

## CHECKLIST OF IMPORTANT TIPS

Use these tips and best practices for the most efficient virtual platform experience.



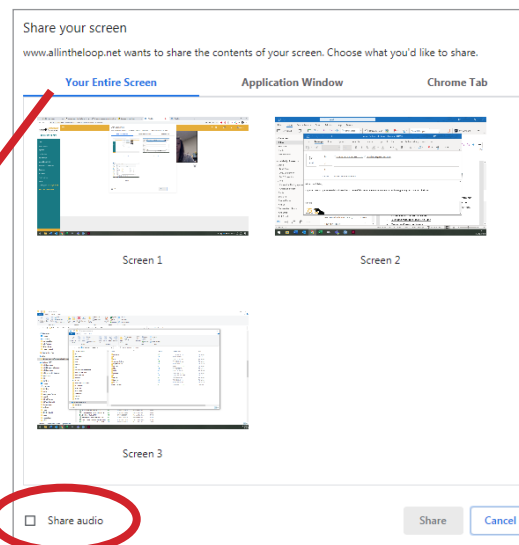
### HELPFUL TIPS

- ✔ **Make sure you are using Google Chrome as your web browser.**
- ✔ **Test your audio, video and screen sharing prior to your meetings. Click Test Your Device Here in the left home menu.** \*This is a public meeting room and other attendees may be testing their devices at the same time.
- ✔ **You can join a meeting 5 minutes prior to the scheduled time** once the Virtual Meeting button turns from red to green. No host is needed to start the meeting.
 

● Virtual Meeting

➔

● Virtual Meeting
- ✔ **When sharing your screen,** choose between Your Entire Screen, Application Window and Chrome tab. **\*Be sure to check the Share Audio box in the bottom left of the popup window to ensure the appropriate volume.**
- ✔ **You may have to click the screen share button twice to unshare your screen.**
- ✔ **Click Agenda > choose a session > click View Feed to view the Morning Remarks, Keynote Presentations and Sessions**
- ✔ **For live support chat during the event, click Live Support in the left home menu.**



### NOTES

- All business meetings and agenda items are in **Eastern Time Zone.**
- **When sharing your screen, you will not be able to see meeting participants unless you have multiple screens or use the Windows Key/Left Arrow shortcut.** Simultaneously press the Windows Key and left arrow key on your keyboard and choose your presentation to appear on one half and the virtual platform/meeting participants on the other half.
- **Access How-To Guides and helpful training documents in the Media Library** on the virtual platform or at NFRAConvention.org.