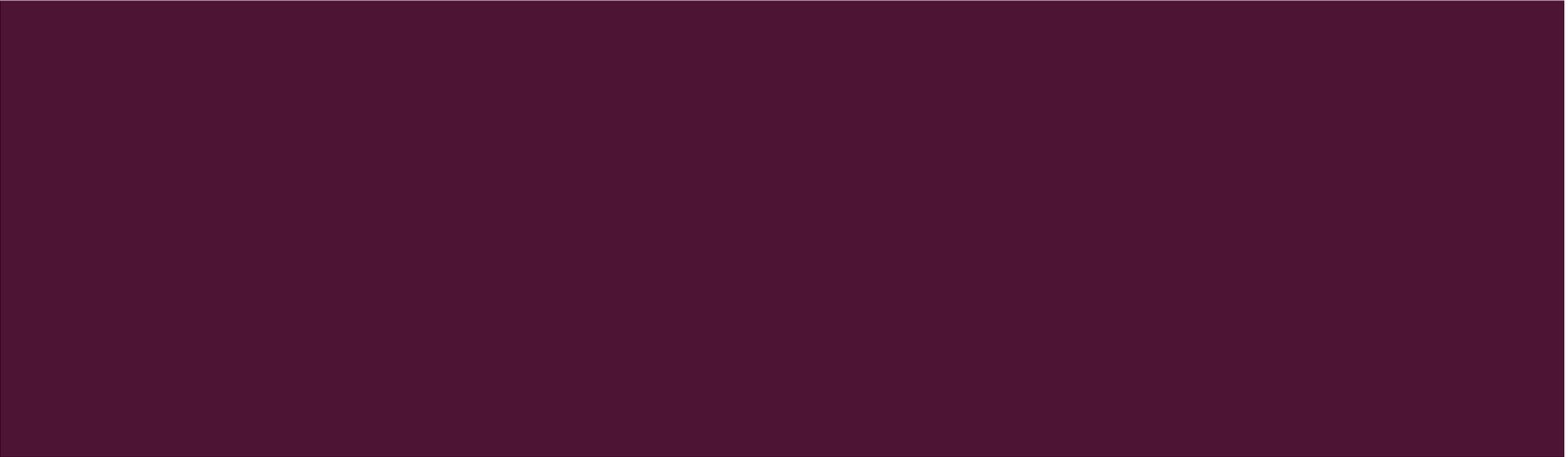


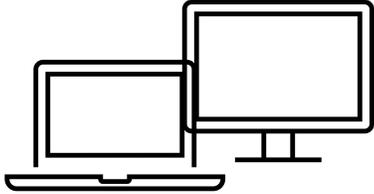


PRESENTERS GUIDE FOR RECORDED ORAL PRESENTATIONS

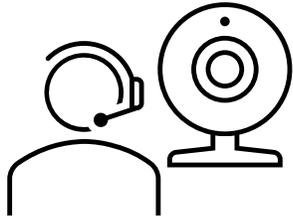
USING THE ONAIR PLATFORM



Presenter Checklist



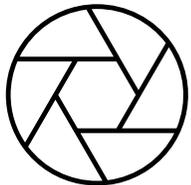
Use a computer or laptop.



Working webcam and headset with microphone. If you don't have a headset, use your computer microphone, but ensure you are in a quiet room.



Strong Wi-Fi / internet connection



Use Google Chrome browser to access the platform.

Accessing Online Sessions

If you are presenting and accessing the platform from your work computer/laptop please ensure that your workplace firewall does not block access to the sessions and networking functions.

You should check access with your IT department as early as possible as it may take a few days or weeks for your request to be processed. Below is a list of all the streaming platforms that will be used during the Online Conference. Your IT department will need to **whitelist** these programs to enable you to access the online events.

- Twilio, Vonage, Vimeo
- AirCast
 - livefeed.aircastcdn.com
 - studio.aircastcdn.com
 - hls.aircastcdn.com
 - live.aircastcdn.com

Note: If you have issues connecting to the platform and/or viewing sessions during the conference. You may need to use your mobile data hotspot or participate from a private (home) network. You can always log a live support ticket to get help with any issues you may have

Overview of the OnAir Portal

ASDG 2021 VIRTUAL PORTAL Australian Polygenic Risk Symposium

Hosted by Garvan Institute of Medical Research

Program Timeline

TODAY APR 20 APR 21 APR 22

3:00pm

3:10 PM

Presenter Session ☆
3:15pm - 4:00pm
UPCOMING

Preview

The next session starts in 4m

Filter ☆ Advanced

Meeting Hub View

Resource Gallery Abstracts

Phenotypic diversity in cognition among APOE ε4 homozygotes can range from early-onset Alzheimer's disease (AD) to a lifetime with no symptoms of cognitive

MORE INFORMATION
Click on a session to learn more about it.

LIVE SUPPORT DND EXPORT HELP TT

OnAIR EventsAIR

Please log into the Online Event Portal at least **30 minutes before your presentation.**

Enter your session 15min prior.

To enter your session, find your presentation in the Program Timeline and click Preview/Join.

If at anytime you have a question for the events team, you can log a live support ticket for assistance.

Overview of the OnAir Portal

The screenshot displays the AIRCast Studio interface. At the top left, it says "AIRCast Studio" and "Do not close, minimize or refresh your browser during the session". A "LEAVE" button is in the top right. Below this, a banner shows "Presenter Session" with a star icon, "3:25pm - 4:00pm", and "UPCOMING" and "Rehearsal Timer" buttons. On the right of the banner, it says "Session starts in 6m 50s" with a "CLOCK APP" button. The main area is split into "MAIN STAGE" (black) and "PREVIEW 0/9" (grey). At the bottom, a control bar contains icons for "Join Green Room", "Stop Camera", "Mute Mic", "Settings", "Share Screen", "Media", "Attendees & Sponsors", "Discussion Forum", "Session Information", "Presenter Chat", "Preview", and "Control Room". A red arrow points from the "Join Green Room" button to a text box that says "Presenters please click here". Another red arrow points from the "Session starts in" text to a text box on the right.

When you enter your session, the banner at the top will show 'session starts in' and how long until your session starts.

To enter the greenroom - click the green JOIN GREEN ROOM button.

Overview of the OnAir Portal

The screenshot displays the AIRCast Studio interface. At the top, there's a header with 'AIRCast Studio' on the left, a warning 'Do not close, minimize or refresh your browser during the session' in the center, and a 'LEAVE' button on the right. Below the header, the main area shows a 'Presenter Session' scheduled for 3:25pm - 4:00pm, with 'UPCOMING' and 'Rehearsal Timer' buttons. A 'Session starts in 5m 1s' timer and a 'LOCK APP' icon are also visible. The main stage area is currently in 'RECORDING' mode, with a 'PREVIEW' window showing 0/9 participants. A 'Welcome to the Green Room' dialog box is open in the center, providing instructions on how to interact with the host and presenters. On the right side, a 'Check Your Settings' panel is open, prompting the user to select their camera and microphone. The camera selection dropdown shows 'Microsoft Camera Front', and the microphone selection dropdown shows 'Microphone Array (Realtek High Definition Audio(SST))'. There are 'CANCEL' and 'OK' buttons at the bottom of the settings panel. At the bottom of the interface, there is a toolbar with various icons for 'Join Green Room', 'Stop Camera', 'Mute Mic', 'Settings', 'Share Screen', 'Media', 'Attendees & Sponsors', 'Discussion Forum', 'Session Information', 'Presenter Chat', 'Preview', and 'Control Room'. The 'OnAIR' logo and 'EventsAIR' are visible in the bottom right corner.

When you click on 'Join Green Room' a 'Check Your Settings' panel appears on the right-hand side – You will be prompted to re-confirm your camera and microphone from the drop-down options and click OK.

Note: You are unable to set a virtual background through the OnAIR Portal.

A welcome message will pop up, with information about the Green Room.

Overview of the OnAir Portal

The screenshot displays the AIRCast Studio interface. At the top left, it says "AIRCast Studio" and "Do not close, minimize or refresh your browser during the session". A "LEAVE" button is in the top right. Below this, a "Presenter Session" is scheduled for 3:20pm - 4:00pm, with a "Rehearsal Timer" and a "CLOCK APP" icon. The main content area is divided into three sections: "MAIN STAGE" (showing a "PRESENTERS GUIDE FOR RECORDED ORAL PRESENTATIONS" slide), "PREVIEW" (0/9), and "GREEN ROOM" (0/9). The "GREEN ROOM" section shows three video thumbnails for "Chair" and two "Presenter" roles. A red arrow points from the text on the right to the "GREEN ROOM" header. At the bottom, there is a toolbar with icons for "End Presentation", "Start Camera", "Unmute Mic", "Settings", "Share Screen", "Media", "Attendees & Sponsors", "Live Q&A", "Discussion Forum", "Session Information", "Presenter Chat", "Preview", and "Control Room". The "OnAIR EventsAIR" logo is in the bottom right corner.

IN THE GREEN ROOM & DURING THE PRESENTATIONS

Once you are in the GREEN ROOM, the AV Host will be able to talk to you.

You will also be able to communicate with the other presenters and the session chair in the Green Room during the recorded presentations.

All presenters will be held in the Green Room during the recorded presentations.

Overview of the OnAir Portal

The screenshot displays the AIRCast Studio interface. At the top, it says 'AIRCast Studio' and 'Do not close, minimize or refresh your browser during the session'. A 'LEAVE' button is in the top right. Below this, a 'Presenter Session' is shown with a time of 3:20pm - 4:00pm and a 'Rehearsal Timer'. The main area is divided into three sections: 'MAIN STAGE' (showing a 'PRESENTERS GUIDE FOR RECORDED' slide), 'PREVIEW' (0/9), and 'GREEN ROOM'. A 'Chair' role is visible in the PREVIEW area. A 'Current Questions' panel is open, showing 'Answered Questions' and options to 'Delete All Questions', 'Export Data', and 'Enable Moderation'. A bottom toolbar contains icons for 'End Presentation', 'Start Camera', 'Unmute Mic', 'Settings', 'Share Screen', 'Media', 'Attendees & Sponsors', 'Live Q&A' (highlighted), 'Discussion Forum', 'Session Information', 'Presenter Chat', 'Preview', and 'Control Room'. The 'OnAIR EventsAIR' logo is in the bottom right.

PREPARING FOR LIVE Q&A

5min before the presentations end, the AV Host will move ALL speakers to the PREVIEW AREA.

NOTE: You will be prompted with a welcome message, reminding you that delegates can now hear you when you are in the PREVIEW area and MAIN STAGE.

During the session the Chairperson will be monitoring Q&A and highlighting questions for live Q&A. (Highlighted questions appear in the 'starred' tab).

Overview of the OnAir Portal

AIRCast Studio

Do not close, minimize or refresh your browser during the session

LEAVE

Presenter Session ☆
3:20pm - 4:00pm
UPCOMING Rehearsal Timer

Session starts in 15m
CLOCK APP

MAIN STAGE

PREVIEW 0/9

GREEN ROOM

Current Questions Most Recent Starred

✓ Answered Questions

Delete All Questions Export Data

Enable Moderation

Chair

Presenter

Chair

Presenter

Presenter

Presenter

End Presentation Start Camera Unmute Mic Settings Share Screen Media Invite Guest Attendees & Sponsors Live Q&A Discussion Forum Session Information Recordings Presenter Chat Preview Control Room

OnAIR EventsAIR

DURING LIVE Q&A

When the Presentation ends the Chair will be moved onstage with the first presenter, for live Q&A. The Chair will read out the question to the speaker.

Each speaker will have approx. 3min for Q&A.

Each speaker will be moved on stage when it's their time for Q&A. Other speakers will wait in the preview area (on mute).

The Chair & AV Host will monitor the time via the countdown clock in the top right corner.

Once the session has finished, the Host will end the session and you can go back to the Program Timeline to join the next session.