

## Live Meeting Day Guidelines and Tips:

1. If you haven't already please log in, get familiar with the platform and accept meetings from suppliers. Remember, you have the capability to request meetings as well.
2. We recommend giving yourself an extra 10 minutes today to get prepared and situated in the platform before your meeting begins.
3. You will see the green button light up when it is time to enter your meeting. If you have any issues, you can email [PMEventHost@napco.com](mailto:PMEventHost@napco.com) or use the chatbot on the right.
4. Please use Google Chrome for the best experience possible. Firefox and Safari may have some issues depending on your personal browser settings. To ensure full functionality of the event website, please set any browser pop-up blockers to "Always Allow". NOTE: Internet Explorer and Microsoft Edge are not compatible with these virtual meetings.
5. Please test your camera and microphone for compatibility for the virtual meetings. Every day before your meetings begin we recommend clicking the following link to test your computer audio/video via Amazon Chime: <https://app.chime.aws/check>. If you have any browser issues or restrictions this test will alert you.
6. Meeting times aren't locked in and confirmed until both the exhibitor and visitor accept the meeting, so please respond to your meeting requests as soon as possible. Lock in your meeting times as soon as you can, time slots will fill up quickly.
7. Once you are in the live meeting interface your browser will ask if it has permission to use your camera and microphone. Select yes/allow for both.
8. When you are in the meeting make sure that your video and sound buttons are turned on.
9. Pay attention to the timer in the bottom right hand corner of your screen, your meeting will cut off at 30 minutes. If you get cut off abruptly feel free to continue the conversation via messaging in the platform.