

## Get Yourself Technically Set Up

- Have a back-up internet connection
  - Be ready to use your mobile phone's hotspot
  - Save your hotspot password on your computer
- Test your computer camera, speaker and mic
  - Have a headset ready to avoid any background noise

For any technical support on your laptops, you can connect with the IT representatives during the conference day.

## Set Up a Conducive Environment

- Set up a non-distracting and ergonomic working space
- Make sure your face is front lit and your background is plain/professional
- Inform others not to distract you
- Turn-off all computer notifications
- Set your mobile phone on silent mode
- Set your working space to include your needed items (water bottle, coffee or tea, tissue paper box, notebook...etc.)

## Get Warmed Up for the Conference Day

- Plan to log in to WebEx 15 min before the day start

<b>Before the Event</b>		<b>Day of Event</b>
<b>Get Set</b> <ul style="list-style-type: none"><li>- <u>Get the app</u>: Download the <a href="#">WebEx desktop app</a></li><li>- <u>Test it out</u>: Get yourself familiar with the features you'll be using in WebEx as mute/un-mute, sharing video camera, and sharing content. Check that your audio and video settings to verify you can be seen and heard clearly. For your reference, check out the <a href="#">quick start guide</a> about Meetings.</li></ul>	<b>Get Ready</b> <ul style="list-style-type: none"><li>- Remember to secure chargers for laptops or other equipment you need to participate in the online event.</li><li>- Make sure you have a reliable internet connection.</li><li>- Get your video spot ready by ensuring you have a plain or professional background to avoid distractions to audience and ensuring you have the proper lighting so you are clearly seen on video.</li><li>- Ensure you have noise-canceling headphones or a headset for the best audio experience.</li></ul>	<b>Go</b> <ul style="list-style-type: none"><li>- Keep your microphone muted if you are not speaking.</li><li>- Be ready to open your camera especially when you are presenting. If you face bandwidth problems, turn off your camera.</li><li>- Use a virtual background as deem fit by your event organizer</li></ul>