Guidelines for Attending the 2022 LCLD Fellows First Meeting

March 17, 2022

TECHNICAL REQUIREMENTS: CONFIRM BEFORE THE MEETING

Minimum Required Equipment:

■ **Microphone and Speakers:** Please ensure that they are enabled; see page 3 for instructions.

■ **Webcam:** Please ensure that it is enabled; see page 3 for instructions.

■ **A device (computer, tablet, or phone) that is compatible with the supported system requirements:** *We strongly recommend using the latest version of the Google Chrome browser.* See the "Supported Devices, Browsers and Operating Systems" section below for more details.

Network Connection Settings— *Please Send this Section to Your IT Team:*

Accelevents stores data in AWS and uses a dynamic IP address under the domain *accelevents.com. Below, you can find some guidelines on what to safelist in case you have a firewall, antivirus, or VPN in place:

■ **Domains:** *.voxeet.com | chime.aws | *.chime.aws | *.amazonaws.com | *accele-vents.com | *lcldevents.org | *.tokbox.com | *.opentok.com | events@lcldevents.org

■ **IP:** 99.77.128.0/18

■ **Ports:**
TCP 443
UDP 20000-65000
UDP 3478

Supported Devices, Browsers and Operating Systems (OS):

■ **Windows 8.1 or 10 | 32-bit and 64-bit**
Google Chrome (latest version)
Mozilla Firefox (latest version)

■ **MacOS OS X 10.11 and later**
Safari 10 or later
Google Chrome (latest version)
Mozilla Firefox (latest version)

■ **Android OS 4.0 or later**
Google Chrome (latest version)
Tablet and phone devices are supported
Some features are not available
on devices without Bluetooth,
telephony, or Wi-Fi
Kindle Fire tablets are currently
not supported

■ **iOS 10.0 and later**
Safari (latest version)
Google Chrome (latest version)
Mozilla Firefox (latest version)

■ **If using an iPad**, please see page 3.

Joining the Meeting

1   If your work computer has a VPN, strict security settings, or firewalls and your IT team was not able to apply the "Network Connection Settings" on page 1, please use a personal computer or device to access the meeting. Networking and breakout sessions **will not work** if the proper settings have not been applied.

2   Make sure you are using the latest version of **Google Chrome** as your internet browser!

3   The access LINK will go live at 11:00 am ET | 8:00 am PT on Thursday, March 17. You will see an "Enter Event" button at that time.

4   When you click the access link, you will then be prompted to enter the email you registered with and the password you created. If you have already created an Accelevents account, you will just need to log in with that email and password.
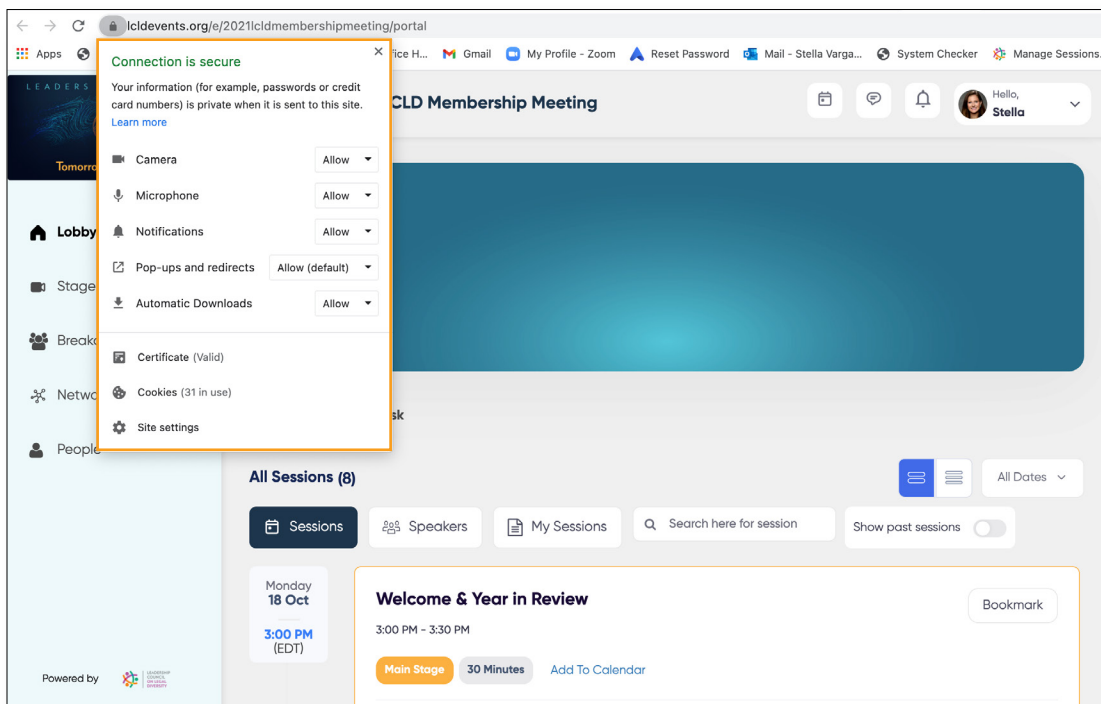
5   If you need to reset your password, you can do so HERE (please check your spam folder for the reset email).

6   Once you're admitted into the event Hub, feel free to explore, create your profile, and **add your picture!** The recommended picture size is 200 x 200 pixels.

7   In the Hub, you'll see a lobby chat. LCLD staff members will respond to any questions you may have in these chats.

8   For the workshops and networking, you will need your camera and mic turned on. Please enable both by clicking the "Lock" icon in the URL bar and then selecting "Allow" for each. Please also allow "Popups" and "Notifications" as well (see screenshot below).

Troubleshooting Tips for Logging In or Joining Sessions

■ Refresh your page or disable the VPN on your computer.

■ Clear your browser's cache (**Chrome**: Settings > Privacy and Security > Clear Browsing Data > Clear Data).

■ Access the page in an Incognito window (**Chrome**: File > New Incognito Window).

■ Run a system check HERE.

■ Disable any firewalls (**System Preferences** > Security and Privacy > Firewalls).

■ UPDATE your version of Google Chrome.

LIVE TECH HELP

If you still have trouble after trying the tips above, you can meet with an Accelevents staff member HERE during the following tech help hours:

THURSDAY | MARCH 17
11:00 am to 5:00 pm ET or
8:00 am to 2:00 pm PT

Using an iPad

To get the most out of using an iPad, please follow these steps in the Safari settings:

1 Update the settings in Safari to enable your camera and microphone:
Settings > Safari > Camera > Allow
Settings > Safari > Microphone > Allow
See **left** screenshots below.

2 Also ensure that your pop-up blocker is turned off. See **right** screenshot below.