



Virtual EEO Workshop Participant Pre-Event Checklist

- Ensure you have the necessary equipment. A computer with internet is required. All audio will be available by computer. You may want to use headphones connected to your computer to get better sound.
- You do not have to install Zoom for this workshop to work on your computer, **but use Firefox or Google Chrome to get the best experience.** Using Internet Explorer will diminish some capabilities.
- Turn off your non-essential software to avoid excessive bandwidth use and to minimize disruptions to your event.
- Join the event: You will receive an invitation to register first. You must enter your first and last name and email address. You will not be allowed into the workshop if you are not a paid registrant. Arrive by 8:45 AM Central Time to register and get into the waiting room. You will receive an individual URL which cannot be shared with anyone else.

During the Workshop and Post Workshop

- You can alter the look of your screen by moving your cursor to the top of the screen. Click on the drop down menu, “view options”.
- You will be muted and your video will be off.
- Use “chat” to answer questions posed by the presenters.
- Use “Q&A” to ask questions of the presenters. Don’t use “chat” to ask a question, as it may be missed.
- If you have technical issues with Zoom, you may contact Romana Chapman at romana.chapman@eeoc.gov.
- **We will send information regarding HRCI or SHRM credit after the webinar.**
- We will send certificates of attendance after the webinar.
- You will receive a link to an evaluation after the webinar.