

LIEUTENANT GOVERNOR'S CONFERENCE ON SMALL BUSINESS DEVELOPMENT



SMALL BUSINESS ACADEMY
WISCONSIN



The Lieutenant Governor's Conference on Small Business Development (Wisconsin Small Business Academy) Continues:

October 6-7 from 8:30 a.m. – 4 p.m. and on October 8 from 8:30 a.m. – noon. This event's Interactive Agenda, which will connect you to the conference sessions, is available at wisconsinsbdc.org/sba2020/.

1. The agenda provides links to the General Sessions as well as a choices of sessions occurring throughout the conference. To attend a specific session, please click on the session. If prompted for a code, **the code to enter all sessions is sb2020**. Information on ways to attend the sessions will be available at the start of each day. Information regarding upcoming sessions also will be provided during sessions as well as available in the CHAT.

TO ATTEND THIS CONFERENCE: To enter this conference and attend specific sessions, click on wisconsinsbdc.org/sba2020/ to go to the interactive agenda. From there, you can click on the session links to enter each webinar. *If you are prompted for a password or code for any of these sessions, use the code: **sb2020**.* This code is the same for all sessions.

This conference will be held using ZOOM. If you plan to attend using a computer and you haven't downloaded the desktop application yet, you can do so here: <https://zoom.us/support/download>. On that page, you can also download the app for your phone. Additional information regarding ZOOM (including tips for using zoom) are below.

If you have difficulty entering a session by computer, try attending using the telephone number associated with each session. If a session is full, consider attending a different session.

For information regarding this event, send an email to: info@sbeacademy.com or visit www.sbeacademy.com.

ZOOM Information:

If you are new to Zoom, here is a cheat sheet that will help you figure your way around: <https://d2y1pz2y630308.cloudfront.net/11013/documents/2020/6/ZOOM%20Cheat%20Sheet%20for%20Beginners.pdf>.

If you are logging in from your desktop and you have already downloaded the Zoom desktop client, you'll likely be asked to download a Zoom link (again) as if you're downloading the Zoom desktop app again. This always throws people off in the beginning. Just download the link and wait for a moment for the meeting to open. The meeting opens to participants when the meeting "host" arrives so you may need to wait a few minutes if you arrive early.

Tips to Make Your Experience the Best:

- 1) Make sure your internet connection is good (connect to router with ethernet cable, turn off video or use phone for audio if band width is needed).
- 2) Test your computer's audio and video prior to the conference. ***Due to the anticipated large number of participants in most sessions, you will be asked to leave or turn off your video and microphone. Participants should use the CHAT feature (available at the bottom of the zoom screen) for questions. Information and next sessions will be posted in the "CHAT."***
- 3) Turn off your microphone and video for the sessions that are not interactive.
- 4) Due to the size of this conference, all participants will be muted for the non-interactive sessions; only the guest speakers, presenters, and facilitators will be able to speak during these sessions. The host will control who can speak during the interactive sessions.
- 5) Close other programs and turn off notifications on your computer and phone.
- 6) Keep distractions to a minimum (noise, kids, pets, etc.).
- 7) Download the agenda or handout ahead of time (if applicable) or use note paper to help keep yourself engaged.
- 8) Ask questions or make comments by chat. The CHAT button is at the bottom of the screen; it allows you to type a message to participants (everyone or specific participants). The host will monitor the Chat feature and ask questions of the presenter during the session.
- 9) Be respectful when others are talking.
- 10) Ask if you need help! Contact info@sbeacademy.com.