



The Southeastern Wood Producers Association Inc  
 P: 904-845-7133 F: 888-252-3919 [www.swpa.ag](http://www.swpa.ag)

## 2020 SWPA FL Master Logger and GA Master Timber Harvester Continuing Logger Education Events

LOCATION	DATE	DAY	CATEGORY	PROGRAM		TIME
Virtual / ZOOM	November 5, 2020	Thu	2 hrs CAT A 2 hrs CAT B	GA Master Timber Harvesters credits only	4 hrs	1:00PM-5:00PM
Virtual / ZOOM	November 12, 2020	Thu		Florida Master Logger Annual Update	4 hrs	1:00PM-5:00PM
Virtual / ZOOM	November 18, 2020	Wed	2 hrs CAT A 2 hrs CAT B	GA Master Timber Harvesters credits only	4 hrs	1:00PM-5:00PM
Virtual / ZOOM	December 3, 2020	Thu		Florida Master Logger Annual Update	4 hrs	1:00PM-5:00PM
Virtual / ZOOM	December 10, 2020	Thu	2 hrs CAT A 2 hrs CAT B	GA Master Timber Harvesters credits only	4 hrs	1:00PM-5:00PM
Virtual / ZOOM	December 16, 2020	Wed		Florida Master Logger Annual Update	4 hrs	1:00PM-5:00PM

# REGISTRATION FORM

NAME: \_\_\_\_\_ TITLE: \_\_\_\_\_ COMPANY: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ ST: \_\_\_\_\_ ZIP: \_\_\_\_\_ COUNTY: \_\_\_\_\_

OFFICE: \_\_\_\_\_ MOBILE: \_\_\_\_\_

GA Master Timber Harvester # \_\_\_\_\_ or FL Master Logger #: \_\_\_\_\_ EMAIL: \_\_\_\_\_

Date & Location of Workshop: \_\_\_\_\_

SWPA WOOD PRODUCERS MEMBERS* & Employees <i>Please contact SWPA if you are unsure of your SWPA membership status.</i>	4 Hour	<b>No CHARGE</b>
ALL OTHERS <b>NON MEMBERS</b> (\$50 per Hour) <i>Please contact SWPA if you are unsure of your SWPA membership status.</i>	4 Hour Workshop	<b>\$ 200.00</b>
<b>FLORIDA WORKSHOP – Non Member</b>		<b>\$200.00</b>

**Fax to: 888-252-3919 or Email to: [pbennett@swpa.ag](mailto:pbennett@swpa.ag)**  
**Or call the SWPA office at 904/845-7133 to charge to your credit card**  
**ASAP prior to workshop to ensure a seat!**

**FOR SWPA OFFICE USE ONLY** check#: \_\_\_\_\_  
 Date Payment Received: \_\_\_\_\_ SWPA Member: \_\_\_\_\_

**Your SWPA Association cannot work for you without funding for legislative activities.  
 Make your voice heard by "showing up" when it comes to funding the SWPA LOG PAC.**

ALL Workshops are subject to change /or cancellations if we do not receive an adequate number of registrations.  
**DON'T DELAY – REGISTER TODAY** If you have any questions – you can always call the office at (904) 845-7133

## In preparation for the SWPA Zoom Virtual workshops

If (you - the attendee) do not already have a Zoom account and in the days prior to the actual workshop day, make time to....

Download Zoom - <https://zoom.us/download> on the device you are planning to attend the SWPA Zoom Virtual workshop on - Remember: only 1 person per device. (If you are using a smartphone – go to the App store to install the Zoom application).

A device can be your desktop computer, laptop, tablet or smartphone that has a solid internet signal and connection.

Create a Zoom account (the basic version is free) It is best to create the account under the name of the person attending the SWPA Zoom Virtual workshop.

Each person attending the SWPA Zoom Virtual workshop needs a specific email address (you can use a spouse's email if you don't have an email address yourself - but remember to **log** into Zoom using your own name and the email you choose to use.) Why is this important? It's so you will receive credit for attending this workshop. Zoom provides a report of **WHO** was logged in and for **HOW** long they were logged in for.

Each year SWPA is audited ( and you could be too) for adherence / attendance of Continuing Logging Education – SWPA will be using the reports from Zoom as the documentation that proves your attendance. If you are logged in under another name or multiple people viewing on one device – the Zoom report will only report attendance by that user/ email.

After you have downloaded / installed Zoom and created your account - Test your device. Check your device's audio and video compatibility. Most likely - any changes will need to be completed on your end. Check the speaker volume levels, etc.

A few days before the actual date of the SWPA Zoom Virtual workshop I will send out an email (to the email you provided on your SWPA registration forms) that will provide a link to the specific Zoom Meeting invite. Although you cannot enter the actual Zoom meeting until 15 minutes before the workshop - you can practice muting and un-muting your microphone and become familiar with the Zoom screens.

Workshop day - 15 – 20 minutes before - select the Zoom Meeting link from the email I sent you. You will get a message “Waiting for Meeting to start” or “Waiting on Host” the host will join all attendees a few minutes before the workshop start time.

During the SWPA Zoom Virtual workshop - stay logged in, if you should lose connection – log back in as soon as possible. Each presenter has a different style/method and could take a Roll Call of Attendance during their presentation.

Once the workshop has ended – and the Zoom report has loaded, been reviewed and confirmed I will email out the Certificates of credit / hours attended along with a Renewal Application. It will still be your responsibility to complete the Renewal Application and mail in with the appropriate renewal fees, postmarked before December 31<sup>st</sup>.

The remaining SWPA Zoom Virtual workshops are almost full to capacity and although I am happy to help - my time is very limited on the actual workshop days with the pre-presentation set-up, so contact me at 904.845.7133 in the days prior to the actual workshop.

Thanks so much,

Pam