



NAHA Tele-Conference Attendance and Registration Guidelines

NAHA offers an educational and informational series of scheduled Tele-conferences and Tele-classes throughout the year. NAHA Members can attend these presentations at no cost as part of their Membership Benefits.

[Click here](#) to view presentation schedule.

The following is a list of guidelines for registering and attending a Tele-conference type event:

How to register for a NAHA Tele-conference:

- Registration is available on the NAHA website via the Online Feedback Form.
- Fill out the Online Form with your complete contact information and include the current Tele-conference title and date in the 'feedback' section of the online form located at the bottom of the form.
- Include the phone number that you will use to access the Tele-conference center at the bottom of the feedback form.
- Register for the current Tele-conference only. Advanced registration for future presentations is not accepted.
- Submit only one online registration form per presentation.
- Register prior to the registration deadline date to ensure your spot is reserved (see applicable NAHA Tele-conference e-announcement and e-newsletter). Same day registration will not be accepted.
- Registration is for current NAHA Members (the only costs you may incur are from your long distance phone service).
- Non-members can register to attend at the rate of \$50.00 (non-refundable fee).

Registration Forms: once your Membership has been confirmed as current you will be emailed the Tele-conference call-in instructions along with any presentation handout materials approximately 1 week prior to the actual presentation date.

Space is limited for each tele-conference presentation so we ask that you register only if you are certain you will be attending.

What do I do if I do not receive the Tele-conference call-in instructions via email? Please check your spam filter as often times the email/handouts can be blocked by spam and spyware computer programs.

If you do not receive the email with the call-in instructions by the Saturday prior to the presentation date please email Kelly at ashitherapy@skybest.com prior to the Tele-conference presentation date. If you do not get a response from that email please try info@naha.org as a follow-up. Same day emails may not be acknowledged.

NAHA is not responsible for any incomplete registration forms or if your registration was not received. It is the responsibility of the registrant to ensure that they receive the call-in instructions prior to the actual presentation date.

How to access, attend and enjoy a NAHA Tele-conference:

You will need to use the Tele-conference call-in number and access code in order to enter the Tele-conference call-in center and listen to the presentation.

- What if I have a block on my phone will that prevent me from accessing the presentation? If you have a block on your phone, you will need to remove it in order to access the Tele-conference call-in center and for the NAHA Tele-conference attendance records.
- What type of phone should be used for the Tele-conference? A landline is the best method to use to ensure a higher quality sound for the presentation recording and listeners. Landlines also have a higher rate of not dropping calls, which can frequently happen with a cell-phone. (Internet phones and Magic Jack access will not work for Tele-conference calls.) Be sure to have your phone battery fully charged prior to the presentation. You will be responsible for any long distance charges on your phone. If you are using a calling card to access the Tele-conference center please let me know if that number will be different from your phone the number. Do not use a speakerphone as it will cause static and background noise.
- What happens if I get dropped from the call? If you get dropped from the call, please hang up and re-dial the call-in number by hand. Do not hit the automatic re-dial button on your phone as that will not work because the phone number and access codes need to be re-entered separately.
- What do I do if I am left on hold? If you call-in and are left on hold once the presentation time has started, please hang up and re-dial (see above instructions). You are most likely in the wrong call-in area, or have entered the incorrect access code information. Tele-conferences start on time unless there are any technical difficulties, during which you will not be placed on hold.
- Please arrive 5 minutes early to ensure you are able to access the Tele-conference phone line.
- Is there any technical support before and during the Tele-conference? There will be no technical support available once the Tele-conference begins. The Tele-conference coordinator is not available via computer before or during the Tele-conference presentations. Due to possible technical difficulties or emergencies there may be a time when a Tele-conference will be interrupted by phone service problems on our end or for the presenter. If this happens we will do our best to reschedule that presentation.
- Tele-conference call-in instructions are for registered Tele-conference attendees only. Please do not forward the call-in information as the phone-bridge line calculates the number of callers based on actual registrations, and we don't want anyone that has pre-registered to not be able to access the Tele-conference.

Please read and use the following participation requests for a smooth sounding experience for all attendees:

- Announce yourself upon entering the Tele-conference area.
- Mute your phone by pressing *6.
- If you enter late, please do not announce yourself, just quickly mute your phone by pressing *6.
- If you un-mute to ask a question during a Q & A segment, please keep your background quiet to ensure enjoyment for all listeners.

If I miss a Tele-conference will I be able to listen to the presentation recording:

- Tele-conferences are recorded during the actual presentation.
- Recordings are available for sale in CD format via the NAHA Online Bookstore. (Check the bookstore 2-4 weeks after each presentation date.)
- Tele-conferences are scheduled as an actual event for membership benefit and are not available afterwards via web-links or podcasts.

Question and Answer Segment: (Note: Because the Tele-conference presentations are being recorded, any questions and comments must pertain only to the educational topic being presented in that Tele-conference.)

- If you have a specific question that pertains to the Tele-conference topic please include your question with your online registration form. If there is time at the end of the presentation we will open up the line for a few questions pertaining to the presentation topic only. Please state your name and your question pertaining to the current Tele-conference presentation topic. If there is no extra time available you are welcome to submit your question via email to the presenter.
- Any questions about the discounts/specials/presenters contact info/website, etc. should go via direct email to the presenter. The presenter's contact information is listed on the NAHA website Tele-Conference web-pages.
- Membership questions should be submitted via the NAHA Online Feedback Form.
- Please do not ask questions pertaining to internal use of essential oils or aromatherapy products. This is out of scope of practice unless one is licensed to do so and is not part of the Tele-conference presentation topic. NAHA does not support the unsafe use of essential oils or aromatherapy techniques such as RDT or other undiluted 'oil drop' techniques.
- Please do not ask the presenter to 'prescribe' any type of treatment, oils or products for specific conditions.
- We ask that you keep your inquiry to one brief question so that others may have the opportunity to participate.

Aromatherapy Continuing Education Credit:

Attendance at the NAHA Tele-conferences can count towards your ARC RA (Registered Aromatherapist) renewal contact hours. Please visit the ARC website for details on RA renewal requirements. www.aromatherapycouncil.org

How do I receive a Tele-conference Attendance Confirmation Letter?

- If you are in attendance for the full presentation you will receive by regular mail a letter of attendance confirmation for (1) Contact Hour Credit which can be used towards your ARC RA renewal hours.
- After the presentation recording is stopped you will be given the NAHA Tele-conference attendance code.
- In order to receive a letter of attendance confirmation, you will need to email Kelly after the presentation via ashitherapy@skybest.com with the attendance code given at the end of the Tele-conference and the phone number you used to access the Tele-conference.
- Your attendance will be confirmed by the Tele-conference coordinator who has a record of your call-in phone number and indicated time of your arrival/exit.

We'd love to use your positive comments and feedback about the NAHA Tele-conferences for future posting to the NAHA website, e-newsletter, and blog and membership group area. Please let us know if we have your permission to do so.

Are you interested in being a NAHA Tele-conference Presenter?

If so, please refer to the NAHA Tele-conference Presenter Guideline Application.

[Click here](#) for more information

When: 2nd Thursday of each month

Times: 5:30 pm Pacific, 6:30 pm Mountain, 7:30 pm Central, 8:30 pm Eastern

Fee: Tele-conferences are free to NAHA Members. (The only fees you may incur are from your long distance phone call.)

Tele-conference time, date, presenters and fee are subject to change without notice.

NAHA has the right to record each Tele-conference for future sale on audio CD format and for future inclusion on or in website, e-newsletters, blog and other internet, media and print avenues.

All NAHA Tele-conference presentation recordings are for educational purposes only and are not meant to prescribe or take the place of professional healthcare. NAHA assumes no responsibility for accuracy of the content or information provided by the presenter via the presentation, handout materials, Power Point presentations, audio or written materials, etc. If you choose to use the information provided, you accept complete responsibility for doing so. NAHA encourages all listeners to use essential oils safely and within the scope of their practice.

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