



2023 Virtual Junior Master Gardener National Leader Training Registration Information

****Please read this entire document before
registering for the training****

Registration:

Conference participants must register individually, not as a group. This is due to the virtual nature of the conference. Registered attendees will receive an individual registration link to enter the conference.

Your email address is **critical** to the conference. You will receive all conference details and information to the email address you provide at the time of registration. We will send information prior to the conference to this email address.

On **Monday, February 13, 2023**, 8 days prior to the start of the conference, **you will receive the password required to enter the Conference Portal.** The Conference Portal entrance allows you access to all conference Zoom sessions. As a reminder, providing the correct email address at the time of registration is **critical**.

If you are not receiving information, please contact jmgnltconference@gmail.com. It will be difficult on the day of the event to resolve issues of not receiving emails. This must be checked in advance.

Registration refund policy:

Refunds will not be given. Registrants will have access to all presented sessions following the conference. Sessions will be recorded, and registrants will be able to view all presentations for **four months** after the conference has concluded. We plan to record every session and will try our best to do so, but we cannot guarantee that every session will be recorded due to the possibility of problems occurring that are out of our control.

Equipment Required:

Each person **must** have access to a digital device such as a computer, tablet or smartphone, speakers, and a stable internet connection. There may be designated times that you are able to unmute and speak, for this you will need a microphone,

although microphones are not required to successfully participate in the conference. It may be helpful to download the Zoom App to your digital device.

Code of Conduct:

While attending a virtual conference you are expected to uphold the values of the Junior Master Gardener program. Using the chat feature in the meetings is a time to ask pertinent questions related to the topic. It is not intended to express frustrations, vent any vulgarities, or dominate the speaker's time. If at any time you are allowed to speak, the same rules apply. If any of these unfavorable behaviors are demonstrated, you will be removed from the conference.

Training:

A virtual training will be conducted to allow you to check your connection and ensure you are able to hear and see the events of the conference. We will cover Zoom features such as using the chat box to ask questions and we will show you how to navigate the Conference Portal. A pre-conference virtual training will be held on Zoom in the week prior to conference start. It is highly recommended that you attend this to check your equipment and/or need a quick refresher on how to navigate the Zoom online platform.

Wednesday, February 15 4:00 PM CTA

A link to this Zoom training session will be sent in the **February 13th** email along with the Conference Portal password information.

In addition to this live training event, the training video and written instructions will be uploaded to jmgkids.us/2023jmgnlit Additional resources can also be found in the Conference Portal to ensure you are comfortable using both the website and the Zoom platform before the day of the event.

***Notes:**

Conference Portal - The password-protected website that you must go through to attend all presentations. The Conference Portal can be found by going to this link jmgkids.us/2023jmgnlit, and clicking the "Conference Portal" button.

Zoom - The video conferencing platform we are using for the conference.