8/22/2021 10.49 pm

**How to find your way around our virtual conference***See Patricia Durgin’s PDF of these six steps.*

1. **You must check in next Tuesday, August 24 (10:00 am – 8:00 pm) or Wednesday, August 25 (9:00 am – 4:00 pm). AL times on the conference website and dashboard are Mountain Time.** Enter ccwc.obv.io in your browser. Use your email address as your temporary password.  
   **Important: You cannot check in until Tuesday.**
2. You will be prompted to create a new password and sign a waiver.
3. Tech Check is next. One of our staff will be waiting for you in this Zoom room to make certain you and your equipment are ready to participate in the conference.
4. Once the Tech Check is completed and you have no more questions, click “Leave the Meeting” on the bottom of the page.
5. You’re now ready to enter the conference. Again type ccwc.obv.io in your browser. Enter your new password. (You will need to do this whenever you leave the conference and come back.) NOTE: See Wednesday earlybird options on next page. **Conference gets officially underway Thursday, August 26 at 8:00 am. To be on time is to be early!**
6. You will be taken to the Dashboard – our conference hub. From here simply follow the conference agenda and click on the room you want to join.

**Our Dashboard**

* Take time to visit **Ministries GPCWC Supports and Recommends**. (You’ll earn points!)
* Prayer is available throughout the conference. Laura Shaffer, Joy Schneider, or Roy RIchards welcome the opportunity to pray for you. See how to reach them in the sidebar of the dashboard.
* NOTE: **MOUNTAIN Time**. Do the needed calculations if you are not on Mountain Time. Eastern time is two hours LATER, Central time one hour LATER, and Pacific time one hour EARLIER.
* **WINNER** – You’ll win points for actively participating with prizes to be randomly awarded. Whoever is #1 at the end of the conference will win 50% off the May 11-14, 2022, Colorado conference.
* **Handouts** – in brite yellow. You’ll want to print or display on a second screen handouts for sessions you attend.
* **CCWC Facebook page** in addition to the chat is a great place to connect and make new friends.

1. **Group appointments** – you will receive a list of who you are scheduled to meet with, when, and where. You will enter the room with the others scheduled for that half hour. Remember to pray for them as they present their pitch.
2. **One-on-one appointments** – You will receive an email Saturday morning, June 26, if an editor or agent has requested to meet with you.
3. **Small group Q & A during meals** – You are welcome to come and go from rooms to find out about as many of the services offered as you are interested in.
4. **Build your network of writing friends** – Don’t miss the small group breakouts each day, the chat room, critique groups, and the online chat. Tips: Download the chat for info you might want later like the name and email of new friends. See three dots in lower right-hand corner of the chat. You’ll connect more with others if you are live rather than just a picture on the screen. And be sure to display your first and last name.
5. Don’t forget our **early birds** on Wednesday:

3:00 pm – Meet and Greet Barbie and Marlene  
4:00 pm – Crafting a Winning Nonfiction Book Proposal – Cindy Lambert  
4:00 pm – Solving Plot Problems – Dave Lambert  
5:30 pm – The 25 Hour Day – Ava Pennington  
6:20 pm – Getting the Most Out of the Conference - Marlene  
7:00 pm – Brainstorming – Dick Bruso  
8:15 pm – Night Owl Chat & Prayer with Laura Shaffer

1. Participate in our **Author’s Night** on Friday. See the instructions to **Sell Your Book** by [clicking here](https://colorado.writehisanswer.com/sellyourbook). Have your book with you so you can hold it up when you’re being interviewed.
2. There’s still time to **encourage your friends to register**. If they can’t be with us all three days, remind them that 100+ hours of videos will be available for at least two months and hopefully to the end of the year. There is still scholarship help available. Or, if needed, they can do time payments.

**REMEMBER – You MUST check in next Tuesday or Wednesday   
in order to be able to get into the conference when it starts.**

**ccwc.obv.io**  
**IF YOU ENCOUNTER A PROBLEM, PLEASE TEXT:**

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NOTE: The numbers on the earlier sheet I sent for problems DURING the conference  
are only to be used by faculty and staff.