

AWDA Virtual Best Practices



Block Your Calendar Now to Protect Meetings



- Tuesday Nov. 17 – Thursday Nov. 19 | 11am – 5:40 pm Eastern
- To reduce interruptions and eliminate distractions, inform colleagues you are unavailable during these times and add an out of the office message to your email
- Reserve meeting space at your company if team is participating as a group

Add Company Delegates in MeetMax

ADD COMPANY DELEGATE

- Learn how to add company delegates under the “MeetMax” tab of www.autocare.org/awdaconference
- Company delegates will appear in the “Attendee List” tab and also appear under your company’s name on the schedules of companies you are meeting with.

For security and privacy purposes, AWDA staff will only share virtual meeting links with individuals that are noted as “Company Delegates”

Share MeetMax Log In for Schedule/Meeting Links Access



- On November 9, meeting links will be added to “Your Schedule” in MeetMax.
- For schedule and meeting link access, we recommend the company’s MeetMax login credentials are shared with the participating company delegates. Vendors should also share details with their manufacturer’s rep firms.
- Meeting details/links may also be shared individually. Visit the “MeetMax” tab of www.autocare.org/awdaconference to learn how to “Access Schedule/Links”

Prepare and Practice: *Every Company Delegate Should...*

- Visit “Virtual Prep” on www.autocare.org/awdaconference
- Download BlueJeans app www.bluejeans.com/downloads
- Test the BlueJeans platform with “Jean the Parrot” www.bluejeans.com/111
- Simulate a meeting with your team. *Use any link on your schedule BEFORE the actual meeting days and familiarize yourself with the settings. Test the settings, screensharing, etc. BlueJeans links will not expire after use.*



Treat It Like AWDA In Person

- Show your pride! Wear your company or program group shirt.
- Don’t neglect the small talk, it’s part of building a personal relationship
- Vendors, think of your environment and have products, presentations, and visuals ready.
- Be engaged for the meetings and relish in the industry and AWDA community!

