# 2022 Conference for Women HD VIEWING

See below for helpful steps to ensure a smooth HD viewing experience.

## **ADVANCED PREPARATION:**

(CFW would like to schedule walk through with point of contact the week prior to the Conference)

- 1. Ensure your Virtual Private Network (VPN) is OFF
- 2. Hardwire the computer you plan to use to the internet Check to ensure your internet bandwidth is not being used by too many other users. Email <u>sponsor@conferenceforwomen.org</u> with any questions.
- 3. **Update** your version of <u>Chrome</u> or <u>Firefox</u> to the latest update (and make sure pop ups are enabled)
- 4. **Schedule your tech check with the Conference for Women team.** This will ensure all systems are tested and you have a smooth experience on event day.

NOTE Screen Size - if you're using a projector or large video screen, it must have at least 1024x768 resolution

## LAST MINUTE PREP ON CONFERENCE DAY:

(at least 1 hr prior to Opening Keynote)

- 1. Ensure your computer is connected to power to avoid interruption
- 2. Test speakers

# **CONFERENCE MORNING - READY TO BEGIN!**

### **OPENING KEYNOTE**

- 1. Enter the environment: <LINK TO BE PROVIDED>
- 2. Enter your login email (password "PennWomen22")
- 3. Click on "Keynotes"
- 4. Once inside the keynote room, click the center screen to begin your session (a countdown loop will begin 15 minutes prior to scheduled start time.)

**TIP!** Once your video begins, click the square on the bottom right corner of the video player to enter full screen mode. *This will also cover up the chat.* 

### AFTERNOON KEYNOTE

- 1. Sign into the environment, click on "Keynotes"
- 2. Once inside the keynote room, click the center screen to begin your session

NOTE: Only keynote sessions are being offered in HD..

TROUBLESHOOTING - Having trouble? Our team is here to help! Email us: <a href="mailto:sponsor@conferenceforwomen.org">sponsor@conferenceforwomen.org</a>