



Dear Valued Attendee,

Thank you for joining the Alabama Association for Career and Technical Education at our annual Professional Development Conference. As a registered attendee, you are receiving this letter to provide you with more information on our upcoming conference, occurring virtually July 26-29, 2021. Please review the following items for more information:

**Accessing the Virtual Platform:** To access the attendee portal, visit this link: <https://beeapp.bravuratechnologies.com/bee-web/?event=alacte2021>. Here, enter the password **ALACTE2021** and your registered email address. Using the attendee portal, registrants can filter sessions by program track, session name, speaker name, and time. The sessions are organized by program area, but attendees are encouraged to view sessions outside of their field of specialization, as a majority of sessions will be recorded and available for viewing until August 27, 2021. A directory of all conference attendees, including speakers and exhibitors, is available within the conference portal as well.

**Certificate of Attendance & Receipts of Payment:** A certificate of attendance will be generated in exchange for completing an end-of-conference survey. The certificate's professional development value is not to exceed 21.5 hours. The end-of-conference survey will be available in the attendee portal under 'surveys'. After completing the survey, each attendee will be emailed a certificate of attendance within forty-eight business hours. The end-of-conference survey will close on August 27, 2021. After August 27, 2021, no additional certificates of attendance can be generated. An additional receipt of payment for online payers, or a receipt for those who paid by mail, is available upon request. Receipts will only be generated for individual payees. A single receipt of payment will be generated for schools that registered many attendees. Receipts must be requested in writing by August 27, 2021.

**Recording Disclaimer & Portal Closure:** By entering the attendee portal, you are aware that sessions are being recorded in real time. By staying in the portal, you are consenting to being recorded. The attendee portal, including recorded sessions and the end-of-conference survey, will permanently close on August 27, 2021.

**Attendee Guidebook & Virtual Program:** An attendee guidebook is available to assist you as you navigate the virtual platform: <https://bee-events.s3.us-east-1.amazonaws.com/Files/Attendee%20Guide%20CONNECT.pdf>. Additionally, a copy of this year's program is available at <https://www.alacte.org/>.

Again, thank you so much for joining us at this year's virtual conference. We appreciate your commitment as we continue to improve career and technical education for Alabama's learners. If



you have any questions regarding this message, please reach out to your point-of-contact at the Alabama State Department of Education.