

Security Reminder for Annual Conference

Colleagues,

As we prepare for our upcoming Annual Conference, it's crucial that we remain vigilant about the security of our devices and data. Conferences present unique challenges when it comes to maintaining the security of our information, and it's important that each of us takes proactive steps to lessen potential risks.

Here are some key reminders and guidelines to ensure the security of our devices and data during the conference:

1. **Device Security:**

- Ensure that all devices (laptops, tablets, smartphones) are password-protected with strong, unique passwords.
- Enable biometric authentication or two-factor authentication where available.
- Keep devices with you at all times and avoid leaving them unattended or in easily accessible areas.

2. **Network Security:**

- Avoid connecting to public Wi-Fi networks whenever possible. If necessary, use a trusted VPN to encrypt data transmission.
- Disable automatic connections to Wi-Fi networks and Bluetooth when not in use.
- Be cautious of connecting to unknown or unsecured networks, as they may be compromised.

3. **Physical Security:**

- Keep devices physically secure at all times, especially in crowded or high-traffic areas.
- Utilize lockable bags or cases to prevent unauthorized access to devices when not in use.
- Be mindful of surroundings and avoid discussing sensitive information in public areas where conversations may be overheard.

4. **Social Engineering Awareness:**

- Remain vigilant against social engineering tactics, such as phishing emails, fake websites, and impersonation attempts.
- Verify the authenticity of emails, websites, and individuals before sharing sensitive information or clicking on links.

5. **Emergency Response:**

- Familiarize yourself with emergency procedures and protocols in case of security incidents or emergencies.
- Report any suspicious activity or security concerns to the designated point of contact immediately.

Remember, each of us plays a crucial role in maintaining the security of our organization's information. By staying informed, remaining vigilant, and following these guidelines, we can help ensure a safe and secure experience for everyone at the conference.

I appreciate each and every one of you!

Thanks,
Austin