



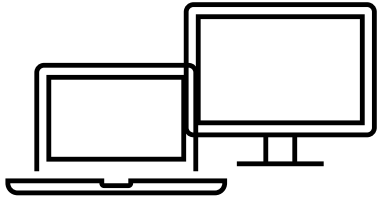
# **PRESENTERS GUIDE**

# **LIVE PRESENTATIONS**

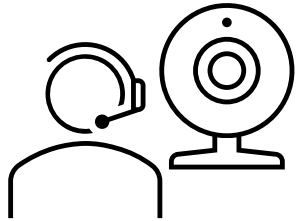
USING THE ONAIR PLATFORM



# Presenter Checklist



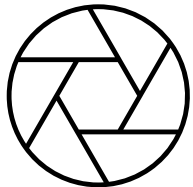
Use a computer or laptop. If possible, use two screens



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

3:15pm - 4:00pm [Preview](#)

[LIVE SUPPORT](#) [DND](#) [EXPORT](#) [HELP](#) [TT](#)

The next session starts in 4m

Filter [Advanced](#)

Meeting Hub [View](#)

Clinical risk factors have long been known to influence an individual's risk of Coronary... [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.

**OnAIR** EventsAIR

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

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 "Presenter Session 3:25pm - 4:00pm" with a "Rehearsal Timer" button. A warning message "Do not close, minimize or refresh your browser during the session" is in the top center. On the top right, there is a "LEAVE" button and a "Session starts in 6m 50s" countdown with a "LOCK 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 the text on the right. A white callout box above the button says "Presenters please click here". The "OnAIR EventsAIR" logo is in the bottom right corner.

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.

**Note:** Once your session has gone live it will show a **SESSION LIVE** banner and a countdown clock.

# 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, there's a 'Presenter Session' section with a star icon, a clock showing '3:25pm - 4:00pm', and buttons for 'UPCOMING' and 'Rehearsal Timer'. On the right, it says 'Session starts in 5m 1s' and a 'LOCK APP' button with a phone icon. The main area is split into 'MAIN STAGE LIVE' and 'RECORDING PREVIEW 0/9'. A 'Welcome to the Green Room' dialog box is centered, with an 'OK' button. On the right, a 'Check Your Settings' panel is open, showing camera and microphone selection options, a video preview, and 'CANCEL' and 'OK' buttons. At the bottom, there's a toolbar with 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 is 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

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 LIVE

RECORDING PREVIEW 0/9

GREEN ROOM

Test Test

End Presentation Stop Camera Unmute Mic Settings Share Screen Media Attendees & Sponsors Discussion Forum Session Information Presenter Chat Preview Control Room

OnAIR  
EventsAIR

Once you are in the GREEN ROOM, the Session Host will be able to talk to you and confirm that your audio and camera are working.

You can also communicate via the PRESENTERS CHAT icon on the bottom tool bar.

# Overview of the OnAir Portal

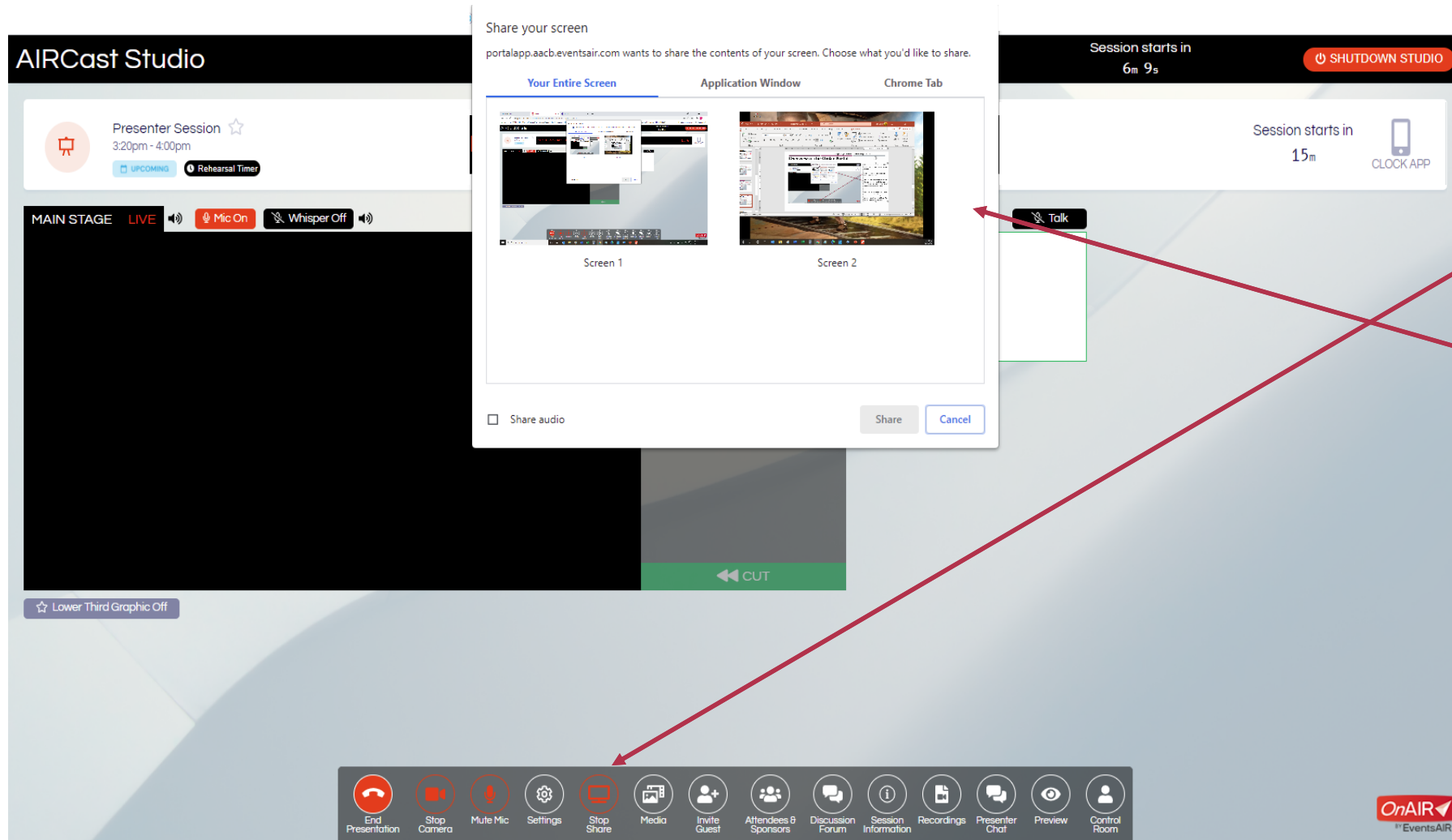
The screenshot displays the AIRCast Studio interface. At the top, the title "AIRCast Studio" is on the left, and a "LEAVE" button is on the right. A warning message "Do not close, minimize or refresh your browser during the session" is centered. Below this, a header bar shows "Presenter Session" with a star icon, the time "3:20pm - 4:00pm", and buttons for "UPCOMING" and "Rehearsal Timer". On the right of this bar, it says "Session starts in 15m" and has a "CLOCK APP" button. The main area is split into "MAIN STAGE" (with a "LIVE" indicator and speaker icon) and a "PREVIEW" window (with a "RECORDING" indicator and "1/9" counter). The preview window shows a woman in a video feed. A white dialog box with a blue "OK" button is overlaid on the preview window. The dialog contains the text: "Welcome to the Main Stage", "Please note that your mic is live to all attendees even while you are in the Preview. You can Mute and Unmute your mic at any time using the button below. Your camera is only being broadcast to attendees when you appear on the Main Stage.", and an "OK" button. At the bottom, a toolbar contains icons for "End Presentation", "Stop Camera", "Unmute Mic", "Settings", "Share Screen", "Media", "Attendees & Sponsors", "Discussion Forum", "Session Information", "Presenter Chat", "Preview", and "Control Room". The "OnAIR EventsAIR" logo is in the bottom right corner.

**15min before the Session starts** the AV Host will move you to the PREVIEW AREA.

You will be prompted with a welcome message, reminding you that delegates can now hear you when you are live



# Overview of the OnAir Portal



Once you are in the PREVIEW pane, you can share your screen.

Click the **SHARE SCREEN** icon in the bottom menu.

You will be **prompted to select the screen you wish to share**. Choose the screen that your PPT slides appear on.

**NOTE:** We recommend having two screens open. One to show your slides and one to see the portal screen. If this is not possible, you will only see your PPT slides, and the AV host can provide you with time updates during your presentation.

# Overview of the OnAir Portal

**AIRCast Studio** Do not close, minimize or refresh your browser during the session LEAVE

Presenter Session 3:25pm - 4:00pm LIVE NOW **SESSION LIVE** End in 19m CLOCK APP

**MAIN STAGE LIVE** RECORDING **PREVIEW 2/9**

Test Test

Lisa King - Screen Share

Presenter Guide Live Presentations Using the OnAir Platform

End Presentation Stop Camera Unmute Mic Settings Share Screen Media Attendees & Sponsors Discussion Forum Session Information Presenter Chat Preview Control Room

**OnAIR**  
by EventsAIR

Once your shared screen is working and shows in the preview area, the Host will move you and your presentation on to the **MAIN STAGE** ready to start.

The Host will also move the Chairperson onto the **MAIN STAGE** to introduce you.

# Overview of the OnAir Portal

AIRCast Studio

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

LEAVE

Presenter Session 3:44pm - 4:00pm

SESSION STARTS IN 0s

CLOCK APP

MAIN STAGE LIVE

RECORDING

PREVIEW 2/9

Test Test

Lisa King - Screen Share

Presenter Guide Live Presentations Using the OnAir Platform

Chairperson is on stage to introduce the session

End Presentation Stop Camera Unmute Mic Settings Share Screen Media Attendees & Sponsors Discussion Forum Session Information Presenter Chat Preview Control Room

OnAIR EventsAIR

The countdown timer appears in the session header. At the 10 second mark a 'quiet please' message appears on stage and the countdown clock appears on screen.

At the zero mark, a **live** message appears on screen announcing you are now live. Once the live message disappears - **the session is live (you can be heard and seen)**

The Chair will introduce you and will then leave the main stage area.

# Overview of the OnAir Portal

The screenshot displays the AIRCast Studio interface. At the top, a black header contains the text "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, a white bar shows "Presenter Session" with a star icon, the time "3:25pm - 4:00pm", a "LIVE NOW" indicator, a "SESSION LIVE" banner, and a countdown "End in 19m" with a "CLOCK APP" icon. The main content area is split into three sections: "MAIN STAGE LIVE" with a speaker icon, a "RECORDING" indicator, and a "PREVIEW 2/9" window. The main stage shows a slide titled "Presenter Guide Live Presentations Using the OnAir Platform" and a video feed of the presenter. The preview window shows a "Test Test" slide and a "Lisa King - Screen Share" window. On the right, a "Current Questions" panel is visible, featuring tabs for "Current Questions", "Most Recent", and "Starred", a "Delete All Questions" button, an "Export Data" button, and an "Enable Moderation" checkbox. At the bottom, a control bar contains icons for "End Presentation", "Stop Camera", "Unmute Mic", "Settings", "Share Screen", "Media", "Attendees & Sponsors", "Live Q&A", "Discussion Forum", "Session Information", "Recordings", "Presenter Chat", "Preview", and "Control Room". The "OnAIR by EventsAIR" logo is in the bottom right corner. A red arrow points from the "Live Q&A" icon in the control bar to the "Current Questions" panel.

During your presentation the Chairperson will be monitoring Q&A and will join you back on stage for questions at the end.

# 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 shown with a star icon, time "3:44pm - 4:00pm", and a "LIVE NOW" indicator. A "SESSION LIVE" banner is prominent, with a timer showing "End in 10m" and a "CLOCK APP" icon. The main content area is split into "MAIN STAGE LIVE" and "PREVIEW 2/9". The main stage shows two video feeds: one with a purple background and one with a white background. The preview window shows a video feed of a woman and a "Screen Share" window titled "Lisa King - Screen Share" displaying a document. At the bottom, a control bar contains icons for: End Presentation, Stop Camera, Unmute Mic, Settings, Share Screen, Media, Attendees & Sponsors, Discussion Forum, Session Information, Presenter Chat, Preview, and Control Room. The "OnAIR EventsAIR" logo is in the bottom right corner.

When you have 5min left before Q&A, the AV host will inform you of this (in the background).

At the end of your presentation the Chair will join you back on stage for Q&A.

**Note:** If time has run out, questions can be answered after the session. Answers are then saved back in the Q&A area for delegates to view.

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.