



## Introduction

Thank you for partnering with us at the **2020 AMMA Virtual Conference** being held from 25 – 27 November 2020.

These guidelines have been prepared to assist you with the planning of your virtual stand at the conference. Please share these guidelines with all staff who will be involved with the AMMA conference to ensure you receive maximum return on your investment and a seamless experience.

### Sponsorship & Exhibition Manager

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## Important Links

[Virtual Exhibition Video](#)

Please take the time to watch this video which contains helpful tips on navigating the virtual exhibition.

[AMMA Website](#)

## Virtual Exhibition Hours

The Virtual Exhibition hall will be open for the duration of the conference. However, the following times have been specifically allocated for delegates to visit the virtual exhibition hall and meet your team.

**It is recommended to have at least 2 representatives staffing your virtual booth during the following times to talk to attendees or, optimally, roster staff for the whole period of the conference.**

Please note, whilst we have done our utmost to encourage delegate/sponsor interaction, it is up to the individual delegate to visit your virtual exhibition and connect with you.

Alternatively, you may choose to connect with attendees directly via Meeting Hub. Details on page 4.

- Wednesday 25 November 1130 – 1230 AEDT
- Thursday 26 November 1200 – 1300 AEDT
- Friday 27 November 1145 – 1245 AEDT

## OnAIR – Access Instructions

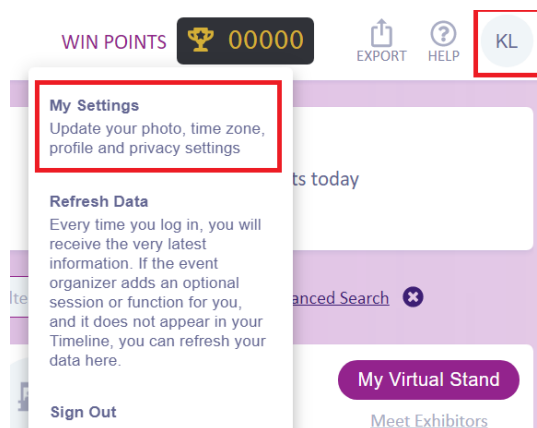
To access the portal, see your login email for your details. Enter your login details and enable your audio and visual settings. It is critical to set this up as it will affect your accessibility later.

When you log in for the first time, you will be prompted to review your settings and display options. Please review the following information to ensure you are set up and ready to go:

- Review your 'About You' section
- Upload/update your profile picture
- Describe yourself in a few words in the 'About Me' section
- Add in links to your Social Media accounts if you wish to share them with others
- Ensure your Time Zone is entered correctly so that your Timeline converts into your local time
- Update your password if you wish
- Select how you wish to appear to others
- Adjust your Meeting Hub Contact Information

Once you have adjusted your settings, you will be able to locate the session you are involved in.

To return to your settings, click the far-right hand-side icon along the top bar and click 'My Settings'.

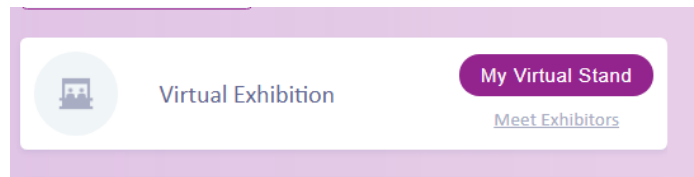


## OnAIR Recommendations

- Use compatible internet browsers – the latest version of Google Chrome, Opera or Edge Chromium (Safari is not recommended)
- Do not use a VPN connection. Institutions and other facilities may use a VPN that blocks access to the platform
- Ensure you have a strong, stable internet connection (hardwire if possible and close other applications or streaming sites, such as Netflix or Spotify, that may take up bandwidth and slow down your internet.)
- Do not use incognito windows to open OnAIR
- Use a headset with microphone to avoid audio feedback
- Have a secondary laptop on standby (if available)
- Disable any pop-up blockers and clear cache
- Ensure your environment (lighting, sound, background) is set and optimal for when you begin taking on-demand meetings
- If you are using a laptop, we recommend resolution size of 1920×1080 and 100% zoom rather than the recommended 125%

## Booth Information

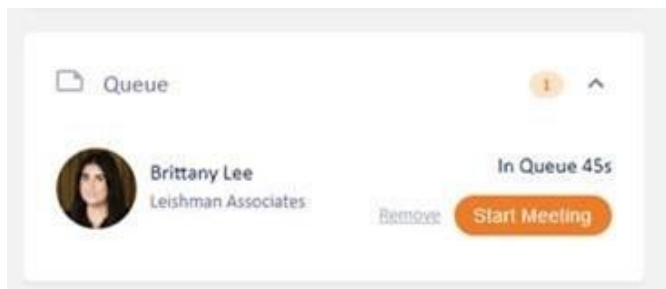
Once you have successfully logged in to the AMMA Virtual Event Platform (OnAIR), you will see the Virtual Exhibition shown on the right-hand-side panel.



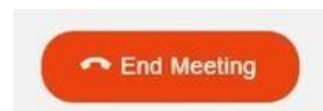
Click 'My Virtual Stand' where you will be able to view your:

- **Queue of attendees waiting to speak to you**

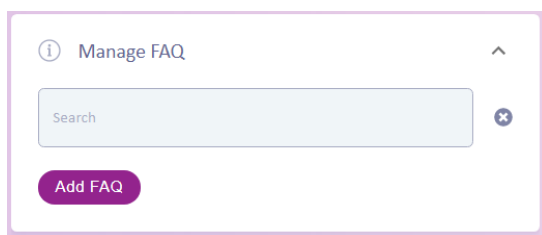
Click Start Meeting to chat with an attendee. Make sure you **turn on your microphone and webcam**



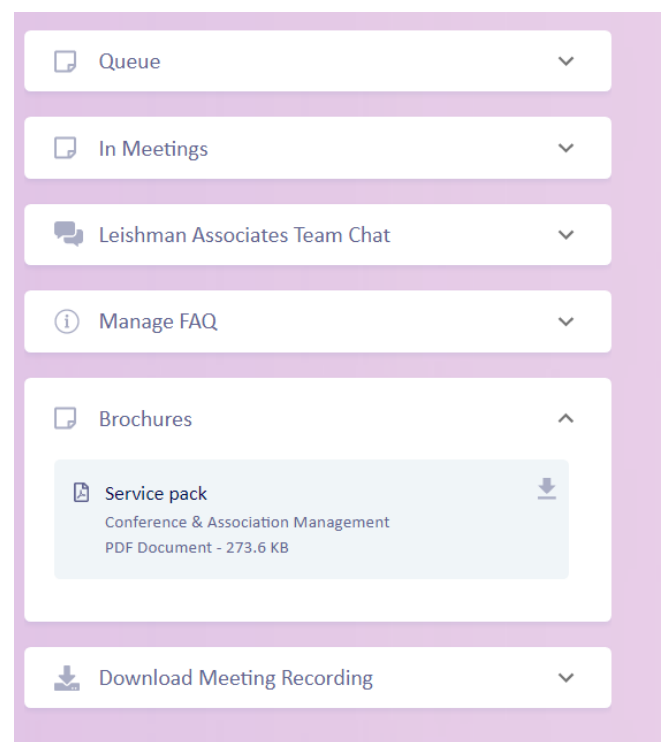
Once finished, click End Meeting so you will be able to start a new meeting with the next attendee in the Queue



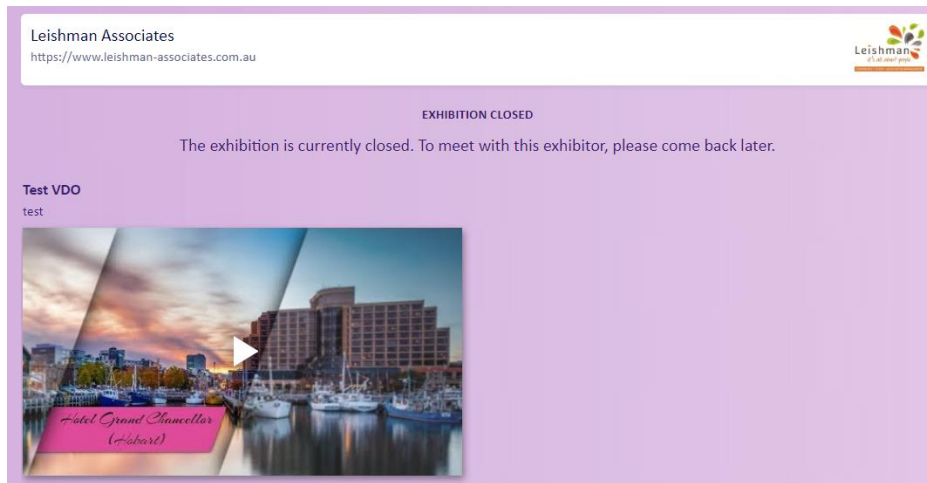
- **Your company's team members and whether they are in a meeting**
- **Team Chat between your company team members:** This is useful if your team members are in different locations. Only text-based communication is available among team members.
- **Manage FAQs** Managed by you via OnAIR Portal while accessing your booth. Simply click to add items to the list by clicking 'Add FAQ'. Edit an FAQ by clicking the little pencil icon.



- **Brochures:** Managed by you via the Exhibition Portal. Login details to this portal have been sent to the person who booked your sponsorship.
- **Download Meeting Recording:** Attendees will be able to download their meeting recording from within their booth once they have met with you during the on-demand session. They can do this by opening the bottom collapsible banner when they visit your booth.



- **Video Library:** Managed by [kan@laevents.com.au](mailto:kan@laevents.com.au). Please send through a video URL that you would like to add here and we will add them in for you. Please note that as an exhibitor you will not be able to see your own videos below your company name (see below), however attendees will be able to view them when visiting your booth. You will be able to check your videos under the Brochures section on the right hand panel.

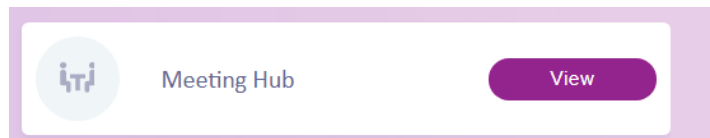


## Meeting Hub Information

Meeting Hub is where attendees can search for other attendees, request meetings in advance or engage in virtual conversations on the spot. The Meeting Hub can be accessed before, during or after sessions.

You can set up one-on-one meetings with attendees outside of exhibition hours by connecting with the attendee via the Meeting Hub and organising a set meeting time. Your meetings will show in your Timeline and attendee's Timeline on the main agenda – only those involved in the meeting will see this.

Once you have successfully logged in to OnAir, you will see the Meeting Hub shown on the right-hand-side panel.

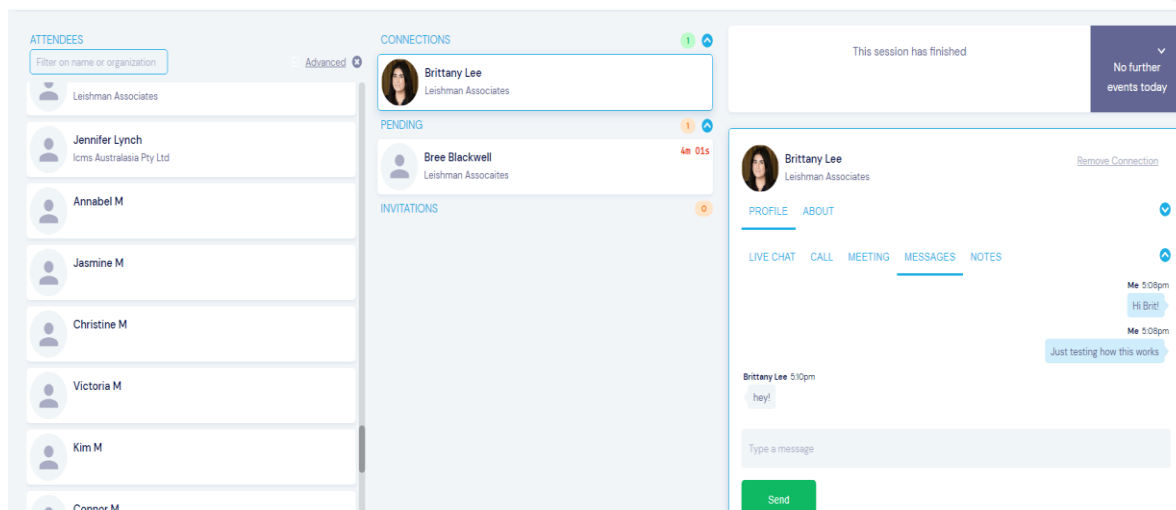


You will be able to search for a specific attendee and connect with them.



Once attendees have accepted your connection request, they will be listed under 'Connections'. If you are waiting for an Attendee to accept, these will be listed under 'Pending'. When someone would like to connect with you and sends you a connection request, they will appear under 'Invitations'. See below.

To request a one-on-one meeting, click 'Meeting' in a chat window on the far-right hand panel and choose meeting date and time. Once completed, this meeting will display in both yours and the attendee's timeline (main virtual event page).



## Gamification and Points

On the top of the OnAIR Portal there is a point counter. One of the ways for attendees to win more points is to visit your Exhibition Booth. The addition of points will be added to their tally automatically for having a one-on-one on-demand meeting with exhibitors – you do not need to do anything.



We hope that this feature will encourage attendees to engage with our exhibitors.

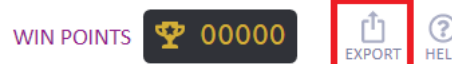
## Resource Gallery

All uploaded material will also be available for quick view and browsing in the Resource Gallery which is accessed from the Timeline page beneath the Exhibition Hall and Meeting Hub. Your uploaded material will show here as well.



Attendees can only download their own meeting recordings. They will be unable to download the meetings held between third parties.

## Export Notes and Contacts



During your meetings with attendees, you have the option to record the meetings. You must seek consent from the attendee for the recording to occur. At the end of your meeting you will both have access to download the video. When you exchange contact details via the meeting hub, you can export these at any time by clicking on the export icon and the details will be emailed to your registered email address.