

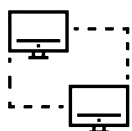
HOW TO OPTIMIZE YOUR VIRTUAL CONFERENCE MEETINGS

WHEN YOU'RE WORKING
FROM HOME



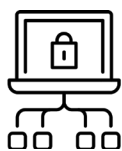
DON'T LOSE OUT ON FACE TIME—TRY AND VIDEO CONFERENCE

Seeing each other also allows you to refrain from multitasking and be fully present.



TEST THE TECHNOLOGY AHEAD OF TIME

Check that your audio and video are working properly and make sure that you're comfortable with the major features.



BE CRYSTAL CLEAR ABOUT HOW PEOPLE WILL BE CONNECTING

Include instructions on how to join along with the link inside the calendar invite so everyone has the information in one place.



HAVE A MOBILE HOTSPOT READY

There's always a chance that your WiFi will fail you. Here's how to turn it on:

- **iPhone:** Settings > Cellular > Personal Hotspot
- **Android:** Settings > More > Wireless & networks > Tethering & portable hotspot



MUTE AND SILENCE DISTRACTING SOUNDS

Think about muting your microphone when others are presenting. Turn off distracting computer sounds.



CLOSE YOUR APP WINDOWS

Turn off notifications. Close any unnecessary messaging windows, browsers, and applications.



CHOOSE YOUR LOCATION THOUGHTFULLY

Be mindful of what's happening in the background. Certain rooms tend to be noisier than others.



LASTLY, JOIN THE MEETING FIVE MINUTES EARLY

Plan for at least five minutes of set-up time ahead of schedule whenever you can.

CONCEPT TECHNOLOGY INC.

