<div align="center">**Attendee Checklist for Virtual Events**</div>

Tech Check:

Computer:
- ☐ PC or Mac with equivalent of an Intel Core i7 processor and at least 8GB of RAM
- ☐ Latest Updated version of Google Chrome or Firefox web browser (Internet Explorer is NOT compatible with virtual platform)
- ☐ Any VPNs and Firewalls must be disabled
- ☐ On Macs, change settings to prevent incoming calls from 'ringing' on the computer
- ☐ Close all unnecessary browser tabs on your computer.
- ☐ Clear browser cache or cookies
- ☐ Restart your computer prior to the start of the event
- ☐ If using a company provided computer- contact your IT department to verify website permissions are blocked.

Webcam:
- ☐ Either built-in or external webcam with a minimum of 720p resolution (review options)

Internet Bandwidth:
- ☐ Wired Ethernet/Network cable connection is **STRONGLY** recommended, if not, they should be physically located near the router/wireless access point and have a strong connection
- ☐ Minimum recommended 20 Mbps bandwidth for both upload and download
- ☐ Turn as many other devices (computers, tablets, Smart TVs, streaming devices, etc.) completely off wherever possible; no other bandwidth-intense activities (Netflix, YouTube, online gaming, remote learning, etc) should be active. If possible, turn Wi-Fi off on all devices mobile phones at the location. - bandwidth
- ☐ You can check your online bandwidth here https://www.speedtest.net, to verify your available speed

Audio/Visual:
- ☐ When joining a live session select 'Join as a viewer'.
- ☐ Make sure internal computer speakers are enabled.

Registration:
- ☐ All attendees must Register for this event. Once Registered, a conformation email will be sent to the email address entered on registration form.
- ☐ Confirmation Email: Your unique access link for the virtual event will be included within the confirmation email. This unique link is exclusive and non-transferable. If this link is shared and someone else accesses the event, the first access will be disconnected.