



2021
Legislative
Conference

April 19-23

Online



PARTICIPATING VIRTUALLY: TIPS FOR SUCCESS

Get Comfortable with the Technology

Establish comfort with the technology. Take a little time to familiarize yourself with the conference website. Make sure you know how to turn your microphone off and on and how to utilize the chat.

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. Be sure to check for software updates for your browser before the event.

Maximize Your Internet Connection: Signal Quality and Speed

Turn off or close other applications or programs on your computer or mobile device, whichever you are using to access the event. If you are using a computer and can connect directly to your Internet router with an Ethernet cable, do so. If you are connecting via WiFi, get as close to your WiFi router as possible and limit other WiFi uses (such as, turn off streaming services, video games and other bandwidth-hungry applications).

Avoid Disruptions

Make sure you have a quiet place to participate. Ensure you have blocked off time on your calendar to try and minimize disruptions. Try using headphones or earbuds 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 the conference website 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.

Know Where to Go for Tech Assistance

Check out our Troubleshooting Tips on the conference website and have the tech support number handy.

Be Present

Turn off notifications for emails, text messages, and 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).