



# Certificate of Attendance Instructions

## THERE ARE TWO WAYS TO REQUEST A CERTIFICATE OF ATTENDANCE:

### OPTION 1: PAPERLESS

Attendees will need to share feedback to receive a certificate of attendance.

Attendees must submit a survey for **every session** where a certificate of attendance is required. Submitting a session survey via the NAJIT app will trigger a certificate of attendance to be emailed to you after the event. Use the step-by-step instructions below to submit feedback for sessions you attend.

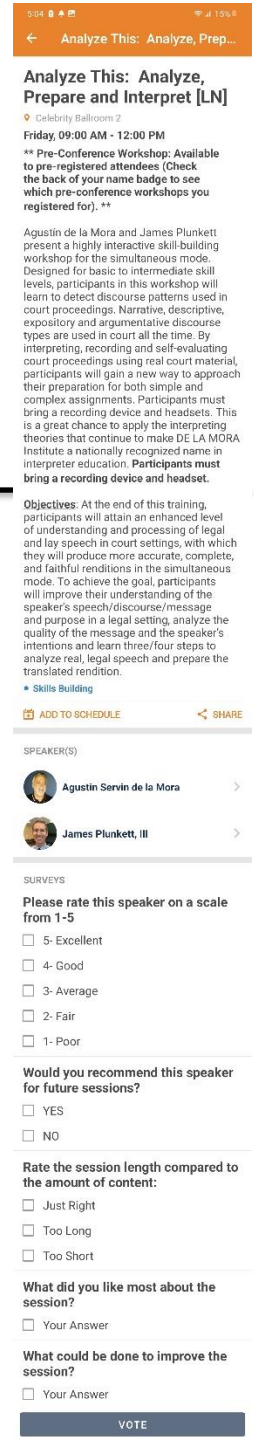
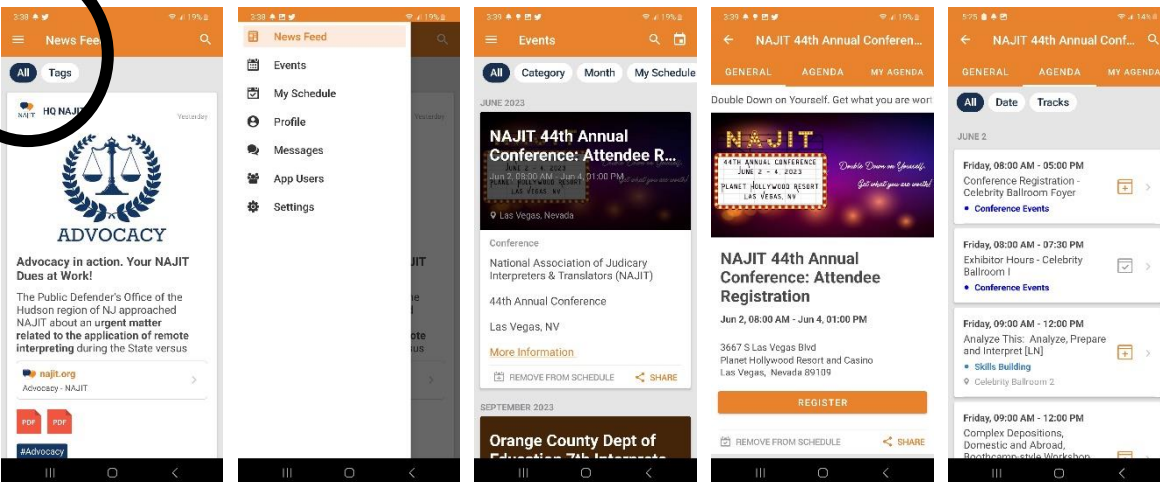
### OPTION 2: FILL OUT A PAPER FORM

Get a paper form at the conference registration desk (a limited number of paper forms will be available). Drop your completed form off at the registration desk at the conclusion of the conference.

*NOTE: If you use the app and submit a paper form, we will use the paper form in case of discrepancies.*

## HOW TO SUBMIT A SESSION SURVEY USING THE NAJIT APP

1. Open the NAJIT APP. Tap the three-bar icon in the upper left corner. Tap "Events".
2. Tap on the NAJIT 44<sup>th</sup> Annual Conference.
3. Tap on "AGENDA" at the top of the screen. Scroll to locate the session you wish to complete a survey.
4. Tap on it to open it. Scroll to the bottom of the screen. Underneath the presenters is the survey. Answer the five questions and click "vote" to submit your responses.



You will receive your certificate of attendance via email within 30-days of the conference.