

# ATTENDEE CHECKLIST



Your Go-To Checkpoints for a flawless event experience

# MUST - HAVE - 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 Airmeeet 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