

we will be tracking attendance through the Zoom for Government attendance function, which reports the amount of time each participant engages in a session. Since we are using a single Zoom meeting for each track, we will be able to tell how long a participant is actually logged in for that speaker session.

In terms of how we plan to run each track, here is a little more detail on the structure to better spell out how the timing is anticipated for each track:

- An EPA Subject Matter Expert will begin by introducing each track. They will also serve as track moderator and track facilitator.
- The facilitator will introduce each speaker. Upon conclusion of the speaker's presentation, they will provide some commentary and summary points on the speaker's talk and will then introduce the next session.
- This will repeat until all speaker sessions are completed. This will lead us to the next portion of the track, the roundtable and Q&A.
- The moderator will then lead the roundtable discussion which is slated to last 15-20 minutes.
- Questions will be taken from the audience. In the absence of immediate questions from the audience, predetermined opening questions will be used.
- Facilitated roundtable discussion will ensue until it is time to wrap up the track.
- Moderator will make a few summary closing statements and we will close out the track for a short break.

In terms of monitoring attendance: Some states do not allow us to grant any CEU credits unless an attendee is present for the entire day's activities. Some states do not allow us to grant any CEU credits unless an attendee is confirmed to have attended the entire multi-day Summit. Ultimately, we defer to your state for how you would prefer we request CEUs. Please note that we also communicate with all attendees in advance to inform and remind them of their state's CEU requirements in order to properly reflect the number of credits earned on individuals' certificates of completion.

In terms of session timing: There will be 4.5 hours of session time each day at a minimum. Given OR's requirement to round down on session times, you may want us to only issue 9 credit hours for attending a complete day 1 and day 2. Or 13 hours for someone who attends all 3 days. But we defer to your guidance on how many credit hours to issue per day.