## Get the Most Out of the Virtual Meeting

Here are a few tips to help you make the most of the Virtual Meeting to enhance your learning experience and grow your network.



Block out the whole meeting on your calendar—make meeting attendance a priority.

Find a quiet place where you can focus and get the most out of your investment.





Log in and become familiar with the meeting platform early—not the morning of first day!

Browse sessions and create your schedule ahead of time.





Attend as many sessions as you can <u>live</u> and ask questions of the presenters in real time!

Routinely check your email for meeting updates, details, and platform notifications.





Plan to participate in the networking activities and grow your professional connections.

Use the meeting platform to direct message colleagues, new connections, speakers/authors, and event organizers!





Teach what you have learned to your co-workers after the meeting. This is an excellent way to help retain your knowledge and show leadership in your organization.