

2021 online 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:

- 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.