

*Tips for Success!*

# ONLINE reverse expo



## 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 Online Reverse Expo.

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

**Disconnect VPN** Not doing so may prevent you from connecting to the 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.

## ONLINE REVERSE EXPO DAY

**Early = On Time** Login to your 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 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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### 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**

