click the red title of that session as the title is a link for that session.
- You will then be directed to the session page (pictured here).
- Hit the “Confirm I’m Going” tab on the top right.

The screenshot shows a web page for a virtual conference. At the top, there is a navigation bar with the NACCOP logo and links for Home, Conference Agenda, My Schedule, Community Forums, Virtual Exhibit Hall, Speaker Bios, and My Conference/FAQs. A blue arrow points to the 'Conference Agenda' link. Below the navigation bar, the session title is displayed in red: 'SESSION #0-PLENARY: WELCOME and SESSION #1-PLENARY: Clery, Title IX, and Title VI Implications of Discriminatory Conduct'. To the right of the title is a red button labeled 'Confirm I'm Going'. Below the title, there is a blue square icon with a red ribbon. To the right of the icon, the speakers are listed as '(Bill Lafferty and Adrienne Murray)'. Below the icon, there is a paragraph of text: 'When we think of navigating reported incidents of unwelcome conduct on campus, we always go right to Title IX. But did you know that Title VI and the Clery Act can also be implicated in acts of discriminatory behavior? This session will examine conduct that may intersect with one or more of these laws and help attendees better understand how to interpret an incident to ensure proper institutional response and compliance.' To the right of this text, there are three lines of information: 'This Event is Limited', 'Event Begins 22 Jan 2025 11:00 AM', and 'Event Ends 22 Jan 2025 12:45 PM'. Below this information is a red button labeled 'Session Materials'. At the bottom of the page, there is a black bar with the text 'Virtual Conference' and a small user profile icon labeled 'Kim'.

Accessing Session Materials

- To access session materials, choose the “My Schedule” tab on the Conference Home Page.
- Choose the first listed option, “My Schedule”. A list of all sessions for which you are confirmed will appear.
- Click the title of the session for which you would like to obtain materials, as the title is a link for that session.
- Select the Session Materials button near the bottom. You will see the material for that session.
- Materials are still being added. NACCOP will email you when all materials are added on the conference site.

The screenshot shows the NACCOP website interface. At the top, there is a navigation bar with links: Home, Conference Agenda, My Schedule, Community Forums, Virtual Exhibit Hall, Speaker Bios, and Maximize My Conference/FAQs. The NACCOP logo is on the left. The main content area features a session card for 'SESSION #0-PLENARY: WELCOME and SESSION #1-PLENARY: Clery, Title IX, and Title VI Implications of Discriminatory Conduct'. A 'Confirm I'm Going' button is in the top right of the card. Below the title, there is a blue ribbon icon, the speaker names '(Bill Lafferty and Adrienne Murray)', and a paragraph of text: 'When we think of navigating reported incidents of unwelcome conduct on campus, we always go right to Title IX. But did you know that Title VI and the Clery Act can also be implicated in acts of discriminatory behavior? This session will examine conduct that may intersect with one or more of these laws and help attendees better understand how to interpret an incident to ensure proper institutional response and compliance.' To the right of the text, it says 'This Event is Limited', 'Event Begins 22 Jan 2025 11:00 AM', and 'Event Ends 22 Jan 2025 12:45 PM'. Below the text, there is a 'Be the first to confirm...' button. At the bottom of the card, a 'Session Materials' button is circled in blue. The footer of the page says 'Virtual Conference' and has a user profile 'Kim' with a dropdown arrow.

DAY OF THE CONFERENCE: ENTER AND ATTEND A SESSION

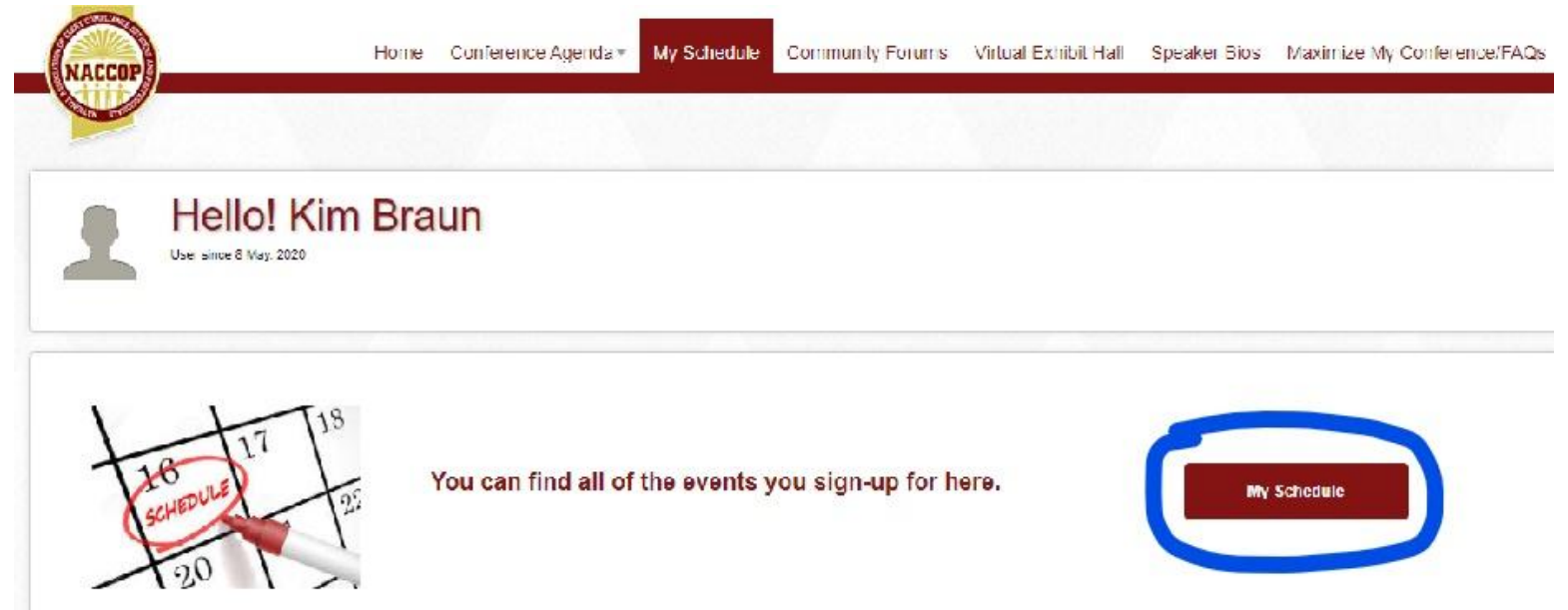
The screenshot shows the NACOP virtual conference website. At the top, there is a navigation bar with links: Home, Conference Agenda, My Schedule, Community Forums, Virtual Exhibit Hall, Speaker Bios, and Maximize My Conference/FAQs. The main content area displays session information for 'SESSION #0-PLenary: WELCOME and SESSION #1-PLenary: Clery, Title IX, and Title VI Implications of Discriminatory Conduct'. A 'Confirmed' badge is visible in the top right of the session title. Below the title, there is a speaker photo placeholder for '(Bill Lafferty and Adrienne Murray)'. To the right of the speaker information, it states 'This Event is Limited', 'Event Begins 22 Jan 2025 11:00 AM', 'Event Ends 22 Jan 2025 12:45 PM', and '1 / 496 Confirmed People'. A 'Cancel my confirmation' button is located below this information. At the bottom of the session details, there are two buttons: 'Click Here to Enter Session' and 'Session Materials'. A large blue arrow points to the 'Click Here to Enter Session' button. The footer of the page includes 'Virtual Conference' and a user profile 'Kim'.

- Go to “My Schedule”.
- Click on your first listed session.
- Click to Enter Session.
- Wait for Zoom to launch and then follow the prompts to enter your email and name.
- Select “Join” to join the Zoom meeting or webinar.
- **NOTE:** You may be in a waiting room until the presenter is ready to open the session.
- Learn and engage.

The screenshot shows the Zoom 'Enter your email and name' dialog box. It has a title bar that says 'Connecting...' and a close button (X) in the top right corner. The main heading is 'Enter your email and name'. Below this, there are two input fields: the first is labeled 'Your email' and the second contains the text 'Kim Braun/DSA Support'. There is a checked checkbox next to the text 'Remember my name for future meetings'. Below that, there is a question 'Who can see your name and email address?' with a small icon to its left. At the bottom of the dialog, there are two buttons: 'Join Webinar' and 'Cancel'.

Canceling a Session

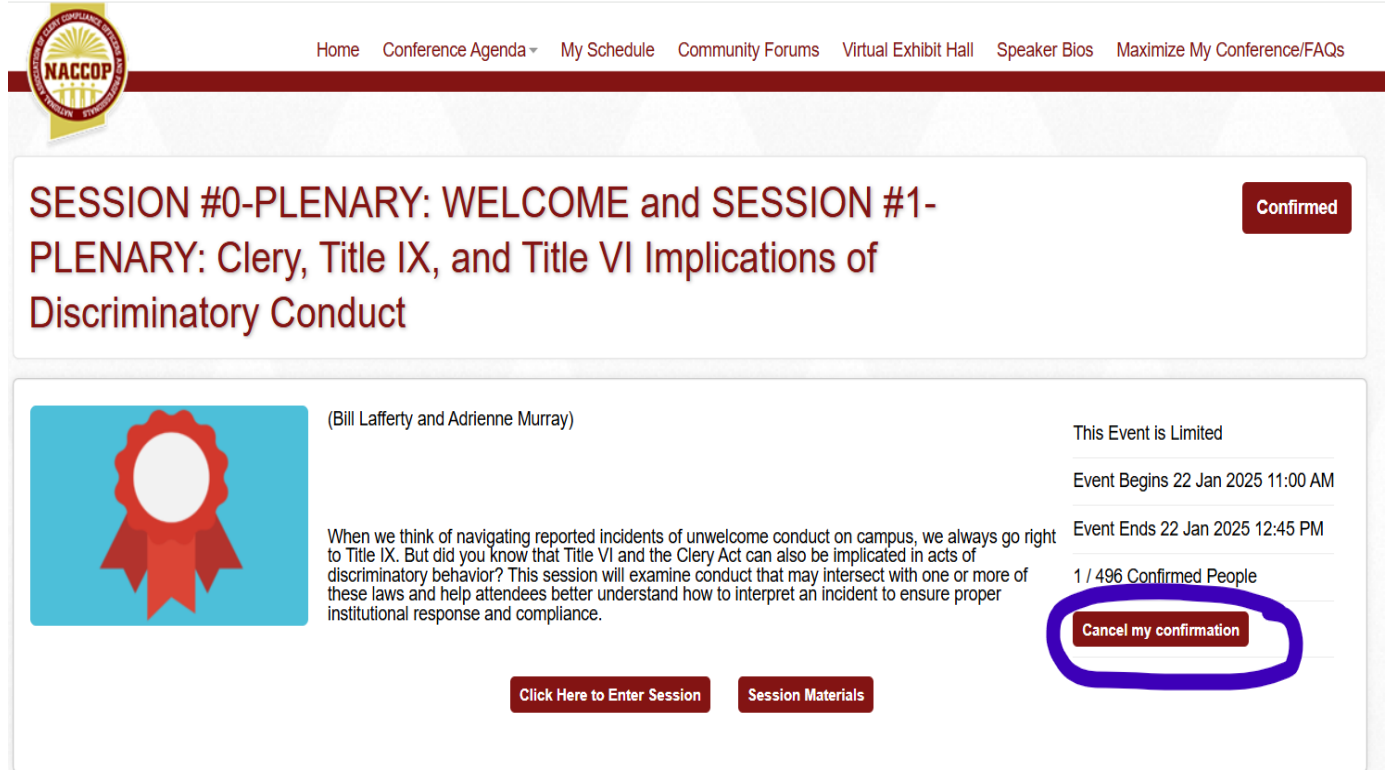
- To cancel a session, choose the “My Schedule” tab on the Conference Home Page.
- Choose the first option, “My Schedule”.



The screenshot displays the NACCOP website interface. At the top, a navigation bar includes links for Home, Conference Agenda, My Schedule (highlighted), Community Forums, Virtual Exhibit Hall, Speaker Bios, and Maximize My Conference/FAQs. Below the navigation bar, a user profile section for Kim Braun is visible, with the text 'Hello! Kim Braun' and 'Use since 8 May, 2020'. In the main content area, there is a graphic of a calendar with the word 'SCHEDULE' circled in red. To the right of this graphic, the text reads 'You can find all of the events you sign-up for here.' A red button labeled 'My Schedule' is circled in blue, indicating the correct navigation path.

Canceling a Session

- A list of all sessions for which you are confirmed will appear.
- Click the title of the session you would like to cancel, as the title is a link for that session.
- Then hit the “Cancel My Confirmation”.
- If you cannot attend a session, we ask that you please cancel, so others can attend.



The screenshot shows the NACCOP website interface. At the top, there is a navigation menu with links: Home, Conference Agenda, My Schedule, Community Forums, Virtual Exhibit Hall, Speaker Bios, and Maximize My Conference/FAQs. The NACCOP logo is on the left. The main content area displays session information for 'SESSION #0-PLENARY: WELCOME and SESSION #1-PLENARY: Clery, Title IX, and Title VI Implications of Discriminatory Conduct'. A 'Confirmed' badge is in the top right. Below the title, there is a speaker photo placeholder (a red ribbon icon) and the names '(Bill Lafferty and Adrienne Murray)'. A paragraph of text describes the session's focus on Title IX, Title VI, and the Clery Act. To the right, event details include 'This Event is Limited', 'Event Begins 22 Jan 2025 11:00 AM', and 'Event Ends 22 Jan 2025 12:45 PM'. At the bottom right, it shows '1 / 496 Confirmed People' and a 'Cancel my confirmation' button, which is circled in blue. At the bottom of the session card, there are two buttons: 'Click Here to Enter Session' and 'Session Materials'.

Community Forums

- Select the fourth tab, “Community Forums”, on the Conference Home Page. There you will find a list of Forums.
- Click on the “Participate” button for the Forum of your choice.

Home Conference Agenda ▾ My Schedule **Community Forums** Virtual Exhibit Hall Speaker Bios Maximize My Conference/FAQs

Community Forums

Click on “Participate” in each forum to pose a question, offer a response, or just browse the discussions in each forum. Once you select “Participate” you can select the topic you wish to contribute to or browse, or you can select “Add Topic” if you wish to add a new topic to start a new discussion that does not pertain to any of the existing topics in the forum

2 Year / Technical Institutions 3

- Clery Geography
- Continuing Education/Workforce Development Prog...
- 2-Year Campuses with Student Housing

[Participate](#)

Special Topic 1: Geography 4

- On-Campus Locations
- On-Campus Student Housing Facilities
- Noncampus Locations
- Public Property

[Participate](#)

Community Forums

- Once in that forum, you can select a topic to contribute to or browse.
- To create a new topic, select “+ New Topic” in the top right corner.

The screenshot shows a forum page for '2 Year / Technical Institutions'. At the top right, there is a '+ New Topic' button. Below the forum title, there is a large circular icon with two speech bubbles and a user profile picture. The main content area lists three topics, each with a user profile picture, the topic title, the author's name, and the date. The topics are:

- Clery Geography**
Platform Administrator said in 2 Year / Technical Institutions
0 Votes 0 Comments 4 May, 2020
- Continuing Education/Workforce Development Program Issues**
Platform Administrator said in 2 Year / Technical Institutions
0 Votes 0 Comments 4 May, 2020
- 2-Year Campuses with Student Housing**
Platform Administrator said in 2 Year / Technical Institutions
0 Votes 0 Comments 4 May, 2020

PLEASE NOTE: The above is a sample agenda from a past conference. The dates and times displayed are NOT for the 2025 NACCOP Conference.

Requesting a Certificate

- To request a certificate, choose the “My Schedule” tab on the Conference Home Page.
- Then choose the second option, “Request”.
- Complete the online form and hit “Submit” at the bottom.

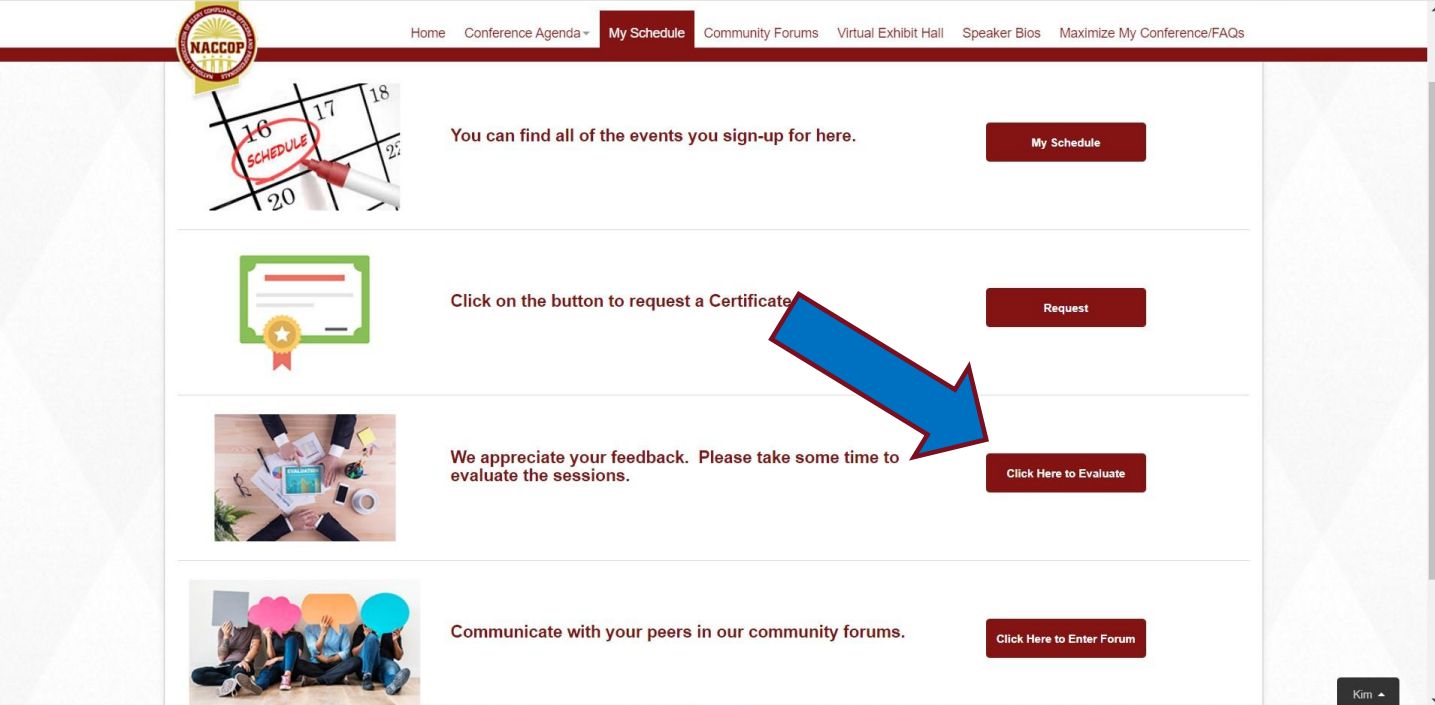
The screenshot displays the NACCOP website's user interface. At the top, the NACCOP logo is on the left, and navigation links for Home, Conference Agenda, My Schedule, Community Forums, Virtual Exhibit Hall, Speaker Bios, and Maximize My Conference/FAQs are on the right. Below the navigation bar, a user profile box for Kim Braun (Test) is shown, indicating the user has been active since January 8, 2023. The main content area features three sections:

- My Schedule:** An icon of a calendar with the word 'SCHEDULE' circled in red. The text reads, "You can find all of the events you sign-up for here." A red button labeled "My Schedule" is positioned to the right.
- Request:** An icon of a certificate with a gold star. The text reads, "Click on the button to request a Certificate." A red button labeled "Request" is positioned to the right. A large blue arrow points from the text to this button.
- Evaluate:** An icon of hands holding a document. The text reads, "We appreciate your feedback. Please take some time to evaluate the sessions." A red button labeled "Click Here to Evaluate" is positioned to the right.

A user menu in the bottom right corner shows the name "Kim" with a dropdown arrow.

Evaluating the Sessions

- To evaluate sessions, choose the “My Schedule” tab on the Conference Home Page.
- Choose the third option, “Click Here to Evaluate”.
- You will then see the online survey.



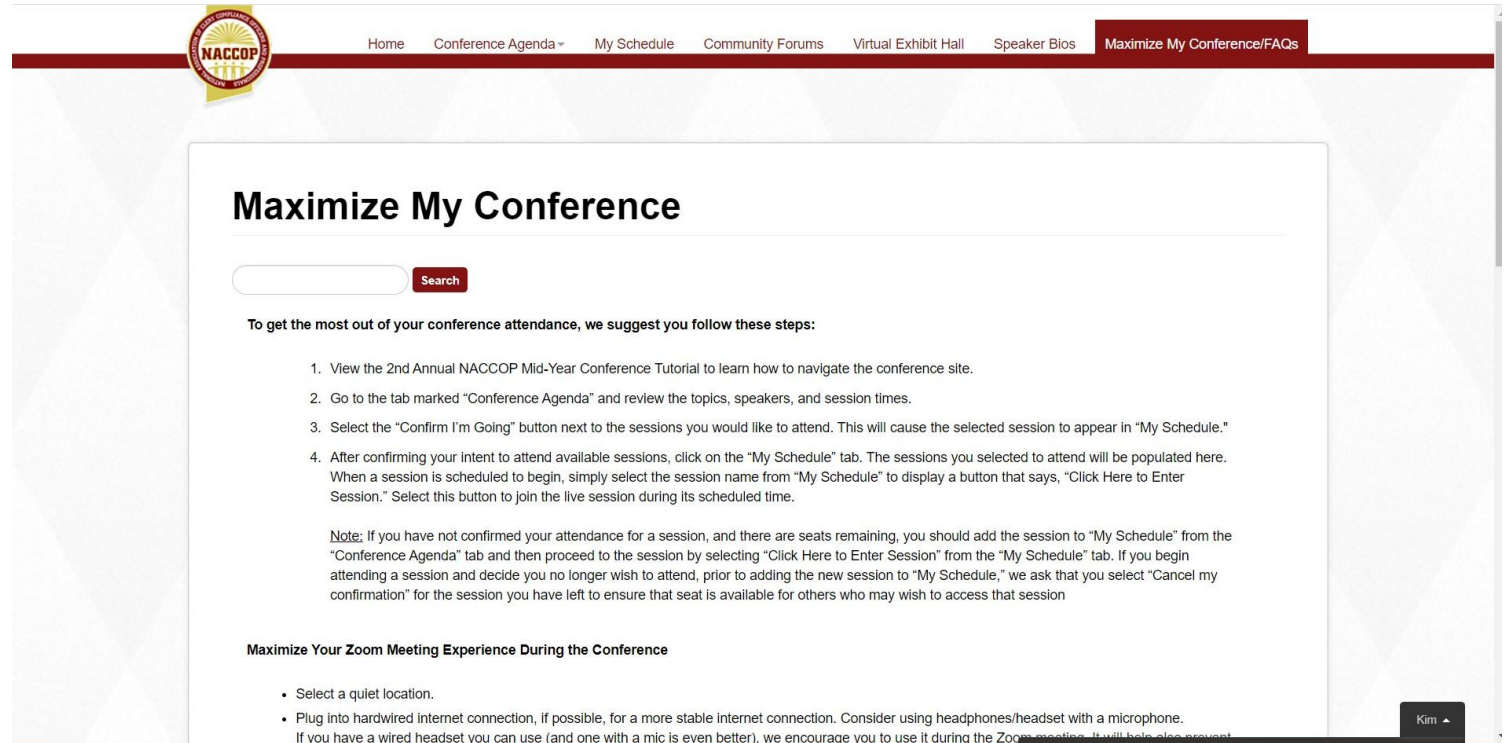
The screenshot shows the NACCOP 2025 Conference Home Page. The navigation bar includes: Home, Conference Agenda, My Schedule (highlighted), Community Forums, Virtual Exhibit Hall, Speaker Bios, and Maximize My Conference/FAQs. The main content area features four blocks:

- Block 1:** "You can find all of the events you sign-up for here." with a "My Schedule" button and an icon of a calendar with "SCHEDULE" written on it.
- Block 2:** "Click on the button to request a Certificate" with a "Request" button and an icon of a certificate.
- Block 3:** "We appreciate your feedback. Please take some time to evaluate the sessions." with a "Click Here to Evaluate" button and an icon of hands holding documents. A large blue arrow points to this button.
- Block 4:** "Communicate with your peers in our community forums." with a "Click Here to Enter Forum" button and an icon of people sitting on the floor.

A user profile dropdown menu is visible in the bottom right corner, showing the name "Kim".

Help and Technical Support

- From the home page, select “Maximize My Conference” and here you will find tech support, answers to your questions, contact information, and ways to help you get the most out of the 4th Annual NACCOP Mid-Year Conference.



The screenshot shows the NACCOP website's navigation menu with the following items: Home, Conference Agenda, My Schedule, Community Forums, Virtual Exhibit Hall, Speaker Bios, and Maximize My Conference/FAQs. The main content area is titled "Maximize My Conference" and includes a search bar with a "Search" button. Below the search bar, a heading reads "To get the most out of your conference attendance, we suggest you follow these steps:" followed by a numbered list of four steps. A note follows, providing additional guidance. At the bottom, a section titled "Maximize Your Zoom Meeting Experience During the Conference" includes a bulleted list of recommendations. A user name "Kim" is visible in the bottom right corner of the page.

Home Conference Agenda My Schedule Community Forums Virtual Exhibit Hall Speaker Bios Maximize My Conference/FAQs

Maximize My Conference

Search

To get the most out of your conference attendance, we suggest you follow these steps:

1. View the 2nd Annual NACCOP Mid-Year Conference Tutorial to learn how to navigate the conference site.
2. Go to the tab marked "Conference Agenda" and review the topics, speakers, and session times.
3. Select the "Confirm I'm Going" button next to the sessions you would like to attend. This will cause the selected session to appear in "My Schedule."
4. After confirming your intent to attend available sessions, click on the "My Schedule" tab. The sessions you selected to attend will be populated here. When a session is scheduled to begin, simply select the session name from "My Schedule" to display a button that says, "Click Here to Enter Session." Select this button to join the live session during its scheduled time.

Note: If you have not confirmed your attendance for a session, and there are seats remaining, you should add the session to "My Schedule" from the "Conference Agenda" tab and then proceed to the session by selecting "Click Here to Enter Session" from the "My Schedule" tab. If you begin attending a session and decide you no longer wish to attend, prior to adding the new session to "My Schedule," we ask that you select "Cancel my confirmation" for the session you have left to ensure that seat is available for others who may wish to access that session

Maximize Your Zoom Meeting Experience During the Conference

- Select a quiet location.
- Plug into hardwired internet connection, if possible, for a more stable internet connection. Consider using headphones/headset with a microphone. If you have a wired headset you can use (and one with a mic is even better), we encourage you to use it during the Zoom meeting. It will help also prevent

Kim

WE LOOK
FORWARD TO
SEEING YOU
AT THE
CONFERENCE!

