

**'Making the Leap' Virtual Summit Viewer Preparation Tips – Part 1**

**(Part 2 arrives next Tuesday, February 28<sup>th</sup>)**

March 2<sup>nd</sup> is going to be a day full of learning, inspiration, and FUN and we want to help you make the most of this LIVE, virtual experience!

Since it is an 8-hour day, there are some tips we want to pass along to help you feel comfortable and feel successful.

**Equipment and Zoom Link**

- Use a computer with good processing speed since we will be streaming the Summit live. While you can access this event through the use of a portable device, there are some features not available to you that way and the connection is not always reliable.
- Make sure you have registered for the Virtual Summit Zoom event using this registration link: <https://zoom.us/webinar/register/fdd043d10c3e598ec5b9141539e44ee6>. This will be how you get your Virtual Summit webinar participation link.
- Before you get your webinar participation link, we will need to manually approve you. If you do not get an email confirmation with the subject line of "Making the Leap Virtual Summit Confirmation" with the webinar participation link, within 24 hours of your registration using this link: <https://zoom.us/webinar/register/fdd043d10c3e598ec5b9141539e44ee6>, please reach out to us at [mbavirtualsummit@ipeccoaching.com](mailto:mbavirtualsummit@ipeccoaching.com).
- Next, if you have not used Zoom webinars on the computer you'll be using, head to zoom.us and download the Zoom app tool to your computer.
- When it's time to enter your Zoom webinar, you'll use the link in the Zoom webinar confirmation email with the subject line of "Making the Leap Virtual Summit Confirmation," or you can use the Zoom app that's now on your computer and enter the nine-digit webinar ID that you'll get in your Zoom confirmation email.
- Have your Zoom link ready to go at least 24 hours before the call. Zoom will send a reminder email an hour before the Summit starts as well, with the webinar link and webinar ID (9 digits).
- Even though the Summit will not start until 10am ET, click to join about 15-20 minutes prior to ensure everything is working smoothly on your computer. **PLEASE NOTE:** We will NOT have technical support available to troubleshoot participant computer issues, though we will have limited support available to troubleshoot connection or webinar issues. Please have your audio and visual settings ready to go prior to the event date.

**REMINDER:** The Summit will be recorded and the session playbacks will be shared within a week. If you are unable to attend or can only be with us for parts of the day, no worries! We will share how to access the recordings once they are ready for you to view.