2021
o n l i n e
CONFERENCE

Adapting, Learning & Networking Together

• Tips for a Successful 2021 OTA Online Conference •

What You Will Need to Attend the Conference:

- Computer, smartphone or tablet or telephone
- Audio capabilities with selected device
- Access to reliable Internet (Wi-Fi, hotspot, or hardwire)
  - Click here to find Wi-Fi or internet hotspots in your area.
  - To ensure a good connection, click here to register for a practice session held the week before the conference.
- Internet browser (Chrome is recommended)
- Valid email address
- Webcam or smartphone with a camera (optional)
- Download the 2021 OTA Online Conference App. In the app you will find:
  - Live seminar links
  - Recordings of previous seminars
  - Seminar handouts
  - Networking opportunities
  - Games (township trivia & scavenger hunts)
    - Yes, there will be PRIZES!

Instructions for the Day of the Conference:

- **Check your email at the start of each day in order to access the event**
- Log on to sessions five minutes prior to the seminar
- Suggested: Close all other open programs on computer
- Check audio connection – can use device audio or phone connection
- Have seminar handouts readily available (downloadable on OTA website and conference app one week prior to event)
- Join networking roundtables moderated by Heidi Fought, OTA Executive Director
  - Networking roundtables will be held at the conclusion of the days' seminars:
    - Tuesday - Townships with less than a $750,000 budget
    - Wednesday - Townships with a budget between $750,000.01 - $3.5 million
    - Thursday - Townships with a budget greater than $3.5 million
  - Attendees will be asked to submit questions in advance

Technical Support:

For help with technical questions, please email zaky@ohiotownships.org. You may also call 614-863-0045.