

DIVISION OF FORENSIC PSYCHOLOGY ANNUAL CONFERENCE

TUESDAY 15 - WEDNESDAY 16 JUNE 2021 &
TUESDAY 9 - WEDNESDAY 10 NOVEMBER 2021, VIRTUAL CONFERENCE

Thank you for agreeing to chair a session at this year's conference. Many of you will have chaired sessions before and know that good chairing is essential to the quality of the session and conference. To ensure this, the following 'good practice pointers' have been identified.

Before the Session

- Before the day of your session, read through the abstracts of the presentations or posters in the session and identify one or two key questions appropriate for discussion
- Remind the presenters that they have the specific amount of time to include any Q&A at the end as there is a hard-stop on all the sessions
- The sessions will be open approximately 10 minutes ahead of time, please join with plenty of time

Logging in to the OnAir Portal

You will receive an email with your personalised link to log into the OnAir portal. Please keep this email handy so you can easily log into OnAir whenever you need.

You will be asked to confirm your audio and visual requirements before you log in completely.

When you log into the OnAir Portal, you will see the timeline of all scheduled sessions and the Meeting Hub to connect with other delegates and the poster exhibition in the Resource Gallery.

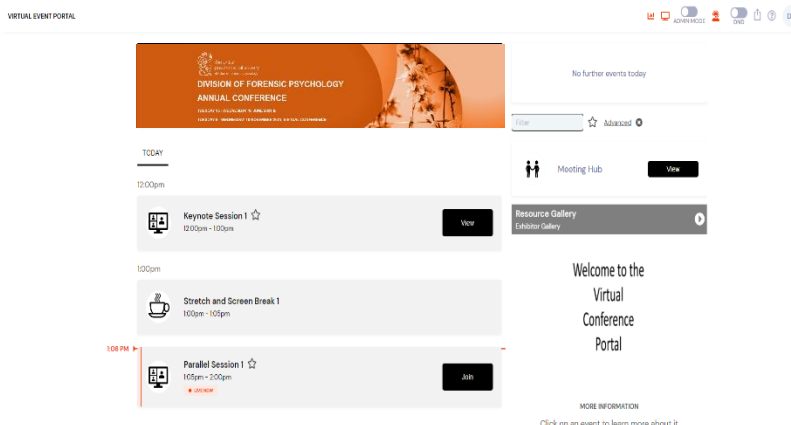
Sign In

Email

Password/PIN

Sign In

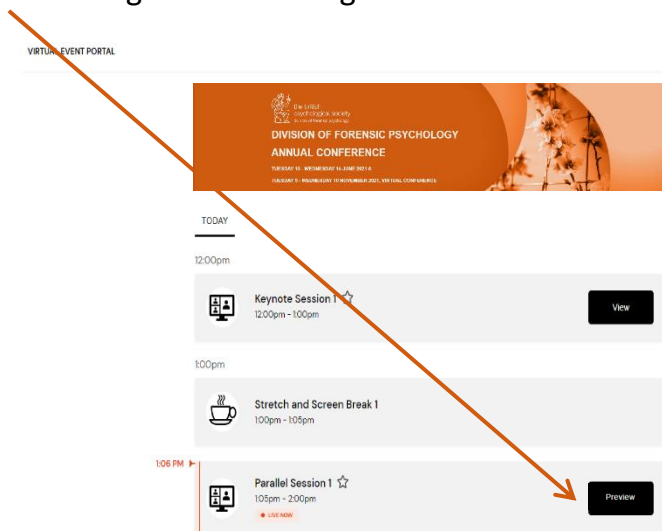
[Forgotten your password/PIN?](#)



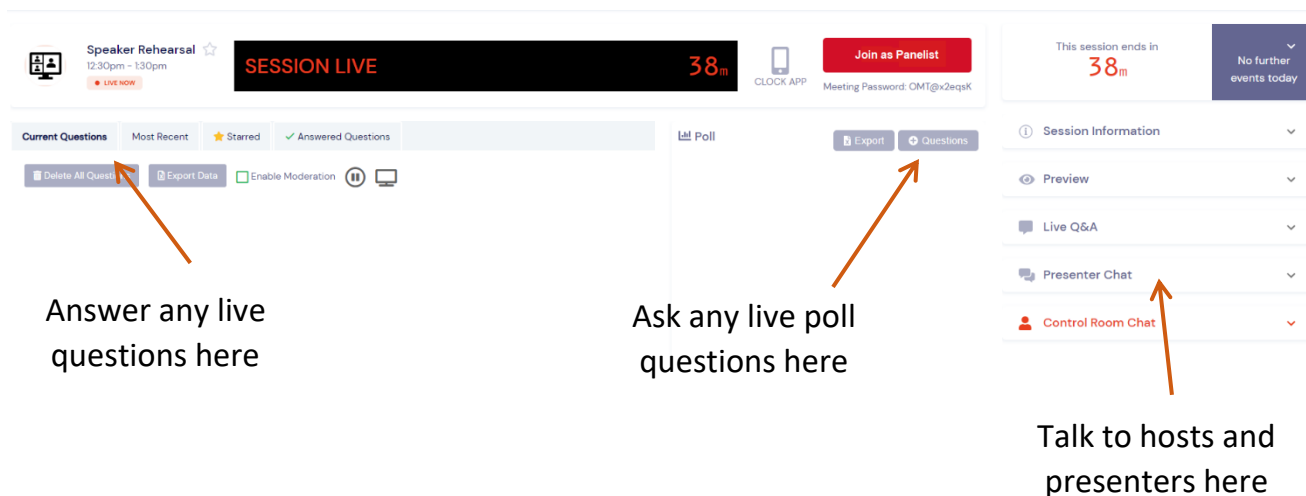
This is the timeline that you and the delegates will see when you log in.

Joining the session as a Chair

Click 'Preview' on the session you are Chairing, prior to its start time from the timeline, as shown below. The pre-joining time changes per event between 10-15 mins prior and is usually when the delegates are having a 'Stretch and Screen Break'.



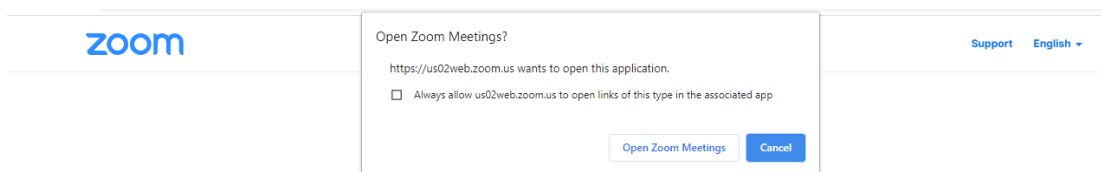
This will bring up the **Presenter View** for the session, shown below, where you can see any Live Questions coming in from delegates, you can set up Live Polls and talk to the Hosts via the Presenter Chat on the right hand side.



To begin presenting your session click on **Join as Panelist** next to the countdown clock.



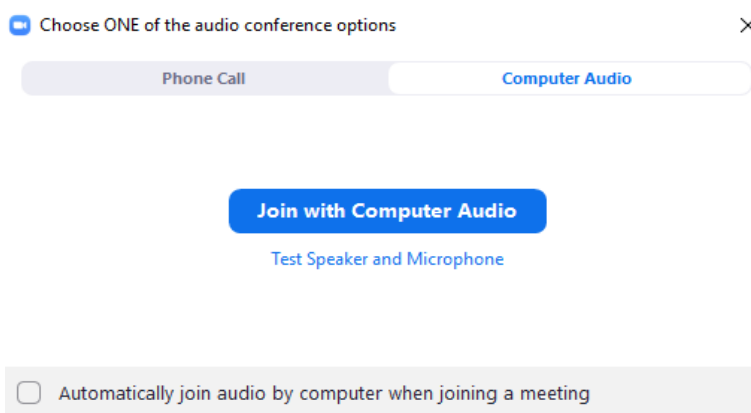
OnAIR uses Zoom to broadcast its live sessions. Clicking on **Join as Panelist** will open up a Zoom screen on your browser as shown below. Click **Open Zoom Meetings**



Click **Open Zoom Meetings** on the dialog shown by your browser
If you don't see a dialog, click **Launch Meeting** below

Launch Meeting

Once in Zoom, you will need to select your audio preferences before you can talk.



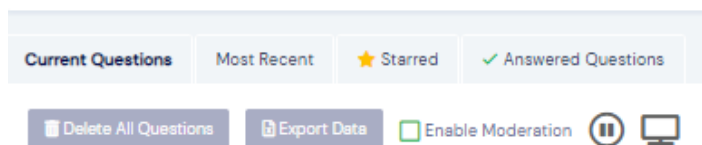
Mute your microphone and switch your camera off whenever you are not presenting/addressing the delegates.

During the Session

- Start the session around 30 seconds after going 'Live' to enable the delegates to enter the session, you will see the attendee numbers going up as people join
- If questions for speakers are enabled please encourage delegates to ask type questions for you to ask at the end of the presentation
- Make any housekeeping announcements if necessary then introduce the first speaker
- Insist, firmly but politely, that the talk finishes on time. The presenters know that the chairs have been instructed to be very strict with the timetable. It seems a bit abrupt but for an online event it helps to keep to timings. This is particularly important when you have multiple speakers in one session. The session has a 'hard stop' so if you have 4 speakers x 15 minutes each and the first two over run the last one in your session will automatically be cut off under time
- Time permitting, allow questions; if no questions are forthcoming you may need to ask a 'starter question'
- Thank the presenters and audience for their participation

Moderating the Live Q & A and Discussion Forum

- From the Presenter View you will be able to see the **Live Q&A** on the left hand side and the **Discussion forum** as one of the boxes on the right hand side
- As session chair, you are responsible for moderating the questions which come into these areas and handling the Q&A at the end of the session
- If multiple delegates want to ask the same question they can 'like' one and it will move up the list with the more likes it gets
- To clear a question from the list, click on the **tick** icon to symbolise that it has been answered



View the Poster Presentations

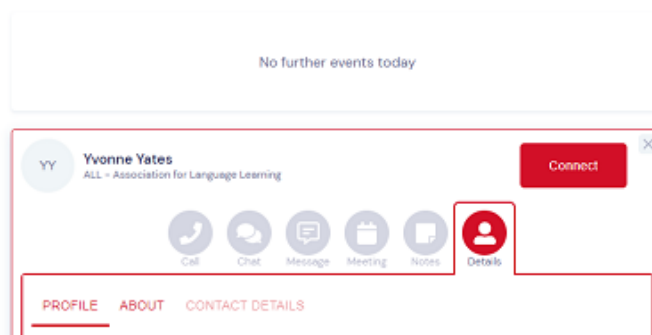
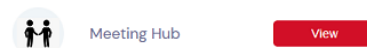
Throughout the day you have access to view the posters that have been submitted by clicking into the **Resource Gallery** on the right hand side.

Once in the Resource Gallery, select the poster you wish to view and click on view presentation. In order to view another poster, click **Back to Resource Gallery** in the top left hand corner.

Make sure you click **< BACK TO TIMELINE** to view the programme and access the main sessions.

Meeting Hub

Meeting Hub is where you can search for other attendees, request meetings and have video chats with other attendees.



Checklist

1. Ensure you are using [Google Chrome](#) this can be downloaded free
2. If your organization **does not** allow you to use Zoom, when the Zoom pop-up opens, please click the option to **'Open in the Browser Version'**
3. It is recommended Pop-Ups are enabled for this site
4. Please make sure you are in a quiet environment and have speakers turned on
5. Do ensure your microphone is muted until you are required to speak
6. Remember to join your session approximately 10 minutes beforehand to ensure you have everything ready to present
7. Please sign in with a webcam and a microphone
8. A wired internet connection is recommended
9. Check your internet connection as slower connections can cause delays in presentation and audio/visual feedback
10. Feel free to ask any questions using the red 'Live Support' function in the top right-hand corner
11. Update any PC's, laptops or tablets with the latest software
12. Enjoy your virtual presentation, at all times we are here to help!



Top Tips

When watching other presentations, if you expand the window using the arrows at the top right of the screen the window will go to full screen. This will enable you to see the PowerPoint and the Speaker. If you leave the window minimized you will just see the PowerPoint but not the Speaker.

If you want to change sessions or return to the running order of the day once a session has ended simply click [◀ BACK TO TIMELINE](#) on the top left of your screen. (Not the back button).