

## Smith, Emily Elizabeth

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**From:** Smith, Emily Elizabeth  
**Sent:** Thursday, April 2, 2020 5:49 PM  
**Cc:** Tiemann, Bernadette L  
**Subject:** LERA 72nd VIRTUAL Annual Meeting Info: FAQ, Toolkit, Steps for Organizers, Participant Options



## Got Questions? We Have Answers. Read the Virtual Session FAQ's.

A great starting point for learning how the LERA Annual Meeting is going virtual is to read through the [Virtual Session FAQs](#). We will continue to update this as planning evolves. Do you have additional questions? Please contact us at [LERAoffice@illinois.edu](mailto:LERAoffice@illinois.edu). We appreciate your patience and understanding as we adjust our program to a virtual platform.

## Now Available: Toolkit for Virtual Sessions

Some have presented virtually before; some have not. Are you wondering where to start? Here is a place to begin, a [toolkit for virtual sessions and presentations](#). These are best practices for transitioning your session to a virtual format including session format options, preparation suggestions, tips and tutorials. We are open to your suggestions, experiences, and feedback at [LERAoffice@illinois.edu](mailto:LERAoffice@illinois.edu).

## Session Organizers and Chairs - Next Steps

We are excited about the new virtual platform, and hope that you will be, too! It may be possible that not everyone will want to transition their planned session from an in-person, face-to-face format to a virtual one, and we would like session chairs and organizers to let us know by April 17 if the session should be included in the virtual conference.

For those planning to host a virtual session, please review the toolkit mentioned above and once you have determined your path forward, fill out this [online form](#) as soon as possible. The form addresses your confirmation to include the session, names the host of the virtual session, and communicates any changes to what has already been approved by the program committee. (You can continue to forward updates to [LERAoffice@illinois.edu](mailto:LERAoffice@illinois.edu) even after you complete this form if need be.) Please complete this virtual session information form by April 17<sup>th</sup>, and we ask for your patience as we handle and respond to requests.

[Organizers and Chairs - Virtual Session Information Form](#)

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## Are you a presenter in need of a virtual session?

First things first - If you have not already been contacted by your session organizer or chair, please reach out to them to ask if your session will be going virtual.

We recognize that the decision whether to go virtual with a session may not be unanimous. Some presenters, panelists, chairs, or discussants wishing to participate may be in a session that has opted to not take place as part of the virtual meeting. In such circumstances, we want to make a concerted effort to provide participation opportunities to those individuals.

Please fill out this [online form](#) if your current session is not taking place virtually and you are looking to present in another virtual session. We cannot promise that every person will be placed in a new session, but we will work to set up opportunities for as many people as possible.

[Participants - New Session Request Form](#)

## Did you register and pay prior to April 1, 2020?

At this time we are requesting that those who registered and paid for registration prior to 4/1/2020 let us know how they prefer this registration fee be handled. There are several options available, and we ask that you submit the [online form](#) to select among the options available by 4/17/2020.

Due to the volume of requests, we ask for your patience as we work to process refunds and answer your questions.

[Those Who Paid Prior to 4/1/2020 – Paid Registration Request](#)

## New Registrants for the Virtual Meeting

If you were not previously registered for our LERA 72<sup>nd</sup> Annual Meeting in Portland but would like to register now to attend our LERA 72<sup>nd</sup> VIRTUAL Annual Meeting, you can do so now. Registration fees have been reduced to:

- Regular LERA members: \$150
- Emeritus LERA members: \$100
- Student/Apprentice LERA members: \$45
- Non-members: \$200

***Everyone who was previously registered for the in-person meeting in Portland does not need to re-register or pay these fees.***

[Register](#)

Best,  
*Emily E. Smith*  
Executive Director

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