



Relevant Information and Reminders

- Check your **SPAM/JUNK folder** to ensure you didn't miss the email with the link to your schedule (domain is @advocacyassociates.com)
- Please call/video into the meeting **5 minutes prior to the start time**, in order to discuss with your group on who will open the conversation and who will be speaking
- All times will be **shown in the time zone you are located in when viewing your schedule**
- You will receive a reminder email **1 hour prior to each meeting** from Advocacy Associates with a link to your schedule
- If the office does not join the meeting within **10 minutes past the start time**, contact Advocacy Associates
- There will be a **help number** listed in the **Support** tab to call if you need to get ahold of Advocacy Associates
- Meetings may last anywhere from **15-30 minutes**, prepare your pitch and talking points accordingly. **ASK** how much time the office has
- Any **changes to your schedule** the day of the event **will be sent to you via email**. Please be sure to check regularly throughout the day
- Make sure you are in an area with a **good Wi-Fi connection**
- **Mute your microphone** if you are not speaking
- Know your audience - ensure you have **an appropriate background**