

# Tech Tips for Attending Virtual Training

- Use a laptop or desktop computer  
*(at a minimum, a tablet)*
- Test your audio and video features on your device prior to the event  
*(you may need an external camera and microphone if your device does not have one built in)*
- Limit extra activities that you are doing online, including VPN
- Close out unnecessary applications and files
- Let your devices shut down, cool down, and reset for a bit before the event
- Use your phone as a back-up device to computer audio
- Use a headset with microphone to reduce ambient noise
- Check all of your connections  
*(unplug and plug back in cords)*
- Replace cords and accessories that may be broken or faulty
- Update your device if it is outdated, unreliable, or does not have the necessary audio/video features
- Make sure that all software, drivers, and plug-ins are fully installed and functioning



- Place in the middle of the house
- Put in an open space for accessibility and heat dissipation
- Sit about 5-8 feet from your router for the best Wi-Fi connection
- Reboot your router  
*(some routers will search for the best airspace upon reboot)*



- Prepare your materials: print or save locally
- Gather additional supplies  
*(i.e. blank notepad, pen/pencil, highlighters, etc.)*
- Clear your space of distractions and make room for taking notes
- Have beverages and snacks handy



- Connect to the Internet via hardwire, if possible
- Remove all non-essential devices from your network  
*(i.e. security systems, smart TVs, google home, nest devices, Alexa, video game systems, etc.)*
- Ask other users in your house to limit their online activity while you are in training
- Try and connect to 5GH Wi-Fi networks over 2.4GH network
- Contact your provider if you are having troubles with your IP or Internet connection
- Update, if necessary, your Internet service to high-speed Internet if you cannot meet minimum bandwidth requirements  
*(some virtual training platforms require a minimum of 600Kbps-1.5Mbps to participate in training)*
- Test your Internet speed at [www.speedtest.net](http://www.speedtest.net)

