

# SPEAKER 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




- ✓ Use your **Unique Private Link** to join the event provided by the event organizer.
- ✓ **Join** your upcoming session's **Backstage** at least 10-15 mins prior to its start time.  
[Quick Video](#)

## Backstage Rehearsal




- ✓ **Test 'Present to Audience'** : [Share your screen](#) or single PDF
- ✓ [Setup and test](#) both your **Mic and Cam** under settings Icon
- ✓ [Apply Virtual backdrop](#) withom the Audio/Video setting icon
- ✓ **Session Chat and Q&A** : Track all the questions and comments posted by attendees here

# GOOD-TO-KNOW CHECKLIST

## Live Session Activity

-  **Poll creation** : Create polls to engage your audience
-  **Speaker Chat**: Privately chat with other speakers and host in the same session
-  **Raise Hand Requests**: Check requests from attendees to join live stage and let host to bring them on stage

## Event Engagement Activities

-  **Networking** :
  - Lounge** : Interact with other attendees on tables for meaningful conversation
  - Booths** : Visit the exhibition area and interact with booth owners on tables
-  **Join Session or Watch Replay**: Watch other live sessions on the event or watch on-demand replay of completed sessions
-  **Schedule Meeting or Send Direct message**: Schedule 1:1 or group meeting with other participants. You can send a Direct message to anyone from “People” Tab on RHS.