<u>SOS Approach to Feeding</u>

<u>Attendance Policies</u>

<u>Technical Requirements</u>

- A computer is the preferred device for participating in this on-line Conference. Taking the conference on a phone is not permitted. A tablet might be allowable if the other requirements below can be met with that tablet.
- **You MUST be able to hard-wire your computer directly into the Internet via an Ethernet cord**. WiFi connections to the internet are not sufficient and will not provide you with enough clarity to view videos and Speaker demonstrations. In addition, WiFi connections cause many technical problems resulting in too much time lost from the conference.
- A working Webcam on your computer is required (most laptops have the camera embedded).
- **YOU ARE REQUIRED TO ATTEND ONE OF THE CONFERENCE TEST RUN SESSIONS** during the week prior to the conference. Your Conference Welcome Email sent 2 weeks prior to the Conference Start Date will give you the Zoom Links and the dates + times for those Test Run sessions. THESE TEST RUNS ARE TO CHECK YOUR ABILITY TO COMMUNICATE DIRECTLY AND CORRECTLY WITH THE SPEAKERS DURING THE CONFERENCE ITSELF. Therefore, it will be best that you take the Test Run from the computer that you will be taking the Conference on.

<u>Time Zone Requirements</u>

- You must be within the eligible time zone in order to participate in the conference
- **Eligible times for this conference would be for the participant to live no more than 8 hours BEHIND the Cyprus (GMT + 2) Time Zone, and no more than 2 hours AHEAD of Cyprus (GMT+2) time zone**

In order to keep the SOS Approach to Feeding online conference on schedule, please log into the Zoom platform <u>at least 10 minutes prior to the start of each of the Conference days</u>. This will allow our staff to resolve any technical issues you may encounter while keeping the conference on schedule.

Conference Guidelines and Expectations

- **Conference participants are required to sign into Zoom each day.**

  - The login process will mirror the typical sign-in/sign-out requirements which are used in the SOS Approach to Feeding's in-person conferences and set forth by most Professional Associations.
  - If the participant has not logged in, an SOS Conference Administrator will contact the participant to identify and problem solve any potential technical issues interfering with login.
    - **If you are encountering any technical issues, we have support staff available to assist you. Please contact us at info@sosapproach.com or by calling #1-720-672-1143 as soon as possible**
  - If the participant has not logged in and the issue is determined to be something other than a technical issue, an SOS Conference Administrator will work with the participant to determine a plan for resolving the issue.
  - Participants are REQUIRED to arrive on-time for each day of the Conference and to attend the Conference in its' entirety.

- **Conference participants will be expected to answer 8-10 Test Questions twice each day IN ENGLISH** to demonstrate understanding of materials presented. *If the Participant feels that they must have the SOS Tests presented to them in Greek in order to accurately pass the tests, the Participants MUST notify the HOST of this need during the registration process in advance of the Conference itself.*

  - Schedule of test questions

    - Days 1 and 2
      - Beginning of Dinner break (6:15pm to 6:30pm)
      - End of the day (9:00pm to 9:15pm).

    - Days 3, 4 and 5
      - Beginning of Dinner break (7:15pm to 7:30pm)
      - End of the day (10:00pm to 10:15pm)

  - Participants will receive Test Questions via Survey Monkey. Participants are expected to submit their answers prior to taking their scheduled break or leaving for the end of the day. Answers will be reviewed and scored by SOS Approach to Feeding Conference Administrators.
  - Participants who do not answer the questions for each section will be contacted by an SOS Approach to Feeding Conference Administrator to

problem solve any difficulties on the participant's part in answering the questions.

- o **To receive a Certificate of Attendance/Completion (via email), participants must answer 80% of the Test Questions correctly**. If a participant does not pass, they will be contacted by an SOS Approach to Feeding Conference Administrator to identify next steps.

- **Participants will be expected to engage in Teaching Exercises as demonstrated and taught in the conference.**

  - o The Postural Stability Exercise will require you sit in a typical office/kitchen chair.
  - o The Breathing Exercise will require you observe one of the SOS Professors, as well as engage in a short, shallow breathing exercise yourself.
  - o The Developmental Food Continuum/Oral-Motor Exercises will require you to follow an SOS Professor in practicing with and eating various foods. **THE FOOD REQUIREMENT LIST WILL BE SENT TO YOU IN A SEPARATE CONFERENCE WELCOME EMAIL** 2 weeks prior to the Conference Start Date.
  - o The Food Hierarchy Exercise will require that you create and submit a Food Hierarchy to the SOS Professors
  - o The Steps to Eating Hierarchy Exercises will require you to play with food.
  - o As part of this conference, you will be seen, and be able to see your colleagues participating in these physical exercises.

- **Conference participants will be expected to submit Comments via the Zoom Chat Box IN ENGLISH ONLY in response to questions asked of them by the Speaker at least twice and up to four times daily. These Comments will include your reactions to the Teaching Exercises.**

  - o If participants do not submit a comment when prompted, an SOS Approach to Feeding Conference Administrator will contact the participant to problem solve any difficulties on the participant's part in providing their comments.

- **Participants will be required to have their computer camera on throughout the online conference to help verify attendance and participation in the Teaching Exercises.**

- **Participants must provide a contact number and preferred email address where they will be available throughout the Conference to the SOS Conference Administrators PRIOR to the start of the Conference in case a Conference Administrator needs to contact you.**

Additional Conference Requirements for Students:

- The Student is ideally in their last year of graduate work in their program.
- The Student is under the supervision of a Professor from their program who is aware that the student is attending the training.
- This Professor must already be fully SOS Trained or must attend the same training conference as the student.
- This Professor gives the student written permission from the Graduate program to attend our training – especially if the student is only in their 2nd or 3rd year of the program – and this permission letter is submitted with their registration form.
- The Professor ensures that the student is not practicing the SOS Approach to Feeding program independently (I.E. the professor is present in the sessions with the Student and accepts responsibility and provides supervision for the student engaging in any treatment using the SOS program)

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