

Online Attendance Guidelines for the Upcoming Conference

Dear Attendees,

We are excited to welcome you to our upcoming conference! Please find below the guidelines to ensure a smooth online experience:

Before the Conference

- Ensure you have a stable internet connection.
- Test your audio and video settings in advance.
- Familiarize yourself with the conference platform.
- Review the conference agenda and plan your sessions.

During the Conference

- Join the sessions 5-10 minutes early to avoid technical issues.
- Mute your microphone when not speaking to minimize background noise.
- Engage with speakers and other attendees using the chat feature.
- Be respectful and follow the code of conduct.

After the Conference

- Access recorded sessions on the conference platform.
- Provide feedback via our post-conference survey.
- Continue networking through the conference community page.

Thank you for your cooperation. We look forward to seeing you online!

Best regards,
Conference Organizing Committee