

**2023 Region’s Professional Day Registration  
 Questions and Answers (Q&As) for Centre-Based Service Providers  
 Released: February 9, 2023**

**1. We will use a projector and sign up as one group. Should I fill out the form with everyone’s names and emails or use one email for the group?**

If staff are comfortable and with their consent, we recommend that you share all participants’ emails. In this scenario, while you only need one email to join as a group, sharing individual email addresses will allow participants to access the portal and review available resources and recordings after the event.

Where staff or groups want to attend different breakout sessions, email addresses are required to ensure they get access to the breakout session. This can be done through individual registration or if you are registering as a group, including the e-mail addresses on the group form. Each staff or group will need a different device if they are participating individually or as a group in a different room.

**2. Can staff register for different breakout sessions?**

Yes, staff can join different breakout sessions on their own or as a sub-group. Breakout sessions are accessed through the portal, so a registered email address is needed.

It depends on how you, as an organization, want to structure the professional learning day. If staff are comfortable sharing their e-mail addresses, we recommend including all of the e-mail addresses for those staff who will be participating in the day. This can be done through individual registration or if you are registering as a group, including the e-mail addresses on the group form.

For example:

How Staff Are Participating	Email Address* Requirement	Device Requirement
Staff are participating individually for the entire day.	One email address per staff	One device with internet/wifi connection per staff
Staff are participating as a large group for the entire day.	<ul style="list-style-type: none"> <li>• One email address is needed for group participation and to access the portal.</li> <li>• Individual registered email addresses are preferred so all staff get access to resources on the portal after the event.</li> </ul>	<ul style="list-style-type: none"> <li>• One device with internet/wifi connection along with a projector, screen, audio equipment to allow for group participation.</li> <li>• Any device with an internet connection.</li> </ul>

How Staff Are Participating	Email Address* Requirement	Device Requirement
Staff are participating as: <ul style="list-style-type: none"> <li>• a group for the morning sessions, and</li> <li>• smaller teams for the afternoon sessions.</li> </ul>	<ul style="list-style-type: none"> <li>• One email address is needed for group participation and to access the portal.</li> <li>• For each team, a different email address is needed to access the portal and sessions.</li> </ul>	<ul style="list-style-type: none"> <li>• One device with internet/wifi connection along with a projector, screen, audio equipment to allow for group participation.</li> <li>• For each team, one device with internet/wifi connection. Depending on the size of the team, may need a projector, screen, audio equipment to allow for team participation.</li> </ul>
Staff are participating as: <ul style="list-style-type: none"> <li>• a group for the morning sessions, and</li> <li>• individually for the afternoon sessions.</li> </ul>	<ul style="list-style-type: none"> <li>• One email address is needed for group registration and to access the portal.</li> <li>• One email address per staff.</li> </ul>	<ul style="list-style-type: none"> <li>• One device with internet/wifi connection along with a projector, screen, audio equipment to allow for group participation.</li> <li>• One device with internet/wifi connection per staff</li> </ul>

\* Email addresses must be provided either through individual or group registration prior to the event.

**3. Will the Region track participant attendance? If so, can we get the attendance list for our organization?**

We can only track the number of people who sign in with a registered email on February 17, 2023. We are not able to track groups who join together with a single email address. As a paid day, we encourage to record attendance as part of your normal business operations.

We are also monitoring the organizations and the number of individuals registered to participate on February 17, 2023.

**4. Can staff attend remotely?**

- We strongly encourage in-person participation as this allows your staff to engage in discussions throughout the day as well as share their learning with each other. This type of event is not only a professional learning opportunity but also a chance for team building which has a positive impact on staff well-being and engagement. Participation in the breakout sessions can be in large groups, small groups or individually.
- If due to your staff needs, in-person participation is not an option, you can make the business decision to allow remote participation. As this is a paid day, you must ensure that staff participating remotely have registered their email address and have access to a device (such as a tablet or laptop), and that participation expectations are set in advance.

**5. How do we support staff who have children that usually attend your programs?**

We have encouraged you to provide parents and caregivers (including staff with children who attend your program) with ample notice about your centre/agency closure so that alternate arrangements can be made to support participation in the learning day.

**6. How do we get the Survey Monkey form?**

The link [Survey Monkey Registration Form](#) was provided in the memo "2023 Region-wide Professional Learning Day Update" that you received January 23rd, 2023. Also included in this memo are event and registration details about You Are The Reason the Region-wide professional learning day along with attachments such as the Group Registration Form and a technology tip sheet.

**7. If we register as a group, can everyone be on their own devices in their room or does it just have to be one device and everyone looking at it together?**

- You can decide how you will bring staff together for the day to engage in the professional learning offered throughout the day.
- How your staff engage in the various sessions and with each other, will depend on the number of staff, the layout of your centre, interest in each of the breakout sessions and what equipment and devices you have available.
- If participants in a group need to access the conference platform with their own device, such as a specific breakout session, they must register with their email in the group registration form. This will provide them with access to the webcast, breakout sessions, event details, as well as online resources that will be available before and after the event.
- If you are registering as a group, you will need to provide the same number of email addresses as devices you will be using on the day.

**8. How do we register for the professional learning day?**

Please use this link to register for the Professional Learning Day - [Survey Monkey Registration Form and review the memo](#) "2023 Region-wide Professional Learning Day Update" with attachments that you received on January 23<sup>rd</sup>, 2023.

**9. Once I complete the survey monkey form, when will I receive a confirmation email with a link to the portal?**

A confirmation email with a link to the event site will be sent to the email addresses registered through the survey monkey on Monday February 13, 2023. Be sure to check your junk/spam mail folders.

If you cannot find this email after February 13, email [earlyyearssystemdivision@peelregion.ca](mailto:earlyyearssystemdivision@peelregion.ca) for support in receiving a confirmation email.

**10. How do we know if we should participate in our first or second choice breakout session?**

You should participate in your first-choice breakout session, unless you hear otherwise from us.