



2021  
Directors  
Conference

March 23-24

Online



## PARTICIPATING ONLINE: TIPS FOR SUCCESS

### **Get Comfortable with the Technology**

Establish comfort with the technology. Hover over icons to learn their purpose. Make sure you know how to turn your microphone off and on and how to utilize the chat box feature.

### **Use Google Chrome**

Make sure you have the Google Chrome web browser installed and you know how to access it. Google Chrome is the preferred web browser.

### **Avoid Disruptions**

Make sure you have a quiet place to participate. Try using headphones for greater focus.

### **Block Off Time on Your Calendar**

Treat this as you would an in-person event! You're "unavailable" during the meeting times.

### **Be Early and Ready to Go**

Log on to events a few minutes early to ensure you're comfortable with the technology and that your video and audio are functioning properly. Check out the chat box feature. Consider introducing yourself and begin chatting with the presenter(s) and other participants.

### **Meet Your Support Staff**

There will be a team member from NRECA and VideoWest (our AV/technology provider) in each breakout session to assist with any technical issues you may have.

### **Be Present**

Turn off notifications for social media on your phone. Turn your ringer to silent.

### **Engage!**

To get the most out of your experience, make sure you're participating in all that's offered. Introduce yourself in the chat. Ask questions in the chat or live (depending on the session). Participate in informal polls as well as the presenter's activities and discussion.