# External Event Attendance Policy

## Overview

Forvis Mazars requires attendance monitoring at all CPE-sponsored events, regardless of delivery method. Attendees that do not follow the policy stated below will not be eligible to receive CPE credit.

## Group Live (In Person)

Attendance at a group live (in-person) event is defined by NASBA as “synchronous learning in a group environment with real-time interaction of an instructor or subject matter expert that provides the required elements of attendance monitoring and engagement.”

Group live (in-person) event attendees must check in at the beginning of an event in **Conferences i/o** and then be provided with one codeword per hour of CPE credit offered. These codewords are shared verbally and on the screen at random intervals throughout the event. Codewords will not be repeated and are not to be shared between attendees. Following the event, attendees are required to enter each codeword in **Conferences i/o** for the event attended. Codewords must be entered within 48 hours following the end of the event. For example, if an event concludes on February 1st at 5 p.m., attendees will have until February 3rd at 5 p.m. to enter the codewords for CPE credit. Failure to do so will result in no CPE credit given.

## Group Internet-Based (Virtual/Webinar)

Attendance at a group internet-based (virtual live webinar) event is defined by NASBA as an “event with individual participation in synchronous learning with real-time interaction of an instructor or subject matter expert and built-in processes for attendance and interactivity.” Upon registering for a virtual event, attendees will receive confirmation with details on how to access the virtual event space.

Group internet-based (virtual live webinar) event attendees will be expected to attend individually for at least 50 minutes and respond to at least 3 of the 4 polling questions per hour of CPE credit offered. Failure to do so will result in a prorated amount of CPE credit given for training greater than 1 hour of CPE credit. For example, if an event is scheduled from 8:30 a.m. to 10:30 a.m., and sign-in occurs at 9:30 a.m., the CPE will be prorated to 1 hour instead of the full 2 hours. Events offering 1 hour of CPE credit will not be prorated. Attendees that view a webinar in a group setting will not be eligible for CPE. Webinar replays will not be eligible for CPE.

Any questions on the above policy should be directed to **myhr@us.forvismazars.com**.