

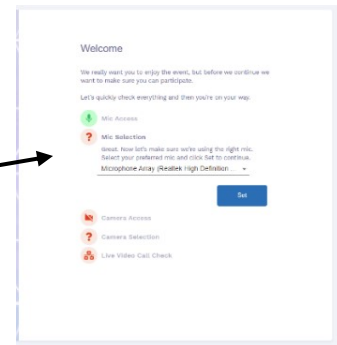
CHAIRS GUIDE – AIRCAST STUDIO FOR LIVE PRESENTATIONS

BEFORE YOUR SESSION

Login to the Online Portal (OnAIR) with your personal link which will be provided in an email.

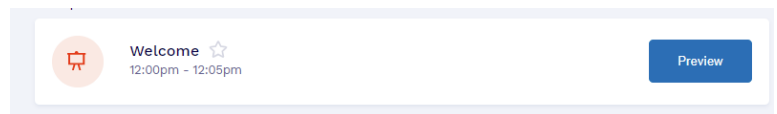
(REMEMBER TO OPEN IN GOOGLE CHROME)

Follow the prompts and enable the settings you will require (webcam and microphone).



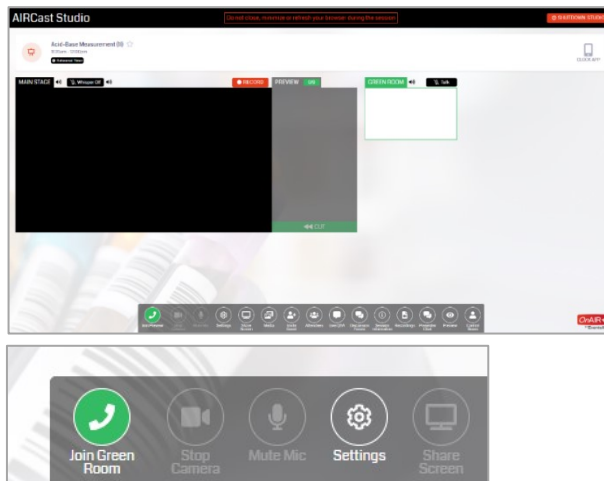
15-20 minutes prior to your session - Find the session you are chairing in the **Program Timeline** and click on the 'preview' button to enter your session.

This will take you into AirCast studio.



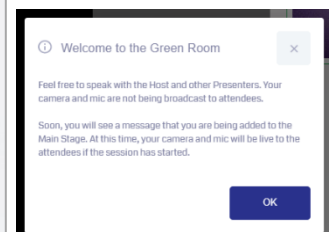
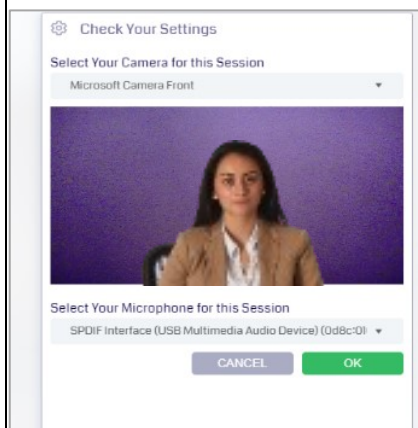
Select the green **'Join Green Room'** button in the bottom tool bar to be moved to the green room.

(The **Green Room** is where speakers & chairs will wait before being added to the Main Stage).



When you click on 'Join Green Room' a **'Check Your Settings'** panel appears on the right-hand side – **choose your camera and microphone settings again here, from the drop-down options, and click OK.**

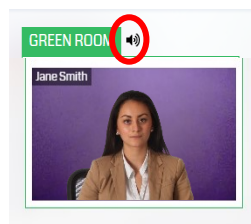
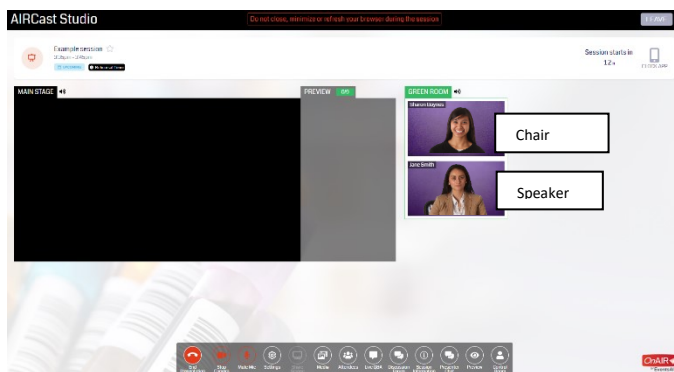
A 'WELCOME' pop-up box will also appear before you move into the green room – click OK.



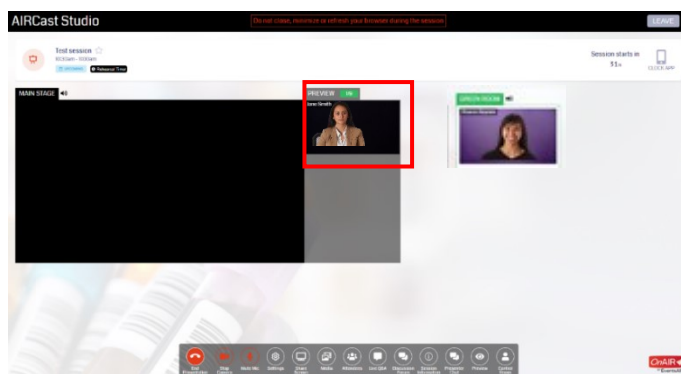
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When in the **Green Room**, you can talk to the AV Host & speaker without being heard by the attendees.

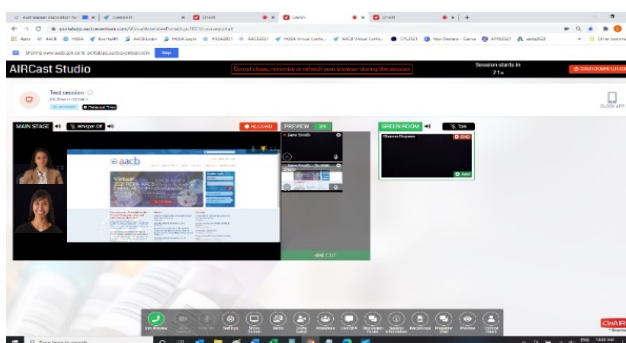
To Mute and Unmute yourself to speak in the Green Room, click the speaker button next to the Green Room sign.



15min before the Session starts the AV Host will move the speaker to the PREVIEW AREA so they can share and setup their slides.

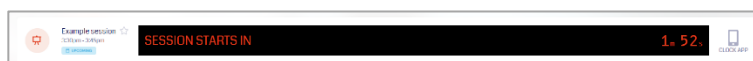


Once the speaker is setup, the AV host will move the chair to the main stage with the speaker.



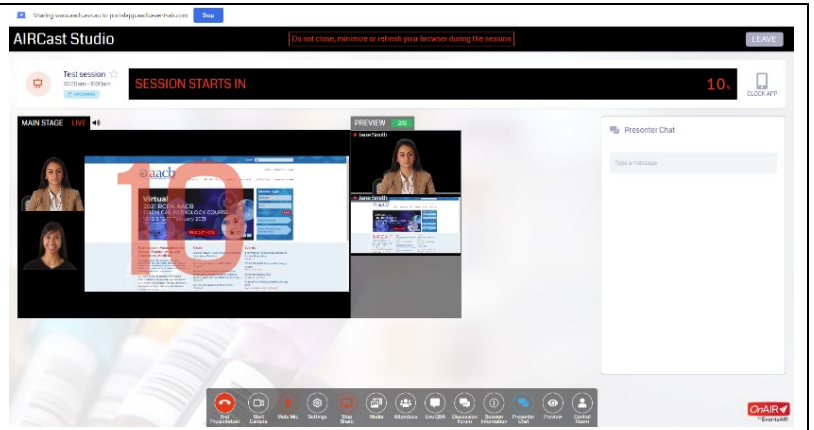
REMEMBER TO KEEP TRACK OF THE TIMER.

AT THE TWO MINUTE MARK, THE TIMER CHANGES APPEARANCE.



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AT THE 10 SECOND MARK A **QUIET PLEASE MESSAGE** APPEARS AND THE **COUNTDOWN CLOCK** APPEARS ON THE MAIN STAGE.

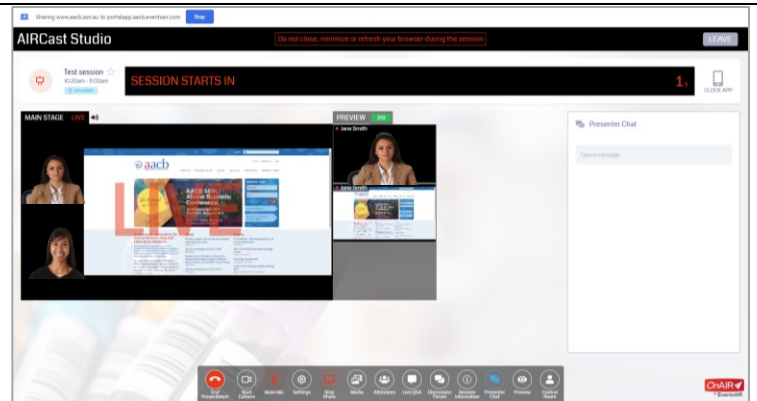


AT THE ZERO MARK, A **LIVE MESSAGE** APPEARS ON THE MAIN STAGE ANNOUNCING THE SESSION IS LIVE

ONCE THE LIVE MESSAGE DISAPPEARS: **START YOUR INTRODUCTION.**

The Chair introduces the speaker and then the AV host will move the chair back to the green room.

The chair will wait in the Green Room during the presentation and monitor Q&A.

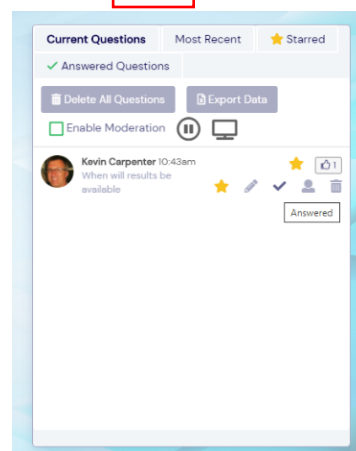
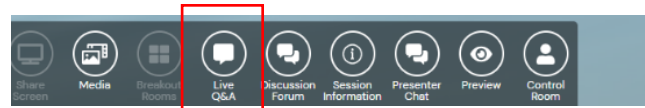


When the session is live, in the top header is the session the timer, showing the remaining time for the session.



During the presentation (while waiting in the Green Room) click on the **LIVE Q&A** icon to open and monitor questions as they come in.

- The Q&A Panel will appear on the left-hand side.
- Questions from the virtual audience will be listed in this box.
- We recommend selecting the top questions, by clicking on the **GOLD STAR** alongside the question - you can then view these under the **STARRED TAB.**



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AT THE END OF THE PRESENTATION – Q&A

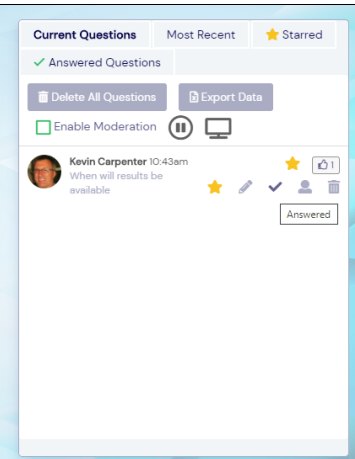
You will be moved back onto the MAIN STAGE to join the speaker for questions.

REMEMBER TO KEEP YOUR EYE ON THE COUNTDOWN TIMER



The Chair should read out the questions to the speaker from the Q&A panel.

When a question has been answered, please tick the question in the Q&A box so it will appear under the Answered Questions tab.



If time runs out, questions can be answered by the speaker after the session and the chair can inform delegates of this. Answers are then saved back in the Q&A area for delegates to view later. The Discussion Forum is also open for ongoing discussion.

AT THE 30 SECOND MARK WE RECOMMEND ENDING Q&A AND THANKING THE SPEAKER.

THE SESSION WILL AUTOMATICALLY CUT OFF/CLOSE AT THE SCHEDULED END TIME (unless it has been extended).

Once the session has finished, wait for the HOST to end the session and the speaker/chair will be automatically taken out and return to the main program timeline for the next session.

