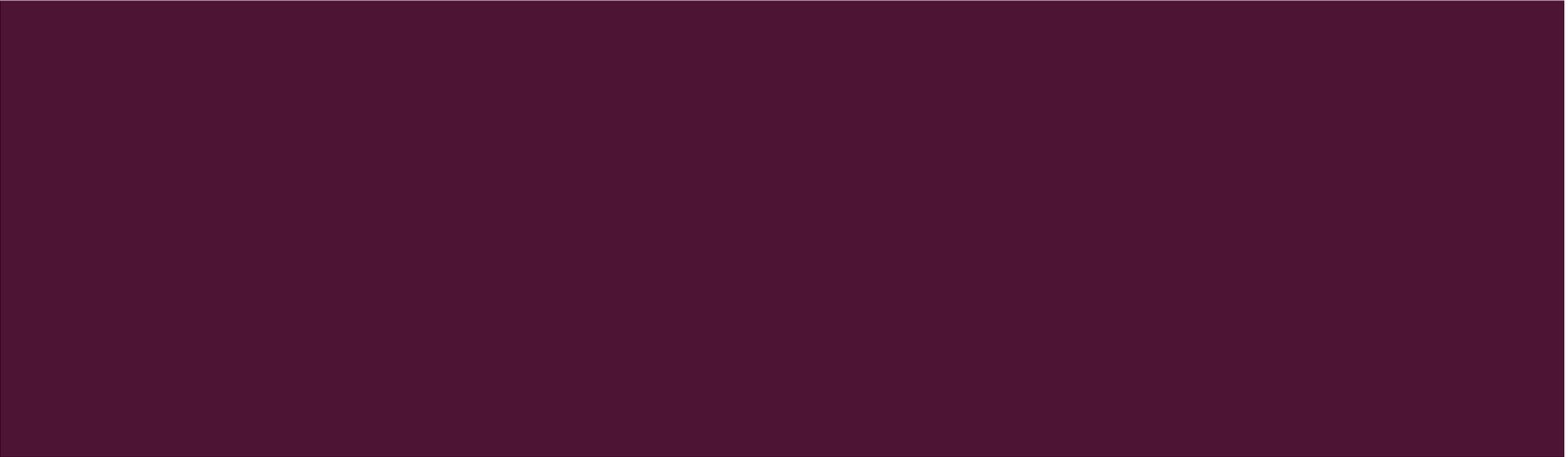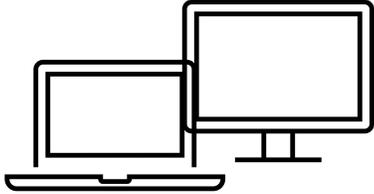# PRESENTERS GUIDE
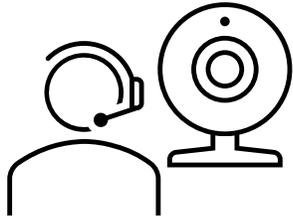# FOR RECORDED ORAL PRESENTATIONS

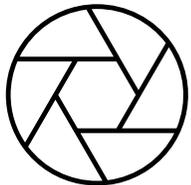## USING THE ONAIR PLATFORM

Presenter Checklist

Use a computer or laptop.

Working webcam and headset with microphone. If you don't have a headset, use your computer microphone, but ensure you are in a quiet room.

Strong Wi-Fi / internet connection

Use Google Chrome browser to access the platform.

Accessing Online Sessions

If you are presenting and accessing the platform from your work computer/laptop please ensure that your workplace firewall does not block access to the sessions and networking functions.

You should check access with your IT department as early as possible as it may take a few days or weeks for your request to be processed. Below is a list of all the streaming platforms that will be used during the Online Conference. Your IT department will need to **whitelist** these programs to enable you to access the online events.

- Twilio, Vonage, Vimeo
- AirCast
    - livefeed.aircastcdn.com
    - studio.aircastcdn.com
    - hls.aircastcdn.com
    - live.aircastcdn.com

Note: If you have issues connecting to the platform and/or viewing sessions during the conference. You may need to use your mobile data hotspot or participate from a private (home) network. You can always log a live support ticket to get help with any issues you may have

Overview of the OnAir Portal

Please log into the Online Event Portal at least **30 minutes before your presentation.**

Enter your session 15min prior.

To enter your session, find your presentation in the Program Timeline and click Preview/Join.

If at anytime you have a question for the events team, you can log a live support ticket for assistance.

Overview of the OnAir Portal

When you enter your session, the banner at the top will show 'session starts in' and how long until your session starts.

To enter the greenroom - click the green JOIN GREEN ROOM button.

Overview of the OnAir Portal

When you click on 'Join Green Room' a 'Check Your Settings' panel appears on the right-hand side – You will be prompted to re-confirm your camera and microphone from the drop-down options and click OK.

Note: You are unable to set a virtual background through the OnAIR Portal.

A welcome message will pop up, with information about the Green Room.

Overview of the OnAir Portal

IN THE GREEN ROOM & DURING THE PRESENTATIONS

Once you are in the GREEN ROOM, the AV Host will be able to talk to you.

You will also be able to communicate with the other presenters and the session chair in the Green Room during the recorded presentations.

All presenters will be held in the Green Room during the recorded presentations.

Overview of the OnAir Portal

PREPARING FOR LIVE Q&A

5min before the presentations end, the AV Host will move ALL speakers to the PREVIEW AREA.

NOTE: You will be prompted with a welcome message, reminding you that delegates can now hear you when you are in the PREVIEW area and MAIN STAGE.

During the session the Chairperson will be monitoring Q&A and highlighting questions for live Q&A. (Highlighted questions appear in the 'starred' tab).

Overview of the OnAir Portal

DURING LIVE Q&A

When the Presentation ends the Chair will be moved onstage with the first presenter, for live Q&A. The Chair will read out the question to the speaker.

Each speaker will have approx. 3min for Q&A.

Each speaker will be moved on stage when it's their time for Q&A. Other speakers will wait in the preview area (on mute).

The Chair & AV Host will monitor the time via the countdown clock in the top right corner.

Once the session has finished, the Host will end the session and you can go back to the Program Timeline to join the next session.