

Conference Checklist



Use the checklist below for the best conference experience possible!

Suggested setup:

- [Google Chrome](#) or [Microsoft Edge](#) web browser
- Laptop or desktop computer
- At least 1.5 mbps internet connection (check your internet speed: <https://www.speedtest.net/> or <https://fast.com/>)
- Webcam, microphone + headphones or speakers
- Zoom video conferencing app (you don't need an account but do need Zoom downloaded)
 - Download Zoom <https://zoom.us/>
 - Camera and lighting tips <https://support.pathable.com/hc/en-us/articles/360055411231-Presentation-Pro-Tips-and-Best-Practices>



If the above options aren't available, check out these alternatives:

- Smartphone or tablet
- Other internet browsers (Safari, Firefox, etc.)
- Slower internet speeds - we suggest keeping your camera turned off if your internet is less than 1.5 mbps



Extra credit setup:

- Build your personal conference agenda:
 - In the conference website, go to **Agenda > Full Agenda**
 - Select the + next to sessions you want to attend to add them to **My Agenda**
 - Review your schedule under **Agenda > My Agenda**
- Get to know attendees, speakers, sponsors and exhibitors
 - View everyone attending the conference under the **Attendees** tab
 - Learn more about individuals by clicking their name and reading their profile
 - Schedule video meetings, or send messages to get in touch with other attendees!



At the Conference:

- When it's time, join sessions you have selected by going to **Agenda > My Agenda** and clicking **Join Live Meeting**
- Chat with others in the chat box on the right side of any session page
- Take notes during sessions by clicking **Notes** on any session page (download these later by exporting from the **Agenda** page)
- Visit the exhibitor and sponsor booths during Showcase hours by visiting **Exhibitors > Exhibitors by Type**
 - Read about exhibitors and sponsors just as you would a session
- Talk to the hosts live during the Showcase hours: **11:30 AM – 12:45 PM** and **5:00 - 6:00 PM** on Friday and **12:00 - 12:50** and **5:00-6:00 PM** Pacific Time on Saturday by clicking Enter Live Showcase Booth



Enjoy the Conference!

