ATTENDEE CHECKLIST

Your Go-To Checkpoints for a flawless event experience
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
**Joining Link**

- Register for Airmee 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
**G O O D - T O - K N O W C H E C K L I S T**

**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

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