

## General Information

### Don't Await It, Create It Home Edition 2021

#### At Your Service

iLead Strategies staff will be available during all regularly scheduled sessions. Let us know if there is anything, we can do to make your time with us more enjoyable. **If you need to reach us during the event, please text or call Chandress Williams at (806) 441-6572.**

#### Portal Protocol and Session Check Ins

We've created a one-stop location for all things for Don't Await It, Create It Home Edition through our new portal. It will be at the current website, [www.DontAwaitCreate.com](http://www.DontAwaitCreate.com)

We know how important it is that you have part of your long weekend to decompress, spend time with family and just be. To make that true, we have packed a lot into Friday – Sunday, and leave you free on Monday.

Please plan to arrive at least 15 minutes before we start each session. We will start and end each session on time. You will get **points** for each session you attend that will be used to raffle **three prizes**. More on that later.

The portal is accessible by visiting [www.DontAwaitCreate.com](http://www.DontAwaitCreate.com) – the same place you registered will be transformed to our portal.

You will receive your login credentials by email. Let us know if you have questions.

#### Schedule and Intentions

This year we jump right into our content when we start at 10:00 am. on Friday. To make sure you can plan your time, we will do our best to start and end on time. You can help us by signing in 15 minutes before we start.

*The content we'll be sharing is sequential, particularly the planning process. If for any reason you will need to miss any of the event, please let us know in advance. We'll provide you a way to stay caught up. Here is the schedule for the weekend*

Friday	10:00 am to 1:00 pm	2:00 pm to 5:00 pm	7:00 pm to 8:30 pm
Saturday	10:00 am to 1:00 pm	2:00 pm to 5:00 pm	7:00 pm to 8:30 pm
Sunday	10:00 am to 1:00 pm	2:00 pm to 4:00 pm	

*All times are Eastern Time zone.*

This will be a fun live, high-tech, participatory experience (unlike those normal Zoom calls). You'll dream big dreams, think great thoughts and write and share new goals and strategies for making those dreams reality. And celebrate. Please come with the intention to be fully present to the full experience, to be open and to learn. There will be no replays so please make sure to block off the appropriate time for all sessions over the course of the three days.

## Attire & Webcam Etiquette

We want you to have fun and enjoy that you can do this from home. We really want to see you So be prepared to turn your camera on but be comfortable. Just remember to put on your pants, even if they are flannel pajama bottoms.

Since this is a live INTERACTIVE event, we want to ensure we see your smiling faces and feel your energy. Please ensure your webcam is turned on during each session. This greatly impacts the overall energy of the event. Be aware of your surroundings. For example, if you need to use the restroom during the live sessions and you take your computer with you so you can still hear us, be sure to turn off your audio and video.

Want a little privacy or a little fun, check out the zoom backgrounds we'll be sending along soon.

**Interact** - Use your signs - Abracadabra for applause, You Got This to encourage others, Huh? to ask a question, and we'll explain STOP. We also highly encourage you to be active and enthusiastic in the chat area, in order to:

- Engage with the content, speaker, and other attendees
- Share you're a-ha moments and breakthroughs
- Let us know what resonated with you
- Let us know what you'll be taking action on
- Ask your content-related questions
- Show the love for your fellow attendees

We will provide a designated person to assist with tech issues, so please refrain from asking tech questions in the chat.

## Cell Phones and other Disruptions

Please turn off all cell phones during sessions to avoid any unnecessary disruptions. Please no photos or audio/video recording during the sessions via digital camera or phone/recording devices.

We know that distractions happen and are sometime unavoidable, but here are a few practical things you can do to minimize them.

- Guard the time on your calendar rigorously
- Turn ON your email "out of office" message, just like you would if you were traveling to the conference in person
- Turn OFF email and social media notifications
- Set your phone to "Do Not Disturb"
- Plan in advance how to honor your "conference bubble" just as if you were on the road attending an event
- Let others know to respect your time attending the conference, just as they would have had you traveled in person to the event
- Resist the urge to write every last thing down. Instead, really connect to what we are doing. There will be plenty of time to the speaker is sharing and prioritize capturing your key actionable takeaways.

## Technology & Support

To ensure Don't Await It, Create It Home Edition is a high-caliber experience from start to finish, we have invested in working with highly experienced virtual event specialists. Please keep in mind, however, that we are not able to provide IT support to attendees for issues outside of what we can control on our end.

We will have designated individuals available to answer or assist with any technology related issues pertaining to the event.