

Tips for Success!



HOW TO PREPARE

Schedule your Virtual System Test If you have not done so already, contact us as soon as possible (615-449-6234) to schedule a meeting with our staff to ensure your system is ready for the Live Online Reverse Expo.

Chrome is the ideal browser for the Live Online Reverse Expo platform.

Disconnect VPN Not doing so may prevent you from connecting to the Live Online Reverse Expo platform.

Check WiFi Speed Streaming other devices during your virtual meetings may impact speed.

Check Microphone & Video Capability Use of headphones is suggested.

Check your Virtual Meeting Space Make sure you're satisfied with the lighting level, camera angle, and items that appear in the background when you're on camera.

LIVE ONLINE REVERSE EXPO DAY

Early = On Time Login to your Live Online Reverse Expo dashboard 15 minutes in advance of each meeting to prevent any lost meeting time due to technical issues.

Focus on the Conversation Contact information will appear on the screen but don't worry about writing it down during your meeting—a summary email will be sent each day which will include contact information for all of your Live Online Reverse Expo meetings.

Suppliers Bring your best "elevator pitch" and a warm smile. Share your product or service and allow time for the Provider to share their needs—you may be able to meet them in a way you did not initially anticipate.

Providers Be honest about whether each product or service will meet your needs; if you express interest to a Supplier during a meeting, be prepared for and please respond to follow up communication from them.

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LIVE! ONLINE reverseexpo

SYSTEM REQUIREMENTS

- **Desktop - Windows 10 & MacOS 10.7 Mojave**
4th gen Intel Core i3, 4GB Ram
 - Google Chrome (preferred)
 - Firefox
 - Microsoft Edge Chromium
 - Safari 11+
- **Mobile - Android 7.0**
 - Google Chrome
- **Mobile - iOS 12.2**
 - Safari 11+
- **Networking - Recommended**
 - Download 5.0 mb/s
 - Open TCP port 443
 - UDP port 3478
- **Networking - Minimum**
 - Download 1.2 mb/s
- **Open TCP port 443**
- **Speakers & Microphone - Built-in or USB**
- **Webcam - Built-in or USB**

