



## 2024 Texas Master Gardener Conference Registration Information

**\*\*Please read this entire document before registering for the conference\*\***

### Registration:

**Each conference participant must register individually, not as a group.** Registered attendees will receive an **individual** registration link for accessing the conference. If a county intends to gather as a group to view the conference, each attendee must have their own registration. It is responsibility of County Extension Agent to ensure that each registration is accounted for.

Your email address is **critical** to the conference. You will receive all conference details and information at the email address you provide at the time of registration. Emails will come from the Conference Team [texasmastergardener@gmail.com](mailto:texasmastergardener@gmail.com) and AgriLife Register [agrilifeconfirmation@ag.tamu.edu](mailto:agrilifeconfirmation@ag.tamu.edu).

On **Monday, April 15<sup>th</sup>, 2024**, you will receive the password required to enter the **Conference Portal**. The Conference Portal entrance allows you access to all conference Zoom sessions. Once again, providing the correct email address at the time of registration is **critical**. **KEEP THIS LOGIN INFORMATION** as it will also be used to view the recorded presentations after the conference.

If you are not receiving information, please contact [texasmastergardener@gmail.com](mailto:texasmastergardener@gmail.com) at least two days prior to conference. It will be difficult on the day of the event to resolve issues of not receiving emails therefore it is imperative this is checked in advance.

### Registration Cancellation and Refund Policy:

**Cancellations will not be accepted, and refunds will not be given** as all registrants will be able to access all recorded presentations starting one week after the conference, for a duration of four (4) months following the conclusion of the conference.

## **Equipment Required:**

Each person **must** have access to a digital device such as a computer, tablet or smartphone, speakers, and a stable internet connection. There may be designated times that you are able to unmute and speak, for this you will need a microphone, although microphones are not required to successfully participate in the conference. It may be helpful to download the Zoom App to your digital device.

## **Code of Conduct:**

While attending a virtual conference you are expected to uphold the values of the Master Gardener Program. Using the chat feature in the meetings is a time to ask pertinent questions related to the topic. It is not intended to express frustrations, vent any vulgarities, or dominate the speaker's time. If at any time you are allowed to speak, the same rules apply. If any of these unfavorable behaviors are demonstrated, you will be removed from the conference.

## **Pre-Conference Zoom Training Session:**

A virtual training will be conducted to allow you to check your connection and ensure you are able to hear and see the events of the conference. We will cover Zoom features such as using the chat box to ask questions and we will show you how to navigate the Conference Portal. This pre-conference virtual training will be held on Zoom in the week prior to conference start. It is highly recommended you attend this to check your equipment and/or need a quick refresher on how to navigate the Zoom online platform.

**The Pre-Conference Virtual Zoom Training Review Session is scheduled for:**

**Wednesday, April 17, 2024 @ 10:00 AM CST**

A link to this Zoom training session will be sent in the **April 15th** email along with the Conference Portal password information.

In addition to this live training event, the training video recording and written instructions will be uploaded to the conference tab on the state website. Additional resources can also be found in the Conference Portal to ensure you are comfortable using both the website and the Zoom platform before the day of the event.

## **Glossary of Terms:**

**Conference Portal** - The password-protected website that you must go through to attend all presentations. The Conference Portal can be found by going to the Conference tab on the state website [txmg.org](http://txmg.org) and clicking the "Conference Portal" button.

**Zoom** - The video conferencing platform we are using for the conference.