

## OSCPA Conference Live Stream Instructions

The OSCPAs utilizes a web-based platform for live stream conferences. Following the steps below will ensure a seamless conference experience. If you have questions about the following procedures, or would like to schedule a tutorial, please contact the Education Department at [cpe@oscpa.com](mailto:cpe@oscpa.com) or at (405)-841-3800, ext. 3829.

### Accessing Your Course Information

1. After registering for the conference live stream, you will receive several event reminders from the OSCPAs. Reminder emails will include the following information:
  - Event Details
    - i. Date and time
    - ii. Number of CPE credit hours
    - iii. Access link
  - Earning CPE credit
  - Important system requirements
  - Using the live stream chat and Q&A features
  - Accessing your course materials
  - Receiving your CPE certificate
  - OSCPAs CPE policies

\*If you do not receive your event reminder email, please contact the OSCPAs immediately.\*

2. We recommend using Google Chrome as your internet browser and *avoiding* Internet Explorer.
3. Use the access link from the event reminder email to view the live stream conference on the designated date and time of the event. The event will begin promptly at the designated start time.

## Navigating the Conference Live Stream Page

### 1. Channels:

If your event has concurrent sessions, you will have to select the correct channel to view your session. At the top of the page, just below the conference title, you will see a list of channels. General sessions will play on all channels.



### 2. Live Stream Video:

Just below the conference title and channels is where you will find the live stream video. The video will begin promptly at the designated start time.

### 3. If You Do Not See the Broadcast:

Below the live stream video, there is a list of possible reasons why your broadcast might not be showing and how to fix these issues. If you have tried all suggestions, please use the chat box at the bottom right of your screen for technical support.

### 4. CPE Credit: Attendance Verification

You will be prompted to verify your attendance throughout the broadcast. Respond to 70% or more of the prompts that appear on your screen to receive full credit. We will send your CPE certificate within one week of the event.

## 5. Technical Difficulties

If you experience technical difficulties, there is a live team available to help. You can contact technical support by using the chat box located at the bottom right of your screen .

The image shows a screenshot of a virtual conference interface. At the top left is the OSCPAs logo (Oklahoma Society of CPAs). The main title is "Governmental Accounting & Auditing Conference (Virtual)" with "Channel 1 : Channel 2" below it. The video player area shows a graphic with the text "Governmental Accounting & Auditing CONFERENCE" and "MAY 7-8". A message says "This event hasn't started yet". Below the video player, there is a section titled "If you do not see the broadcast above this text:" followed by three bullet points: "• If you see a 'play' icon in the bottom left of the video above but don't see actual video, click the Play button.", "• Is your connection fast enough for the broadcast? Do you have a highspeed Internet connection (cable modem, DSL, fiber)?", and "• Is your firm blocking access to video sites such as Vimeo or Youtube?". To the right of the video player is a chat box with a question mark icon and the text "YOU ASK WE ANSWER" and "Online". Red arrows point from the chat box to the video player and from the video player to the chat box.

## 6. CPE Certificate

Please allow up to one week for your CPE Certificate to arrive via email.