

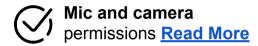
ATTENDEE CHECKLIST



Your Go-To Checkpoints for a flawless event experience

MUST-DO CHECKLIST

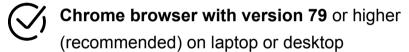
Grant Permissions



Screen Share permission in case of Mac OS Read More

Ensure







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







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 gueries 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