Dear 2021 Conference Delegate,

In addition to the new agenda selection process that we completed together a few weeks ago, the process for receiving your conference transcript has also been reimagined. The Education Department will be utilizing a contactless, streamlined transcript/certificate process which is outlined below.

Here is what you need to know - Please read through this process carefully:

1) IIMC will not be issuing traditional conference transcripts in 2021, but rather individual conference certificates for each session attended. This will include the pre-conference Academy Sessions, Athenian Dialogues, General Sessions as well as Concurrent Education Sessions.

2) Certificates of Completion will be issued immediately upon a passing grade eliminating the 4-6 week waiting period that accompanies traditional conference transcripts. Certificates will be sent over to the email that the attendee uses when taking the exam. IIMC staff will also have access to these records should a certificate need to be located.

3) The department has worked with each speaker to create an online assessment based on the delivered content which will be offered on a platform called FlexiQuiz.

4) **NOTE:** FlexiQuiz is most compatible with Google Chrome so please consider installing this browser on your smartphone or using it on your desktop computer.

5) Upon conclusion of a session, attendees will look for a QR code (similar to the one shown below) found on signage outside of the session location. Feel free to test this QR code out which will take you to the IIMC website!

6) You will scan this code with your smartphone camera or a QR code reader app installed on your device and be directed to the final assessment for that session in your device's browser (preferably Google Chrome).

7) You must pass assessments with a 70% or higher to receive a certificate of completion for that session. You will have 3 opportunities to pass each exam.

8) If you miss a QR Code or forget to scan it on the way out the door, all QR codes will be posted on a bulletin board next to the IIMC Registration Desk.

9) For those without a smartphone or those that prefer to complete the exams on a desktop, we will provide a list of browser links that can be utilized rather than the QR codes. This listing will be available for access at the IIMC Registration desk.

10) For those of you attending an Athenian Dialogue, separate information was sent to you via email regarding the review process for your submitted online assessment. Please note that even those seeking Athenian Fellowship--where assessments are not typically required--must complete the assessment. Certificates will not be issued to those that do not complete the assessment. Thank you for your cooperation in advance.

FAQs:

- **"What if I do not receive the email containing my certificate?"**
  If this happens to you, IIMC has created a "Certificate Reprint Request Form" which you can fill out at the end of the week requesting any missing certificates. Staff will respond to these requests in the order they are received. Please wait until the end of the week and complete this form one time with any missing certificate request.

  *Form can be accessed here: http://bit.ly/IIMCReprintCert (copy and paste this link into your browser)

- **"I have an iPhone and use Safari as my browser, how do I get Google Chrome?"**
  Download the free Google Chrome App from the Apple App Store. No Google account is necessary!

- **"I didn't pass the exam after three attempts. What do I do?"**
  Please reach out to Ashley DiBlasi at ashley@iimc.com and we will work with you one on one.

- **I need help understanding QR Codes and how to set my phone up for success.**
  Watch these quick tutorials for more information:

  Apple mobile device: http://bit.ly/QRAppleForIIMC
  Android mobile device: http://bit.ly/QRAndroidForIIMC

Best Regards,

The IIMC Education Department

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