

# 8TH BC WOMEN'S - CART - OPTIONS PROVINCIAL MEETING

## FREQUENTLY ASKED QUESTIONS

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### REGISTRATION QUESTIONS

**I have registered for the meeting. Will I receive a confirmation message?**

Yes, we will review the registration requests and send a confirmation email to eligible individuals via the email address that you entered at the time of registration.

**I am a speaker; do I still need to register for the meeting?**

Yes, the registration information would help the organizers in creating breakout groups and for catering.

**How do I access my certificate and credits for attending the meeting?**

If you require CME credit, email us after the meeting at [cart.grac@ubc.ca](mailto:cart.grac@ubc.ca) with the sessions you attended and complete the meeting evaluation form. Specialists and Family physicians can claim self-learning credits for watching the recording. Information on how to claim self-learning credits can be found here: [ubccpd.ca/collaborate/solutions/accreditation/self-learning](http://ubccpd.ca/collaborate/solutions/accreditation/self-learning).

**Do I need to sign up for the specific breakout discussion I want to attend?**

Yes, when you select your preference for the discussion topics that you are interested in, it allows the meeting organizers to pre-assign attendees to their breakout rooms during the meeting.

**Where can I find the meeting agenda?**

Please [click here](#) to view the meeting agenda.

### IN PERSON MEETING QUESTIONS

**How do I apply for the Dependent Care Scholarship?**

Due to a change in funding for this year's meeting, Dependent Care Scholarships are not currently available. If you have questions about this change, please email us at [cart.grac@ubc.ca](mailto:cart.grac@ubc.ca).

**Will the event be accessible?**

We are taking care to host an accessible and inclusive event. Increasing accessibility benefits people with visible or known disabilities and helps to ensure that all participants, including those with invisible disabilities and chronic health conditions and people of all bodies are able to engage more meaningfully in the event. We ask that you please refrain from wearing strong fragrances and to please share any access needs you might have so we know how best to support you.

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### IN PERSON MEETING QUESTIONS cont...

#### **What can I do for accommodations if I am attending from out of town?**

We have three hotels that will offer meeting attendees a preferred rate. We ask that you please book your accommodations on your own. If you have further questions, please email us at [cart.grac@ubc.ca](mailto:cart.grac@ubc.ca).

#### Delta Vancouver Suites

550 West Hastings St, Vancouver, British Columbia V6B 1L6  
0.03 miles from the conference site

#### Exchange Hotel Vancouver

475 Howe St, Vancouver, British Columbia V6C 2B3  
0.15 miles from the conference

#### St. Regis Hotel

602 Dunsmuir St, Vancouver, British Columbia V6B 1Y6  
0.17 miles from the conference site

### TECHNOLOGY QUESTIONS

#### **Can I access the meeting on my mobile device?**

Yes, attendees can use their mobile devices (phones or tablets) to join the meeting. If you are using a mobile phone to attend the meeting, you may prefer to download the mobile app for Zoom. [Click here to download Zoom](#).

#### **How do I use the different features on Zoom?**

[Click here](#) for a guide on using Zoom. It provides an overview on how to:

- Mute/unmute: Share audio by clicking the microphone icon.
- Start Video / Stop Video: Turns your camera on or off.
- Chat: Through the chat window, you can message by text with everyone in the meeting, or with an individual.
- Reactions: Engage with other attendees giving basic reactions such as thumbs-up or applause.
- Participants: See who's currently in the meeting.

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### TECHNOLOGY QUESTIONS continued...

#### **What is the difference between viewing Zoom on my computer vs. on the mobile app?**

Regardless of whether you use the Zoom mobile or desktop app, you'll still be able to view the meeting normally as they have similar features. You can [download](#) the Zoom desktop client (if you'll be joining from a computer) or the Zoom app on your mobile device. [See here for a comparison of the features.](#)

#### **Can I use any browser?**

Zoom meetings can be joined from a web browser such as Google Chrome, Mozilla Firefox, or Apple Safari, or Microsoft Edge.

#### **When attempting to log in to Zoom, it says that I am not registered for this event. How do I get access?**

First, please make sure you are logging in to the Zoom link with the email address you used to register for the meeting. If you still cannot access the event, please contact us at [cart.grac@ubc.ca](mailto:cart.grac@ubc.ca).

#### **How do I ensure my computer system is ready for the session?**

Information on testing your systems for Zoom can be found [here](#).

#### **I don't want my profile to be shown to other participants. What do I do?**

Please feel free to only use your first name when you join the meeting. You can also keep your camera off and microphone muted, if preferred. You can temporarily rename yourself when in a Zoom meeting as host or participant:

1. Click the "Participants" icon in the Zoom toolbar
2. In the Participants window, next to your name click "More" and choose "Rename". Enter a new name and click "Rename" to save it for that meeting. The display name update will only apply to the meeting in progress and will have to be set for each meeting.

#### **I don't want to miss anything; can I access and view recordings of any presentation from the meeting?**

The meeting registration includes access to the live virtual presentations, all available materials, and access to selected post-event recordings. The recordings and meeting materials will be available within one week of the event at [cart.grac@ubc.ca](mailto:cart.grac@ubc.ca). Please note some activities will take place in breakout rooms, which will not be recorded, and we can only provide recordings and presentations we have received the speaker's approval for.