VMPC Conference Host Location Requirements

Thank you for your interest in hosting a remote session of the conference. Below is a list of things you will need to be able to provide.

1. A room big enough to hold the attendees, preferably cabaret style
2. Event promotion (just like you would for any event but we'll help by providing some collateral material and promoting it through out channels)
3. Provision for lunch as you would with any other event (catered, box lunches, BYO… It does not matter to us.)
4. Morning and afternoon break refreshments, as you would for any event
5. Registration administration (You determine what you want to charge attendees for the event)
6. A projection screen big enough to be seen well by all attendees. The bigger the better.
7. An amplifier and speakers that are big enough for the room and that can be plugged into the computer used to project the video. Computer speakers should not be used no matter how small the room.
8. A steady and minimum download speed of 3 Mbit over a wired connection. You can determine the download speed by following the instructions on the next page. <u>WIFI cannot be substituted for a wired connection to the internet</u>.
9. The computer used to project the image must have the current version of the browser and the current version of the Flash player. Using the Chrome browser is recommended but not necessary. For Flash, please visit the following link and click the Check Now button listed in step one: https://helpx.adobe.com/flash-player.html. If you do not have the most current, it will prompt you through the steps to upgrade (free). Using the Chrome browser is recommended but not necessary.
10. Someone to act as a presenter's aid, helping guide the experience locally. Anyone who has had success in running a workshop in the past can handle this. We will provide some brief material to help this person be prepared.
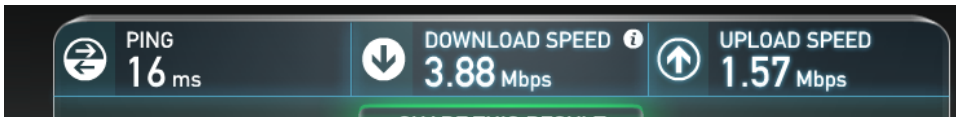
Measuring Download Speed

Go to www.speedtest.net and click the Begin Test button.

Wait until the test is completed and then take note of the download speed and the upload speed. Look for the image below around the middle of your screen.

Send the following to tony@BetterImpact.com
- Upload and download speed
- Name, email and phone number of a contact person we can reach out to if needed.
- Was this done with a computer connected with a network cable or connected wirelessly?

Questions?
Just contact Tony at 1-800-844-1545 x120 or by email at tony@BetterImpact.com