

Presenter/Speaker Instructions for OnAir Virtual Events

We're using the OnAir Virtual Platform and it is quite straightforward to join your session as a presenter or a speaker.

Every session will have a 'Host' from the event team office who will be managing the flow of the sessions and will welcome each presenter into their session. There will also be a Chair in every session who will introduce the presenter and facilitate the Q&A at the end of the session.

We also have a technical team available all day for any questions you may have.


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 the portal whenever you need. The link will also allow you to view the whole conference as a delegate.

Welcome

We really want you to enjoy the event, but before we continue we want to make sure you can participate.

Let's quickly check everything and then you're on your way.


 **Mic Access**

 **Mic Selection**

Great. Now let's make sure we're using the right mic. Select your preferred mic and click Set to continue.

Microphone (Realtek(R) Audio) ▼

Set

 **Camera Access**

 **Camera Selection**

Sign In

Email

Password/PIN

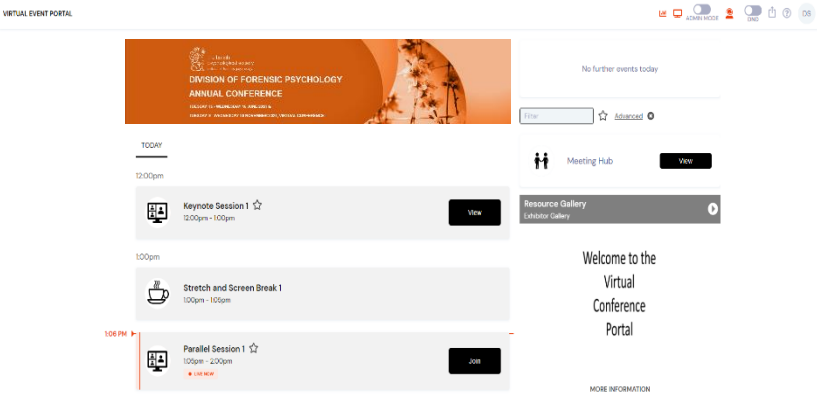
Sign In

[Forgotten your password/PIN?](#)

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

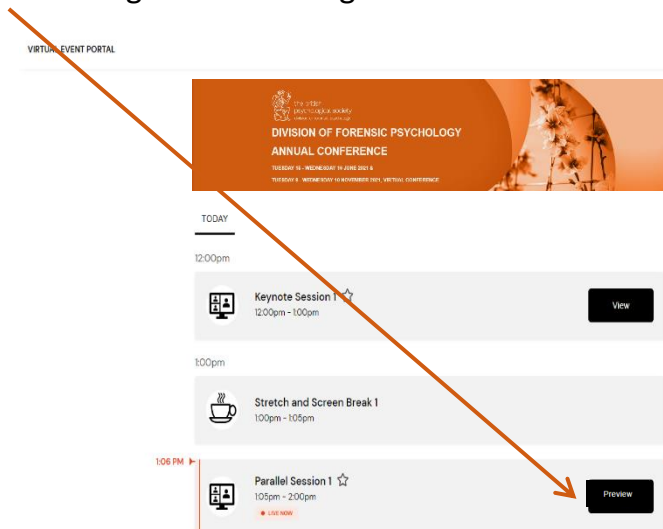
When you log into the OnAir Portal, you will see the timeline of all scheduled sessions and the Meeting Hub to connect with other delegates.

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

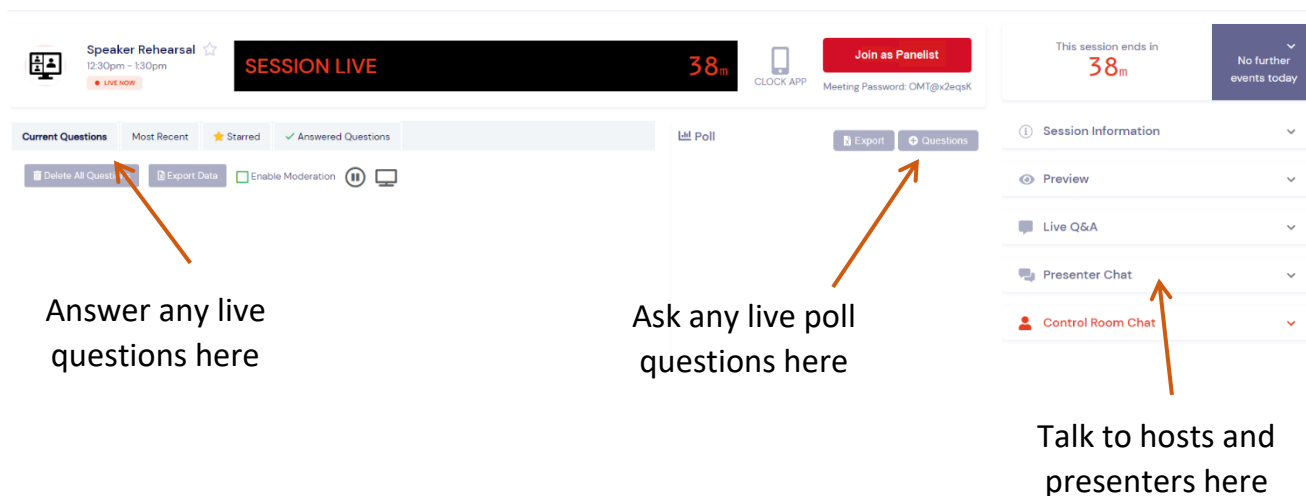


Presenting Your Session

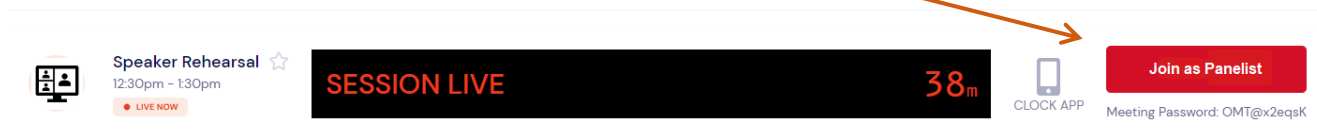
Click 'Preview' on the session you are presenting in, prior to its start time from the timeline, as shown below. The pre-joining time changes per event between 10-15 mins prior and is usually when the delegates are having a 'Stretch and Screen Break'.



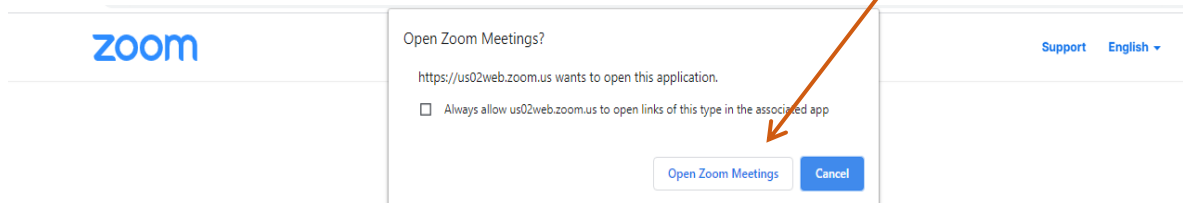
This will bring up the **Presenter View** for your session, shown below, where you can see any **Live Questions** coming in from delegates, you can set up Live Polls and talk to the Hosts via the **Presenter Chat** on the right-hand side.



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

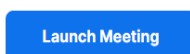


OnAIR uses Zoom to broadcast its live sessions. Clicking on **Join as Panelist** will open up a Zoom screen on your browser as shown below. Click **Open Zoom Meetings**

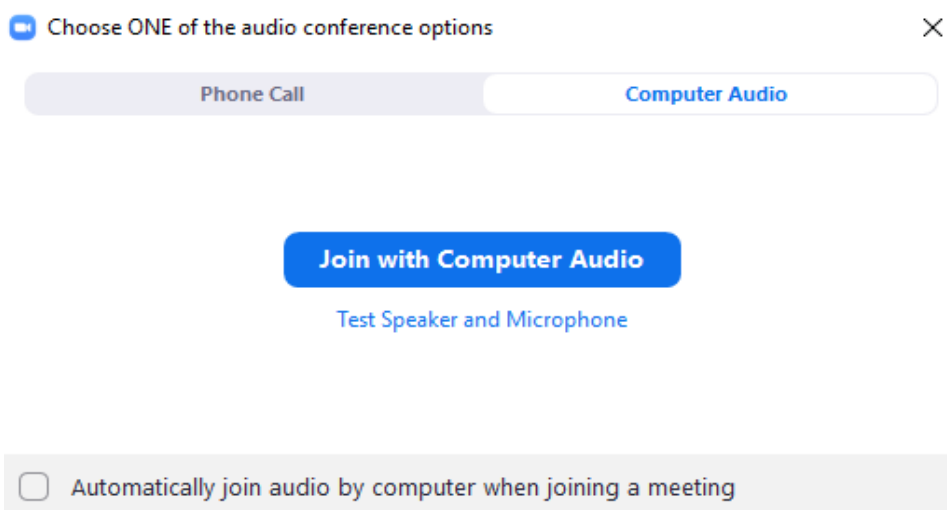


Click **Open Zoom Meetings** on the dialog shown by your browser

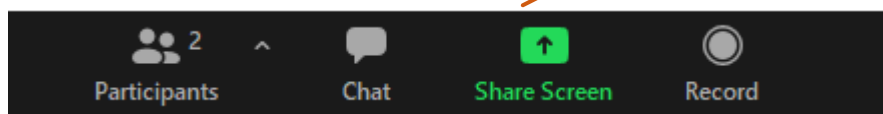
If you don't see a dialog, click **Launch Meeting** below



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



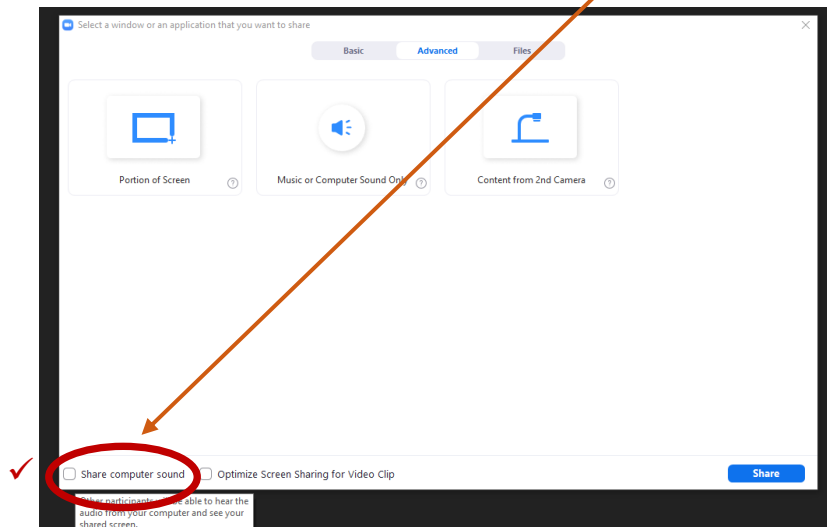
You can now share your screen and present your session to the delegates by clicking **Share Screen**.



Please note, any questions will be asked using the OnAIR Portal via your Presenter View. If possible, **two screens** are desirable, in order to monitor the chat and see your presentation. This will however be managed by the Chair.

Sharing your screen and audio

When you share your screen, if you have audio files embedded in your presentation or you wish to share a video, please ensure you tick the box to 'Share computer sound' when you are selecting your share screen window.



We recommend that if you are sharing a PowerPoint presentation you need to have the slide size set to widescreen.

Rest assured there will be a technical Event Team member in each session helping you with all these settings as you join.

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.



Meeting Hub

View

ATTENDEES

yates

ONLINE NOW

Advanced

CONNECTIONS

PENDING

INVITATIONS

YY

Yvonne Yates
ALL - Association for Language Learning

No further events today

YY

Yvonne Yates
ALL - Association for Language Learning

Connect



Call

Chat

Message

Meeting

Notes

Details

PROFILE

ABOUT

CONTACT DETAILS

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 that 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 15 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

Delegates view your presentation through a small window in the Portal therefore please ensure your presentation is in widescreen mode and you limit the content viewable per slide. We also recommend considering colour combinations which others may struggle to distinguish between such as green and brown to ensure your presentation is accessible for all.

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).