IIMC Annual Conference Scanning Policy

Adopted by the IIMC Board of Directors 3/29/10
Revised by the IIMC Board of Directors 9/26/11

Background

At the 2009 Mid-Year Board Meeting, IIMC's Board of Directors approved to confer a maximum of eight (8) education points for each Conference Delegate, providing that each Delegate attends all required education sessions during the Conference week.

To accomplish this, the Board also approved the implementation of a scanning system that will scan each Delegate's badge prior to each session during the Conference. Scanning will ensure that Delegates receive an accurate statement of education points, based entirely on their attendance. This process began with the 2010 Annual Conference.

Policy

In order to receive credit for attendance, Delegates (including volunteers) are responsible for ensuring they have been scanned into all Conference Education Sessions; Academies, General Sessions, Athenian Leadership Dialogues and Concurrent Education Sessions. IIMC Conference education sessions are rated at 1 point per 2 in-class contact hours.

The Annual Conference Education Program operates in this manner:

- Education Scanning Volunteers and/or IIMC Staff will start scanning Delegates into sessions beginning 15 minutes prior to the session start time. A session is full when there are no more seats available, and scanning for that session will stop. Delegates must then find another available session in order to receive credit. IIMC can only allow the maximum number of participants in each room (as allowed by the local fire code).
- Seating is on a first come, first served basis. Saving seats is prohibited.
- Delegates must be scanned into a session within 10 minutes of the session start time.
- If a Delegate must leave the session for any reason, they must scan out and back in upon their return. If a Delegate misses more than 10 total minutes of a session they will not receive any credit for that session.
- In order to receive credit, a Delegate must be scanned into the session. It is the responsibility of each Delegate to make sure they have been scanned into the session. IIMC and Education Scanning Volunteers cannot go back and scan or manually enter a Delegate into a session after it has ended.

- Delegates should notify Registration of any special needs in order for accommodations to be made in advance, i.e., if their badge will not scan or is damaged in any way; health issues; and physical challenges.

- All scans will be batched into the database by IIMC Staff as soon as possible or practical after the end of each conference day

- Delegates will be emailed a transcript approximately 1 month after the conference has ended, which indicates the amount of hours they attended or points they earned.