Tip Sheet for Virtual Event Attendees

# As an attendee of a virtual event, you want to make sure that you are prepared and set for success. The tips in this document will help guide you through all stages of preparing for a successful event.

**Prior to Event**

* Check internet connection to ensure that the streaming will be smooth
* Find a quiet space and be sure it will remain quiet
* Set up in front of a solid wall if your video will be on
* Have a light source in front of you and not directly behind you
* Use earbuds to hear clear audio
* Silence cell phones and computer notifications

**During the Event**

* Join the webinar/meeting early
* Make sure to mute yourself
* Take notes if necessary
* Ask questions on topics for which you don’t understand or need clarification; this is a great way to become more engaged
* Remove any distractions and refrain from checking your email, cellphone, etc.

**After the Meeting**

* Follow-up with the presenters with any questions you may have if allowed
* If there are deliverables required for the next meeting/webinar, be sure to outline and prepare for those deliverables
* Complete surveys