

Virtual Attendee Tips



Eliminate Technical Difficulties

- If possible, disable VPNs and firewalls or use an alternate device/network (mobile hotspot)
*Hotspot connections may incur charges based on your service provider
- Silence cell phones & set to "Do Not Disturb"
- If using both a phone and a computer, mute at least one device
- Mute your device when not speaking
- Keep background sounds to a minimum
- Exit out of any internet-based programs or tabs that you do not need during the call
- Try to keep other household members off Zoom, Netflix & other streaming sites
- Recommended to use Google Chrome and/or Mozilla Firefox
- Have a backup device available to dial in with

When on Video...

- Keep background setting as clean & basic as possible
- Choose a space with optimal lighting, ideally towards your face
- Speak at a moderate pace
- Be mindful of the time
- If background sounds should occur (siren, dog barking, etc.), please pause. Do not try to speak over the noise
- Should technical issues arise, look to the tech support tab for assistance

For Networking Events

- If in full screen, hit escape to come back to the main streaming page
- The moderator will open the tables which will appear lower on your screen
- Each table can include a limited number of people on video; you will see how many open seats are available
- Click the blue "join" button to enter a room
- When first entering a networking table, the system will ask you to confirm your webcam settings, follow the prompts
- Additional floors will include more tables and can be selected on the bottom right
- Feel free to move to other tables using the blue "join" button
- The main room is accessible, but will have nothing presented while the tables are open