

# Tips & Tricks

## for a great virtual conference experience



### Learn how to use the tool.

Your virtual conference will be hosted online, via a tool you may or may not have used before. To make the most of your time 'onsite,' take an hour or two before the conference begins to play around in the platform. Find out how to access sessions, check your audio, and work out any glitches. If there's a tutorial about how to get the most out of the conference, watch it! Your experience is in your control.

### Block off your calendar.

Work never stops, but when you're attending a virtual conference it should take a backseat – even if only for an hour or two at a time. After all, you chose to attend a virtual conference because you saw value in the speakers, educational sessions, and networking opportunities, so don't throw away the time you have to learn and grow! Make sure your co-workers know when you'll be busy and try not to check email while you're in sessions. Maybe even set your Out of Office for the times when you know you will be watching Featured Live Content. In this case, from 11 AM – 2 PM CST each day!

### Schedule your time based on live and on-demand.

Virtual conferences come with a variety of content – some that have to be viewed in real-time and some that can be watched at your convenience. When you build your schedule, pay attention to which session has to be watched live and which are adjustable based on your needs. Consider adding 'live' or 'on-demand' to appointments when blocking out your calendar. For your convenience, our sessions at Elevate are organized in the Session Auditorium by "Live/Scheduled" and "Immediate Access" to distinguish which are not to be missed on the live days and which can be watched On Demand.

### Keep your family in the loop.

This work from home life means that most of us are never truly alone. Our spouses, our kids, and our pets are always only a room away, and all demand a certain amount of your attention. By this point, you've worked out some kind of schedule to separate work time and family time, so keep to that schedule during your virtual conference.

### Build in snack and meal breaks.

One thing you don't want during multiple days of high-intensity learning is to have "hanger" get in the way. Even if you've never meal prepped before, this is a great time to start! Plan out your breakfast, lunch, and snacks. Even figure out your coffee breaks! While an in-person event would have built-in breaks with coffee set up in the hallways and snacks appearing as if by magic, your virtual conference F&B is your responsibility. For a fun treat, consider getting a coffee delivered during a break to keep you caffeinated.

### Go old school.

Take notes on paper! To focus more, keep your attention on the screen, but your fingers off the mouse and keyboard. Rather than flipping between a notes doc and the conference, where it might be easy to get lost and end up on Instagram or Reddit, keep the screen dedicated to sessions. This means full screen! Taking paper notes keeps your computer free to view session content, network and communicate with attendees, submit questions, and more through the conference platform. Better yet, most sessions will include a Resource List where you can find the presentation for download!



## Stand and stretch.

Don't feel confined to your chair. Build in breaks in between sessions to take a short walk or stand and stretch. And, if you aren't on video during a session that hits in the middle of the afternoon, don't be afraid to stand. Activity, even something as small as standing or walking in place, can wake you up and get you refocused on the content at hand.

## Set up time to network.

Virtual conferences aren't just for learning – they're for connecting! Networking is alive and well, even at a distance. Attend Meet-Ups or visit the Speaker Lounge to chat with your favorite session speaker. Make sure you know when the interactive activities are scheduled so that you don't miss a chance to connect.

## Set up time to review and re-watch.

A benefit of virtual conferences is that sessions are often available on-demand, whether during the conference or right after. If there was a session you want to re-watch or quickly review again, you can! Set aside time each day of the conference or on the final day to review your notes and make the most of the content you absorbed.

## Enjoy!

Most of all, enjoy the chance to learn, connect with your colleagues and vendors, and gain valuable professional development all from the comfort of your own home! Leave the sore feet from walking the conference floors at home! Introverts rejoice – you can now participate in networking and all the amenities an educational conference has to offer from behind your computer screen.

To learn more about Elevate Conference  
**visit [elevate.paylocity.com](https://elevate.paylocity.com).**