

Synergizing the Water Industry with Technology

Attendance and Tracking Policy

In Person Attendance:

At the entrance of the venue a table will be set up where the event coordinator will check attendees into the event based on a printed list. A laptop will be available for day of registration. The event coordinator will check students out if they need to leave early. After the day of the event, the event coordinator will submit records to the appropriate bodies indicating attendance at this event.

Online Attendance:

Those that register online will be provided a link to join through Microsoft Teams. Attendees will sign in to view the class at the appropriate time. Online engagement will be tracked using Microsoft's native attendance and engagement reporting tools. Following the event a report will be generated and submitted to the appropriate bodies to indicate attendance at this event.

For more information on Microsoft Teams attendance and engagement reporting tools visit: <https://learn.microsoft.com/en-us/microsoftteams/teams-analytics-and-reports/meeting-attendance-report>