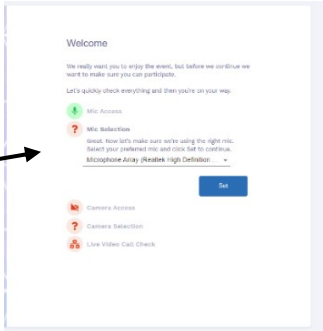
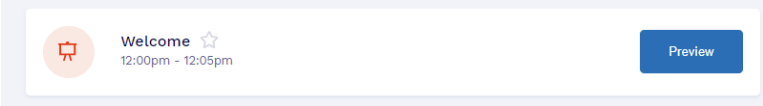
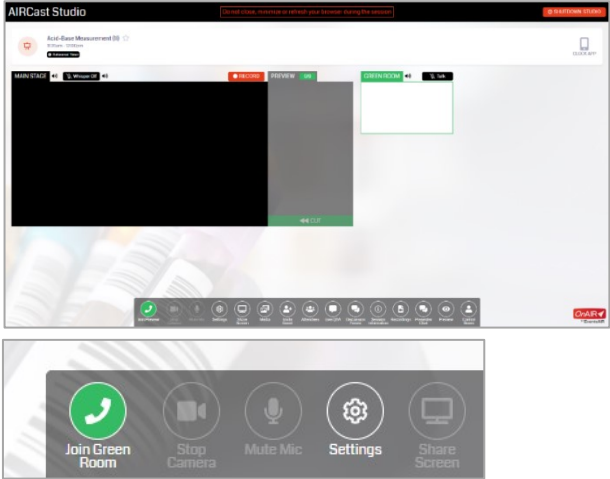
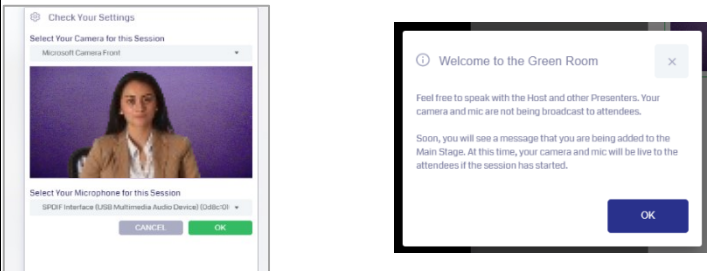
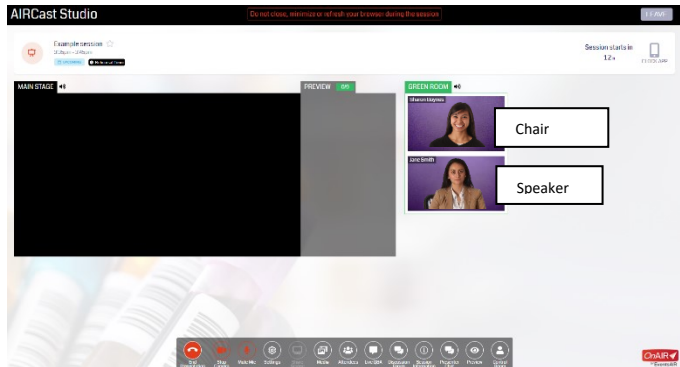
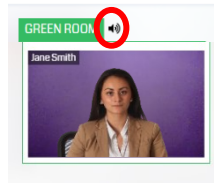


CHAIRS GUIDE – AIRCAST STUDIO FOR LIVE PRESENTATIONS

<p>Login to the Online Portal (OnAIR) with your personal link which will be provided in an email.</p> <p>(REMEMBER TO OPEN IN GOOGLE CHROME)</p> <p>Follow the prompts and enable the settings you will require (webcam and microphone).</p>	
<p>15 minutes prior to your session please enter your session via the Program Timeline - click on the 'preview' button which will take you into AirCast studio.</p>	
<p>Select the green 'Join Green Room' button in the <u>bottom tool bar</u> to be moved to the green room.</p> <p>(The Green Room is where speakers & chairs will wait before being added to the Main Stage).</p>	
<p>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.</p> <p>A 'WELCOME' pop-up box will also appear before you move into the green room – click OK.</p>	
<p>When in the Green Room, you can talk to the AV Host & speaker without being heard by the attendees.</p>	

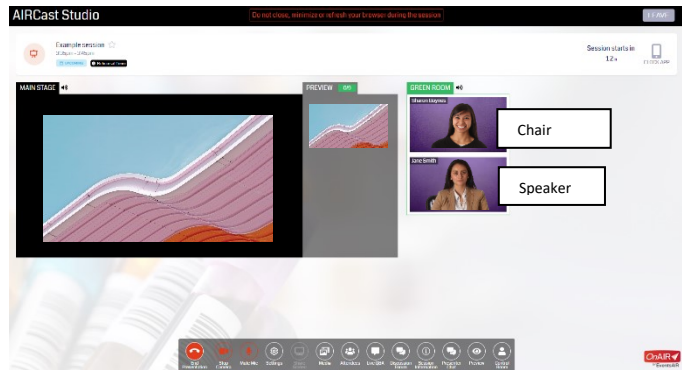
CHAIRS GUIDE – AIRCAST STUDIO FOR LIVE PRESENTATIONS

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



Prior to going live the AV host will move the recorded presentations to the main stage ready to start as soon as the session goes live.

The Session Chair and Speakers will wait in the Green Room during the presentations.

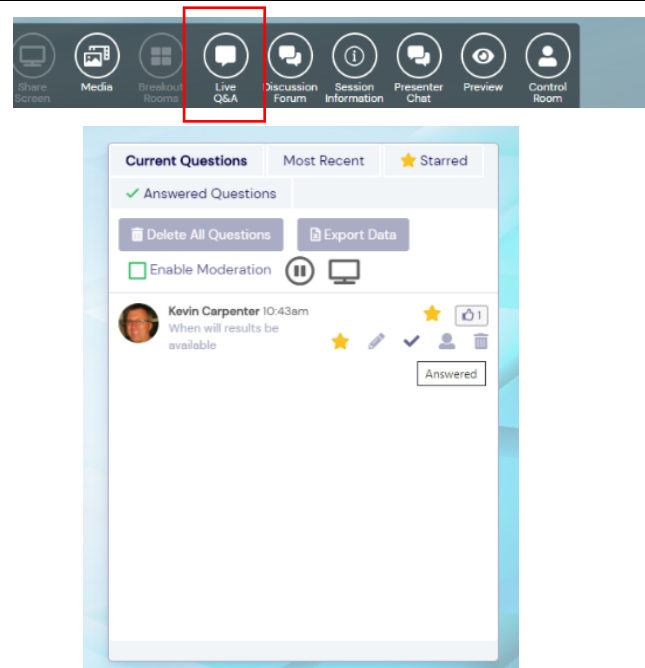


When the **session is live**, in the top header is the session the timer, showing the remaining time for the session.



During the presentation 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**.
- **Choose at least 2 questions for each speaker.**
- **NOTE:** As this is a joint session, you will need to keep track of what question is for which speaker – you can do this by choosing 2-3 questions for each speaker and **starring** these which will then appear in the starred tab; otherwise you can write down the questions.



CHAIRS GUIDE – AIRCAST STUDIO FOR LIVE PRESENTATIONS

AT THE END OF THE PRESENTATIONS

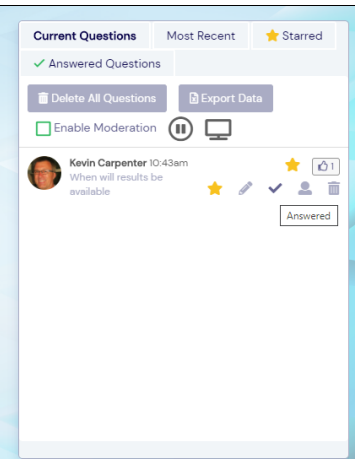
You will be moved back onto the MAIN STAGE along with the first speaker to start the live Q&A.

REMEMBER TO KEEP YOUR EYE ON THE COUNTDOWN TIMER – EACH SPEAKER HAS 3MIN FOR Q&A



The Chair should read out the question to the speaker.

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 ALL SPEAKERS.

THE SESSION WILL AUTOMATICALLY CUT OFF/CLOSE AT THE SCHEDULED END TIME.



Once the session has finished, you can return to the main program timeline for the next session.