DIVISION OF FORENSIC PSYCHOLOGY
ANNUAL CONFERENCE

TUESDAY 15 - WEDNESDAY 16 JUNE 2021 &

TUESDAY 9 - WEDNESDAY 10 NOVEMBER 2021, VIRTUAL CONFERENCE

Attendee Instructions for OnAir Virtual Events

Welcome to your virtual event! We're using the OnAir Virtual Platform and it is straight forward to join the event as an attendee.

Logging in to the OnAir Portal

Your **personalised** link to log into the OnAir portal is contained within the Attendee Login email. Please keep this email handy so you can easily log into OnAir whenever you need and **do not** share with any other attendees as this will only work with your login details.

When you log into the OnAir Portal, you will see the timeline of all scheduled sessions.

Sign In

Email

Password/PIN

Sign In

Forgotten your password/PIN?

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

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.

Joining a Session

You can preview a session at any time prior to its start time from the timeline. Once the session is live **Preview** will change to **Join**.

When you join a session, you will be able to see the main screen and any additional screens the presenter has on view. Session information is available to view on the right-hand side along with any **Live Q&A** and group discussions if applicable. The timeline of events will follow the programme outlined on the website.

OnAIR uses Zoom to broadcast the live sessions.

Top Tips

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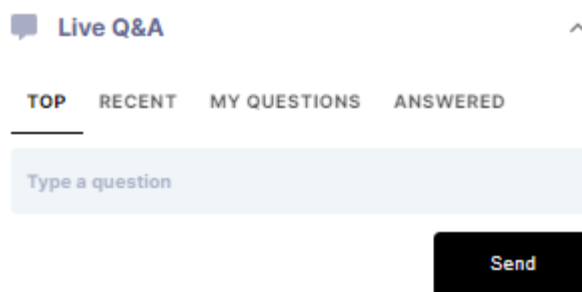
If you want to change sessions or return to the running order of the day once a session has ended simply click < BACK TO TIMELINE on the top left of your screen. (Not the back button).

How to ask a Question

At the right-hand side of your screen you will see the dropdown button for **Live Q&A**. Click this to type your question to the speaker. You can also see any other questions which have been asked for the session.

If you would like to ask the same question as another attendee, please '**like**' the question and this will move it to the top of the list to alert the presenter that this is a popular question.

Responses from the presenter can be either verbal during Q&A or written.
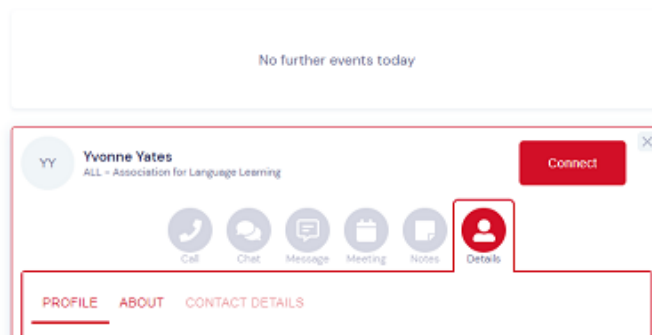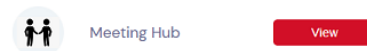
View the Poster Presentations

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

- Ensure you are using **Google Chrome**, this can be downloaded free

- Please make sure you are in a quiet environment and have speakers turned on

- Do ensure your microphone is muted

- It is recommended Pop-Ups are enabled for this site

- Remember to click the '**Back to Timeline'** button when you wish to leave the current session. (If you click the back button on your web browser it will take you back to the log in page - should this happen please click the forward button to rejoin)

- Check your internet connection for group discussion as slower connections can cause delays in presentation and audio/visual feedback

- Feel free to ask any questions using the red 'Live Support' function in the top right-hand corner

- Update any laptops or tablets with the latest software

- Enjoy the event and 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).