



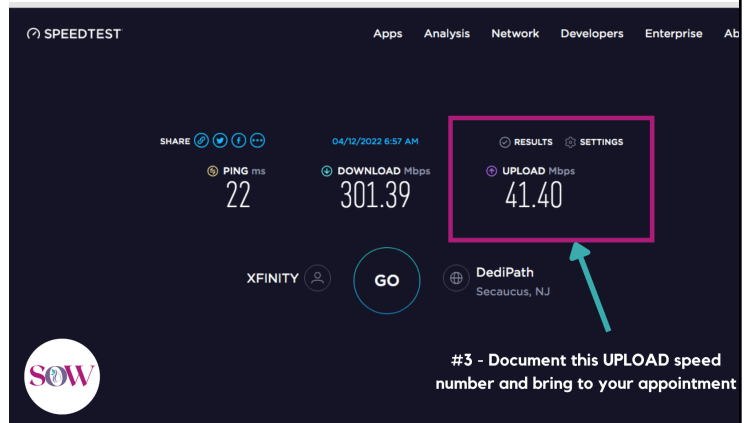
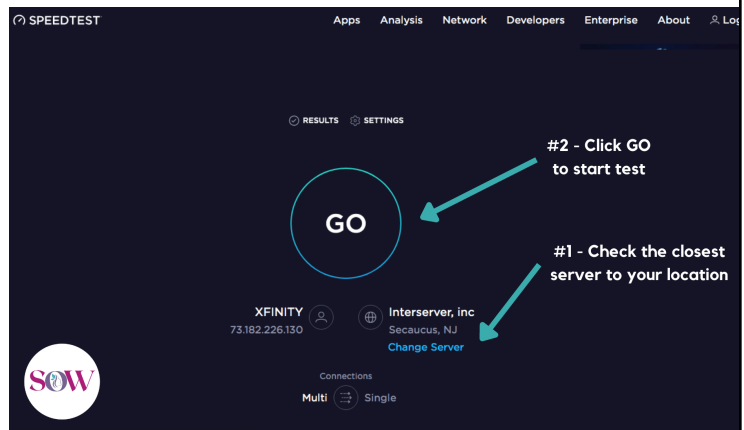
We value and respect your time and want to make sure that you will have a great event experience. Here is a checklist that will help you prepare for your Tech Testing & Speaker Onboarding session. We recommend that you download a copy of this, print (if necessary) and check off the list just to make sure you will not miss anything.

VERY IMPORTANT! - Please arrive on time for your session. There will not be any provision for “no shows” or delays so we highly recommend that you attend this tech testing and on boarding session to avoid and/or minimize any presentation hiccups.

PRE APPOINTMENT	What you need to do to prepare for the testing session.
What	Do this
<p>1. Confirm your appointment date and time.</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Check email and <u>yes, please check the spam box too just in case</u> (the email you used in your speaker application form) <input type="checkbox"/> Confirm via the calendar invitation that we sent to you (our email add - sowvictory@gmail.com) <input type="checkbox"/> Check calendar invite (note that we are in the US Eastern / New York time zone but <u>your calendar invite will feature your local time</u>) <ul style="list-style-type: none"> • Time and date converter - if you need to convert time, you can use this tool here.
<p>2. All things internet - what you need to know to have a good virtual event experience.</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Internet connection - for best results, please hardwire your computer instead of using wi-fi connection (optional but highly recommended). <input type="checkbox"/> Use recommended browsers for event tech: <ul style="list-style-type: none"> <input type="checkbox"/> Chrome <input type="checkbox"/> Firefox



- Important to do this BEFORE you arrive for session
 - Go to Speedtest.net
 - Run the test on the computer that you will be using for the event.
 - Document the UPLOAD speed (measured in “mpbs” - see images below for references)



3. Preparing your Speaker/Presenter content.

- Question we will ask you - Will you be using any of the following in your talk/

If you answered “yes”, please send any OR all the following that applies for your presentation **at least 48 hours BEFORE your appointment.**

- Slide deck
 - Acceptable formats:
 - Google Drive Slides



<p>or presentation/ lay activity?</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Powerpoint file <input type="checkbox"/> Recorded video (see Important notes below) <ul style="list-style-type: none"> o <u>Maximum duration per video</u> - 2 minutes (unless prior arrangements have been made) o <u>Maximum number of videos</u> you can use per session - 2 (unless prior arrangements have been made) <input type="checkbox"/> Acceptable video formats: <ul style="list-style-type: none"> o YouTube link o Vimeo link o IMPORTANT! Please make sure you own the copyrights to the video! o No mp4 files! <input type="checkbox"/> <u>Send them here (use the form)</u>
<p>4. What to bring to your appointment.</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Your Speedtest.net result <input type="checkbox"/> Your content (slide deck, etc.) <input type="checkbox"/> Any questions
<p>5. Sign Media Release BEFORE arriving for your session.</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Please review and sign our <u>General Media Release</u> document.
<p>DAY OF APPOINTMENT</p>	<p>What to expect during your testing session.</p>
<p>What</p>	<p>Do this</p>
<p>6. Studio arrival and login info.</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Arrival - please arrive ON TIME <input type="checkbox"/> Studio link - please check it on this <u>Tech Testing & Speaker Onboarding Sessions Info Sheet here</u>. <input type="checkbox"/> Device - please use the computer you will be using for the day of the event and log in to the studio link (please avoid using smartphones for this tech testing session).



7. Support

- Event support - please [contact our event support team here](#) for any questions
- General support - please use the chat messaging system on our [website](#).

NOTES: