Online Conference Checklist

Get the most out of your virtual conference with focus and preparation.

Focus on Details

☐ Familiarize yourself with the conference website. Find the following (print if you prefer):
- Conference schedule
- How to log on
- Tech support information – find email, phone, chat options (if available)

☐ Some conferences include access to a FB or other online group. Join the conversation.

Focus on Learning

☐ Create a PERSONAL digital or physical notebook. Include the following:
- Many conferences provide a digital or printable guide/program/notebook. Print or download and add to your personal notebook.
- Conference schedule (cut and paste from the website if necessary).
- Create a few folders/documents ahead of time. A few examples:
  - Great Quotes
  - Takeaways
  - Websites to Find Later
  - Contacts/New Friends
- Create an "emergency" document, a list of ways to contact tech (or other) support.

Focus on Tech

☐ Plan for power failure:
- Charge your phone, laptop, tablet—if you're able to access the conference on the device, make sure it has full charge just in case your main device fails.
- Know how to reset your WiFi.
- If your phone has hotspot capability, know how to use it.
- Gather pens/pencils and paper as backup.

☐ Minimize distractions:
- Turn off/mute notifications from apps and text.
- If possible, turn off phone ringer or use Do Not Disturb.

☐ Learn about the conference platform:
- If the conference involves Zoom and you're unfamiliar, Google "Zoom participant tutorial."
- If the conference platform has a chat option, learn how to use it.
- If you don't see something, SCROLL (sometimes chat options are at the bottom).

Focus on Environment

☐ If possible, claim a room with a door (a closet counts). The following are helpful:

- Comfortable seating
- Good lighting (if you'll be on camera, be sure no windows/lights are behind you)
- Noise-cancelling headphones
- Box of your favorite snacks
- Your favorite hydration option

Focus on Focus

(Our PEOPLE and PETS can be our biggest distractions.)

☐ Prior to the conference, inform—and remind—the following people you'll have limited (or zero) availability:

- Anyone living in your house/dependent on you
- Friends likely to freak out if you don't answer a text
- Employer/colleagues

☐ If possible, take time off work for the entire conference.

☐ If possible, arrange care for dependents and pets (barter with a family member or friend who can prepare a hangry-toddler-PBJ or provide a bark-preventing snuggle).

Focus on Communication

☐ Explain (to housemates or anyone who might interrupt you):

- Reasons this conference is important to you
- That you're paying for every minute, and interruptions cost money
- Expectations of being undisturbed (barring fire, flood, or blood)

☐ Inform sentient housemates, "If the door is closed, I'm in session. Please don't knock."

☐ Use more creative communication when necessary:

- Place a lamp outside the door. "Pretend we're a TV studio. If the light's on, I'm on camera. Don't knock or open the door."
- Make a kidding-notkidding sign for your door: "If you're loud while I'm on Zoom, YOU'll be grounded to your room."

☐ Post the conference schedule on your door with any breaks highlighted, so people know when it's okay to interrupt (or when you'll be finished for the day).

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Connect with the 540 Club's Becky Antkowiak (ant-KO-vee-ack) or get help with your virtual conference:

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