OSCPA Conference Live Stream Instructions

The OSCPA 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 or at (405)-841-3800, ext. 3829.

Accessing Your Course Information

1. After registering for the conference live stream, you will receive two event reminder emails from the OSCPA: 1) the first email will be sent one week prior to event and 2) the second email will be sent the day before the event. 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
   - OSCPA CPE policies

   If you do not receive your event reminder email, please contact the OSCPA immediately.

2. Use the access link in the event reminder email to test your system before the conference. 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.

   We recommend using Google Chrome as your internet browser and *avoiding* Internet Explorer. Once you click the access link in the event reminder email, you will be directed to the live stream landing page.

Navigating the Conference Live Stream Page

1. **Channels:**
   At the top of the page, just below the conference title, you will see a list of channels (see image below). If the conference has breakout sessions, you will be able to click on different channels to access different sessions. General sessions will play on all channels.
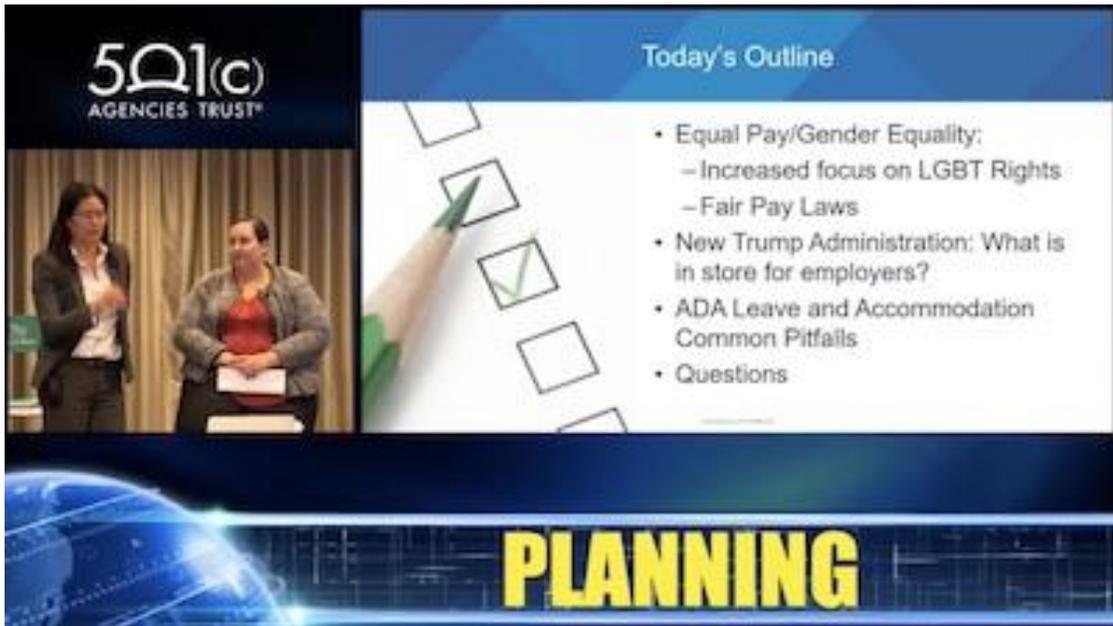

2. **Live Stream Video:**
   Just below the conference title and channels is where you will find the live stream video. The video will begin promptly at the designated start time.

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: Keyword Submissions**
   You must submit a list of keywords to verify your attendance for CPE Credit. To receive full credit, you must send in 70% of the correct keywords. The keywords will appear in the lower portion of the live stream video (see image below, the keyword is PLANNING).

You will record keywords and submit a complete list at the end of the conference using the keyword submission form at the bottom of the page. Please be sure to read the list of suggestions in the "During the Video Presentation" section before the broadcast begins.

If you have a problem with the keyword submission form, you can email your keywords, along with your name and company, to bfoster@sundevsolutions.com.

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 (see below).

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