Airmeet

ATTENDEE CHECKLIST

Your Go-To Checkpoints for a flawless event experience

MUST-DO CHECKLIST

Grant Permissions

✓ **Mic and camera** permissions **Read More**

✓ **Screen Share permission** in case of Mac OS **Read More**

Ensure

✓ **Pre - Event System Check Start Test**

✓ **Chrome browser with version 79** or higher (recommended) on laptop or desktop

✓ **Updated browser and operating system**

✓ **Internet Speed Requirement**
Minimum upload speed of 5 Mbps and download speed of 10-12 Mbps

✓ **Close all other applications/ tools accessing mic and camera in the background**

Disable

✓ **VPN & Firewall**

✓ **Ad blockers** if any

SHOULD-DO CHECKLIST

Joining Link

✓ **Register for Airmeet event Read More**

- **Log in using your email** or via Google/Apple Id/Facebook/Twitter/LinkedIn
- Fill/Verify details on the **registration form.**
- Log in using your same email id used while registering or by using your preferred social media handle

✓ In case you have received a **unique private link from organizers, it will directly take you to the registration form.** Use the same private link on the event day

✓ **Add Event/ Sessions to calendar** once the registration is completed

Profile Management

✓ In case you wish to **edit your profile** in the event follow **this article**.
(Only for registered users)

• Click on **"My Profile"** then click the **"Edit Profile"** and update your details accordingly

GOOD-TO-KNOW CHECKLIST

Live Event Activity

✓ **Live Session Interaction: [Quick Video](#)**

- Indulge in **Chats** and post your questions in **Q&A**
- React with **Emojis**
- Participate in **Polls and vote for**
- **Raise Hand** to join the live stage with hosts and speakers for a live interaction

✓ **Social Lounge Interaction:**

- **Join table** to interact with other participants
- Use **table chat** to post your comments or questions
- Send a individual or public invite using **Invite to table** option

✓ **Explore Booths: [Quick Video](#)**

Applicable for Conference Format Only

- Meet Booth owners inside their booth at **booth tables** and post your queries on the **booth chat box**
- Find exhibitor's resources like marketing collaterals, social media plugins, and videos inside the exhibitor booth
- Watch **Booth Live Broadcasts** whenever a booth owner starts it
- Click on **Register Interest** to send your contact details to exhibitors