

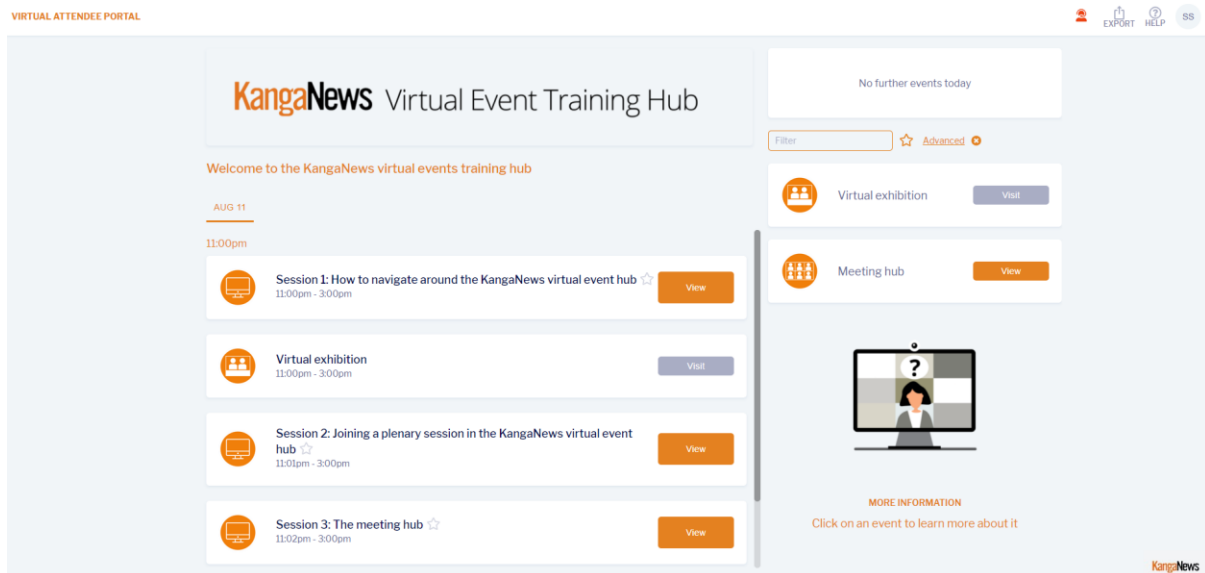
## KangaNews Guide to Attending KangaNews Virtual Events

Welcome to the KangaNews *Guide to Attending KangaNews Virtual Events*. Our events take place in the OnAIR portal (our virtual event 'venue'). This guide is designed for attendees at KangaNews virtual events. If you are not an attendee but you are a presenter, please ask for our KangaNews *Guide to Presenting Sessions at KangaNews Virtual Events*.

### Top tips for using EventsAIR

- **If this is your first KangaNews virtual event, you will need to spend 10 minutes in the days ahead of the event to ensure your browser is set up correctly.** Find the browser you use in our *Guide to Browser Settings for KangaNews Virtual Events* and follow the simple instructions to perform the set up.
- On the day of the virtual event, to avoid any unforeseen technical issues it is highly recommended that you log into the portal at least 15-30 minutes before the event is due to begin. Note that unlike with physical events, in a virtual event sessions start and end exactly on time. So you need to be in the portal ahead of the start of the session(s) you plan to attend and be set up to begin on time.

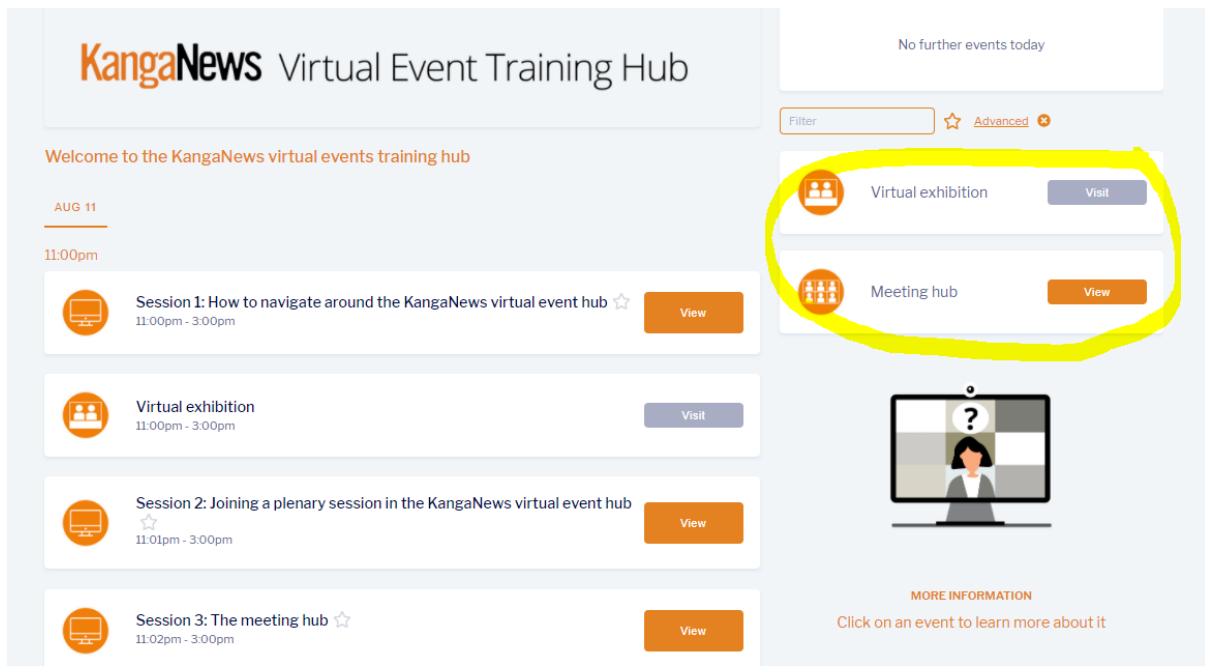
### Introducing the OnAIR Portal



When an attendee logs into the OnAIR portal, they will be presented with the timeline view (left side of the screen image above). This is effectively the agenda for the event. It includes a personalised timeline of sessions (if someone has chosen particular sessions to attend), functions and one-on-one meetings with exhibitors.

Clicking on any session, function or one-on-one meeting in the timeline brings up a window on the right side with more information on that item.

If enabled, you can also see the Virtual exhibition and Meeting hub on the right side, in the timeline view:



The virtual exhibition is the online version of visiting an exhibition booth. The meeting hub is an attendee-to-attendee networking hub where attendees can search for other attendees, have video or text chats and exchange contact details.

## Event check in

It is highly recommended to check into the virtual event at least 15-30 minutes before the event begins. You can check in and leave the event running in a tab in your browser while you wait for the official open.

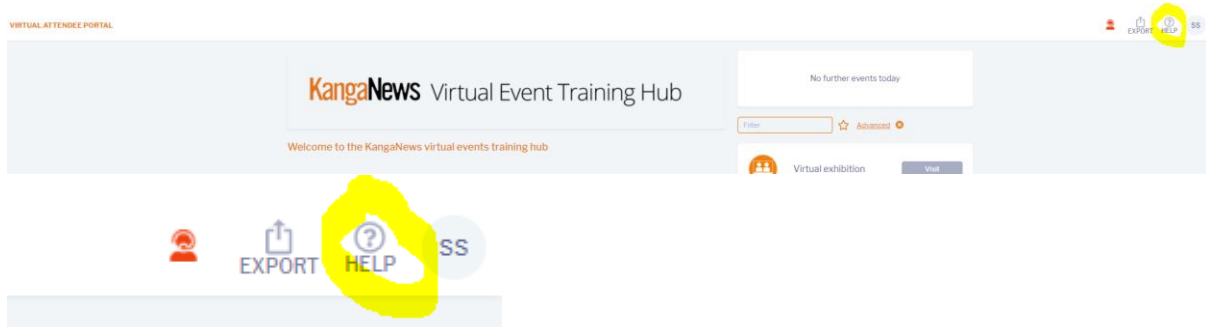
The first time you check in to the event, you will be asked to check your audio and video settings. It is important to check your microphones and cameras are working so that if you do any networking you can be seen and heard. Follow the prompts in the OnAIR portal and for troubleshooting see our *Guide to Browser Settings for Virtual Events*.

After this, you'll be taken to your event check-in screen. This is a one-time check in where you can confirm or edit details about yourself as well as upload or change your profile picture. It is important to confirm your timezone and choose what data you would like to share as part of meeting hub as **the information you decide to provide here is shared with any other attendee you make a connection with during the virtual event.**

Close the window by clicking update and close in the top right-hand corner.

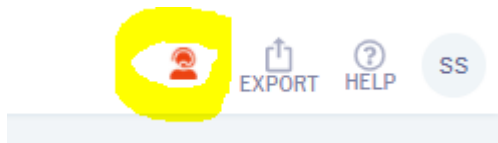
## Attendee help

If you would like help to navigate around the OnAIR portal and general tips on how to join webinars, turn off your camera and mute your mic, use the meeting hub and virtual exhibition and more, click on the help function (question mark) at the top right of your screen:

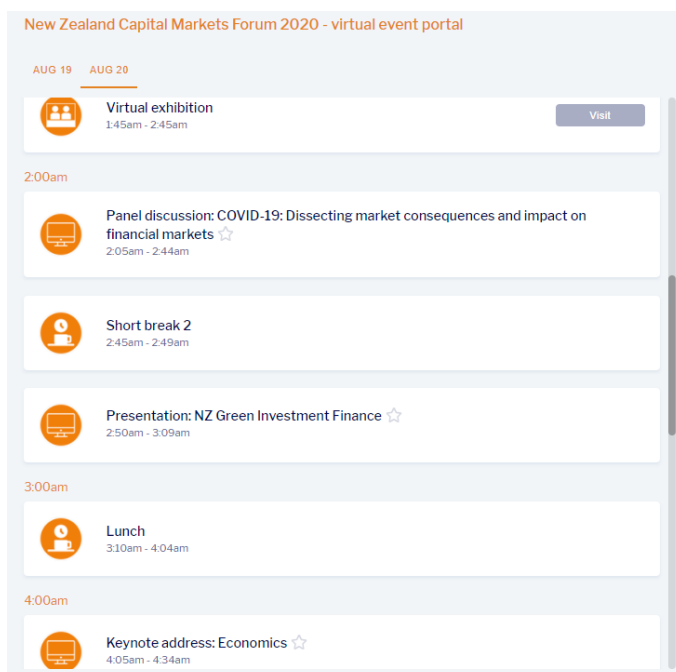


This will open a new window with basic tips for troubleshooting.

For more detailed or live technical help throughout the event, get in touch with the KangaNews live support team (also at the top of the page).



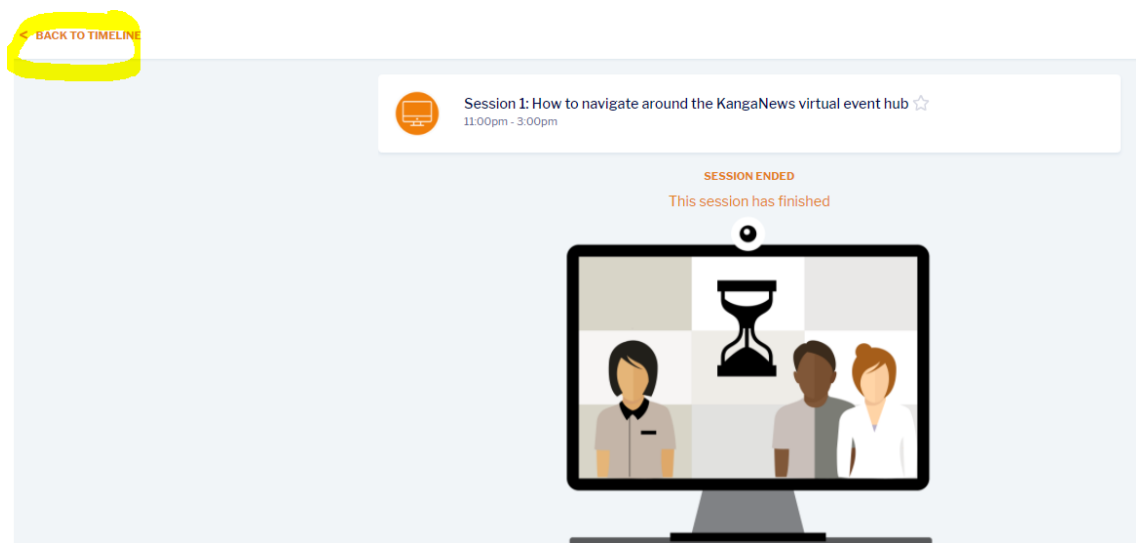
## Timeline



The timeline is the agenda: it shows all the different sessions and functions that make up the programme of events.

Being in the timeline view is like standing outside the plenary room at a physical event. Before a session starts, you click on the Preview or Join button that will be visible when the event is live, and a new window opens to take you into that session.

Entering this window is like walking through the plenary room doors into the plenary session. When a session has finished, in order to join the next session you have to click on the “Back to timeline” text on the top left of your screen to go back to the timeline and then enter the next session.



The timeline is also the place to look to get more information about any of the timeline items. Click on any session or function to view the session information on the righthand side:

**New Zealand Capital Markets Forum 2020 - virtual event portal**

AUG 19 | AUG 20

- Short break 3** 5:15am - 5:19am
- Presentation: Animation research** 5:20am - 5:49am
- Afternoon tea** 5:50am - 6:04am
- 6:00am
- Keynote address: New Zealand Government** 6:05am - 6:44am
- Panel discussion: C-suite and the New Zealand economic reset** 6:45am - 7:25am
- 7:00am
- Conference close** 7:26am - 7:30am

Virtual exhibition [Visit](#)

Meeting Hub [View](#)

**Session Information**

**Panel discussion: C-suite and the New Zealand economic reset**

Speakers

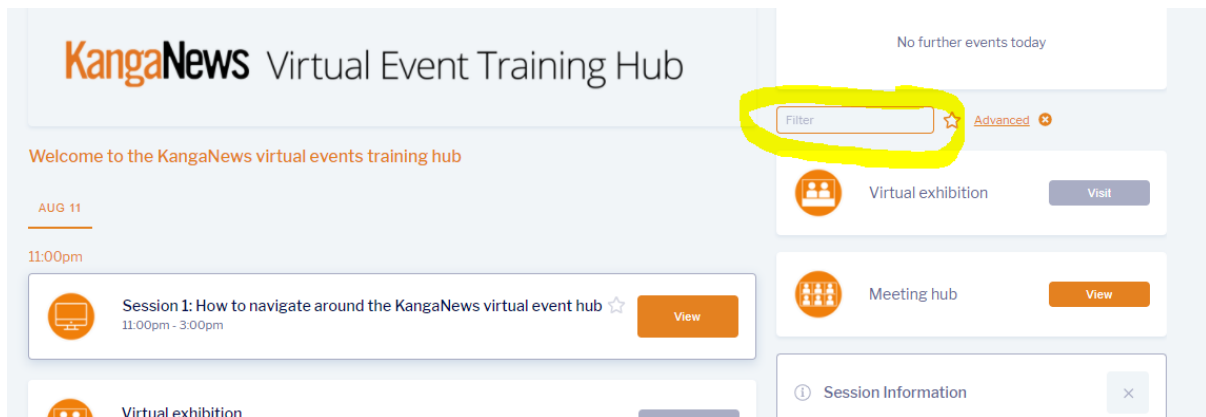
Panellist

**Debbie Birch**  
Various  
*Debbie has held many director and trustee positions for the last eight years and is currently chair of the investment committee of Ngāti Awa Group Holdings, as well as the chair of Crown Irrigation Investments and Tāupo Moana Investments.*

*She has significant financial, commercial and strategic experience gained in Asia, Australia and New Zealand, with more than 30 years working in global capital markets. Her focus over recent years has been on māori economic development.*

*Debbie represented IWI leaders at the 2015 United Nations climate change conference (COP21), developed the coinvestment model for Te Tumu Paeroa to invest in kiwifruit orchards on multiple*

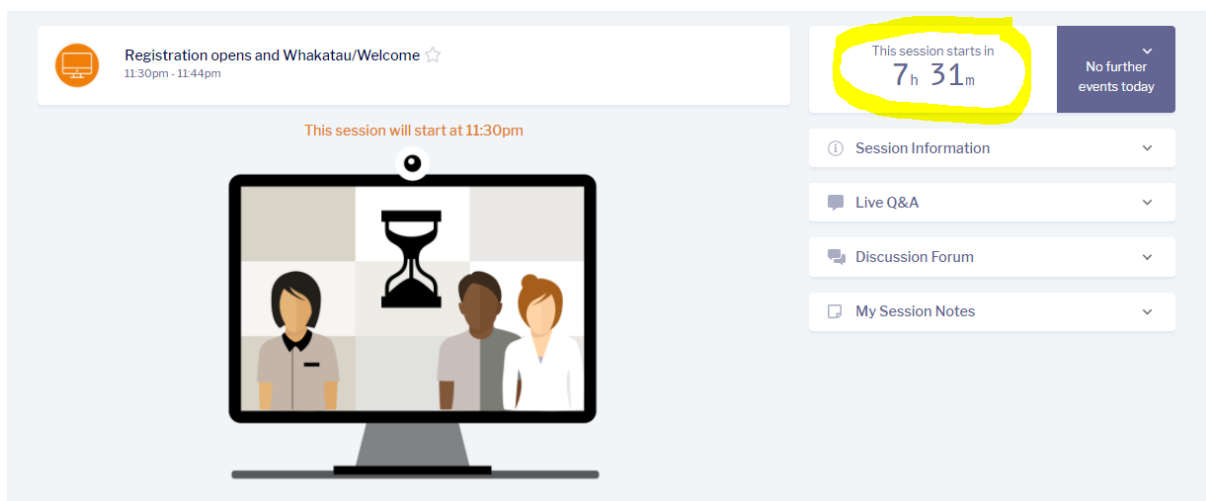
You can also personalise your agenda in the timeline. Click on the star next to the name of a session to mark particular sessions or functions as your favourites. Any time you want to, click on the favourites filter at the top and your timeline will change to only show your selected sessions and functions.



Look for the star functionality to indicate your favourite sessions, functions and virtual exhibitions all around the OnAIR portal.

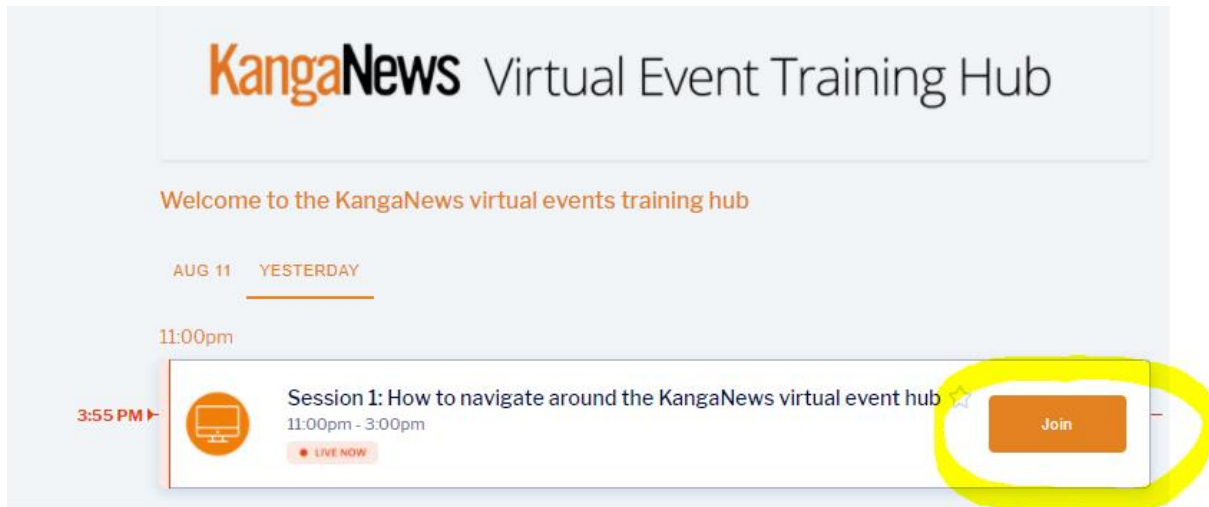
## Countdown timer

At the top right-hand side of the portal you will see the countdown timer. This timer shows the amount of time there is before the next session or function begins.



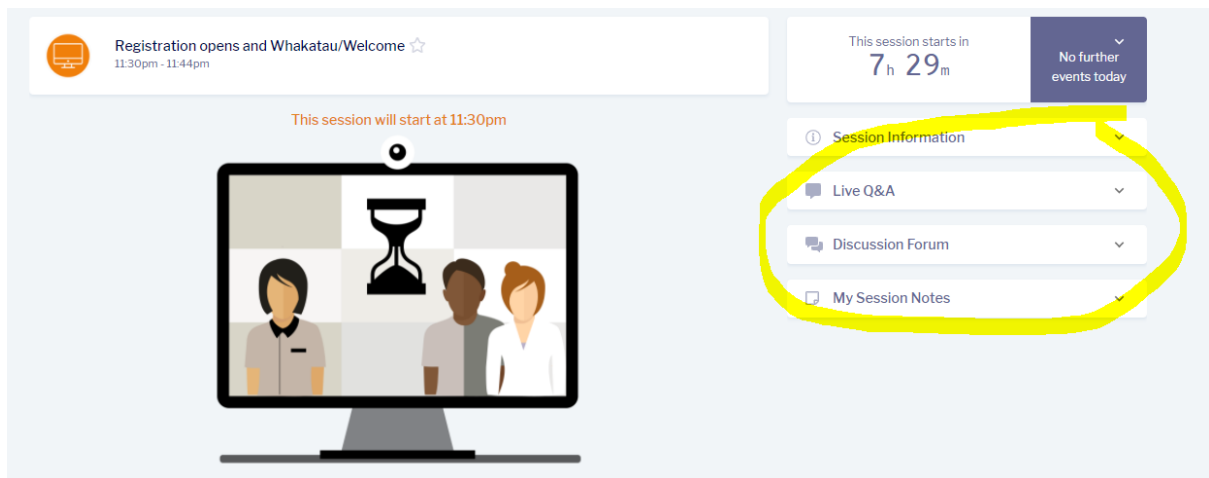
## Join a session or function

To join a session, either click on the join button at the session start time or, if it's before the session start time, click on preview and wait in the virtual room for the session to start. Note that this button may stay as 'preview' as the session starts (ie it may not say 'join'). Click on 'preview' to join the session.



## In-session plenary features

There are useful in-session features displayed on the right hand side when you enter a session.

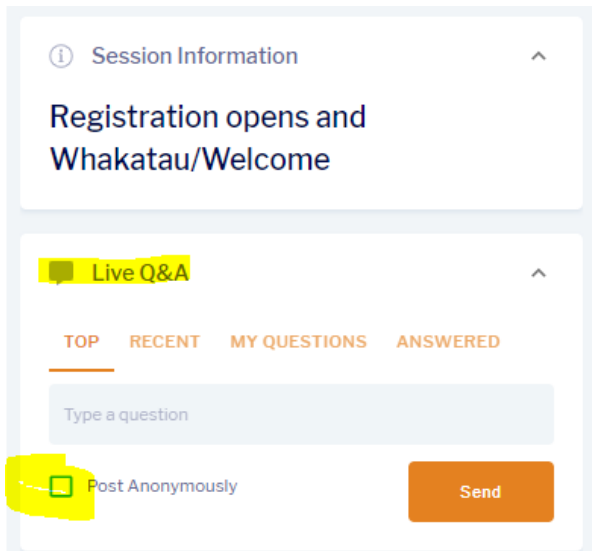


## Session information panel

The session information panel displays the presenter and session information. This is the same information viewable on the timeline when you select a session to preview.

## Live Q&A

Send in your questions for the current session using the live Q&A function.



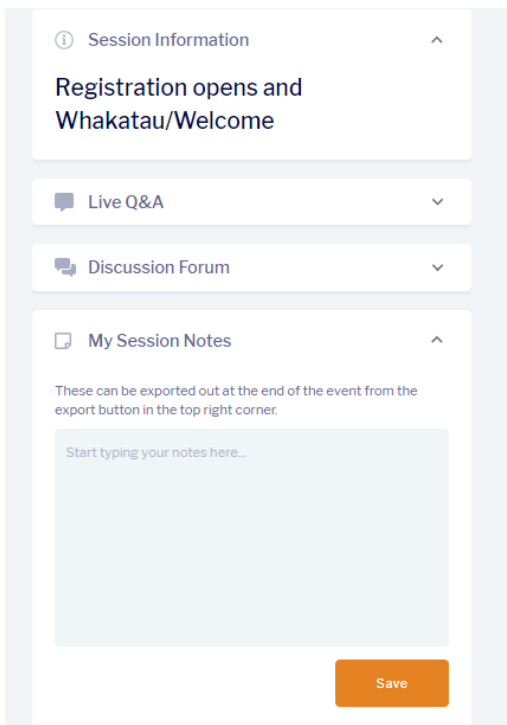
Both presenters and attendees can view questions. You can send a question anonymously by ticking the box.

## Handouts

If there are any handouts for a session, they will be displayed in this section.

## Session notes

Make notes in the session notes section:



You can email yourself the notes at any time (this is explained later).

## Networking features

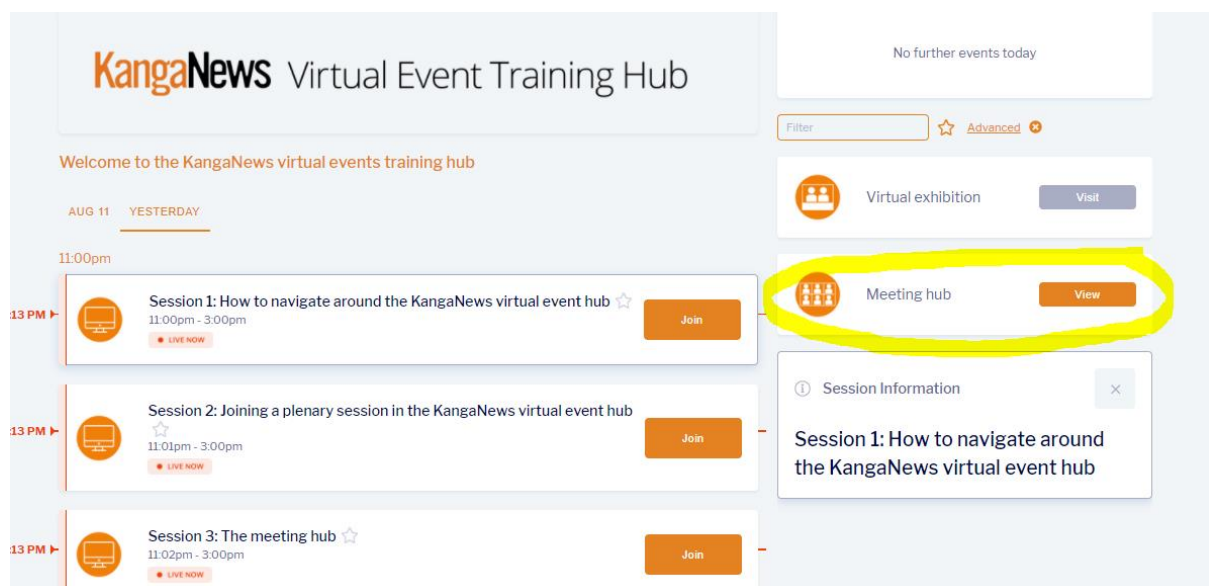
The networking features in KangaNews virtual events consist of networking functions, the virtual exhibition and the meeting hub.

### Networking functions

If an event has a networking function as part of the agenda, the function will appear on the timeline. Click on the function to be randomly placed in a group of 2-4 people to engage in a full two-way conversation through video chat. Just like networking at an in-person event, you can network with other attendees and create new connections. When one networking session is about to finish you will see a countdown timer and you may then join another networking group if you wish.

### Meeting hub

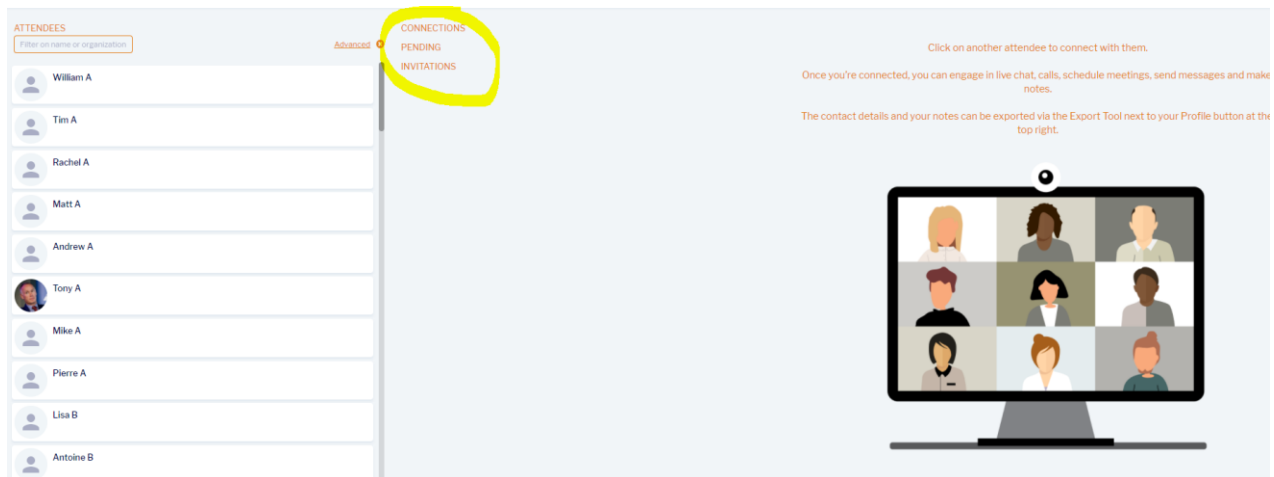
If it is enabled for an event, the meeting hub is visible on the right side of the screen, in the timeline view. The meeting hub is available for the duration of the event. Click on “view” to enter the meeting hub.



Here, attendees can search for other attendees in the meeting hub. Simply scroll through the names or search for a specific person.

This is what your screen looks like when you enter the meeting hub:

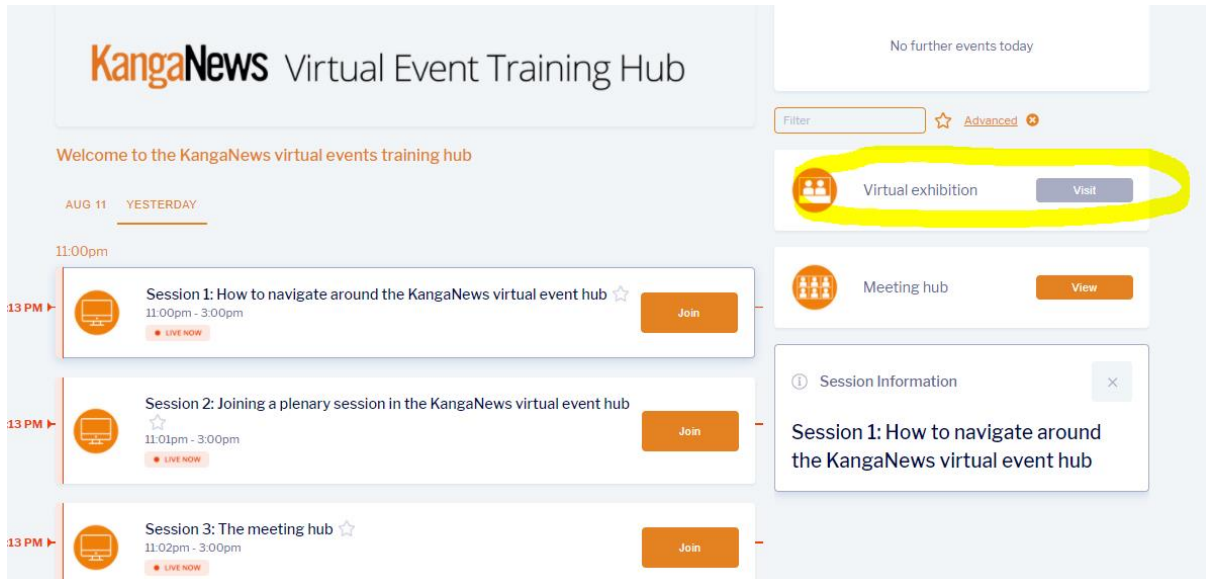




If you request connections, this will display in the middle section of the screen. If you have scheduled a video chat, it takes place on the right hand side of the screen (where the computer icon is in the image above). You can also chat via a live chat function, and arrange a video meeting for later in the day.

## Virtual exhibition

Just like a live event, you can meet with virtual exhibitors at their booths by entering the Virtual exhibition – also on the right side of the screen in the timeline view.



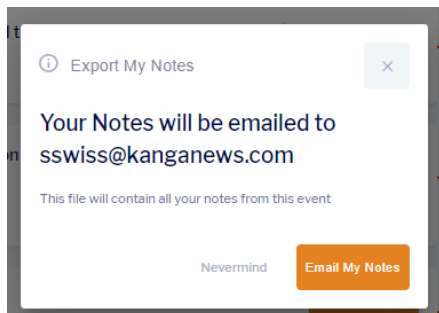
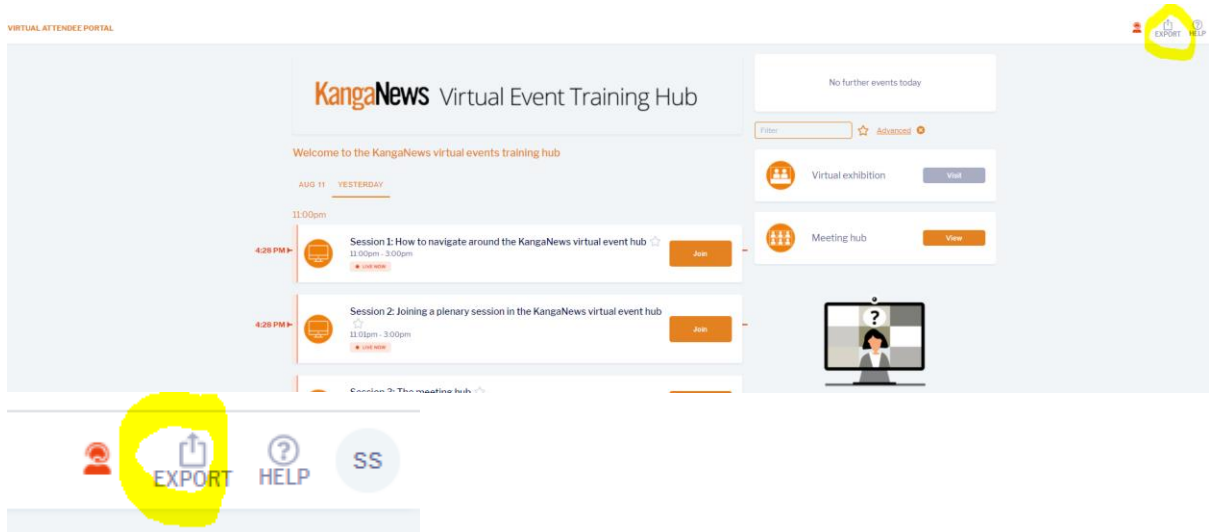
Here you can view exhibitor profiles, download brochures, watch videos and when the exhibition stands are open you can also have instant meetings with exhibitors.

To have an instant meeting, click on the stand and then on any exhibitor that is currently at the stand, and then on 'request live meeting'.

You will join a queue to meet with that exhibitor and when it's your turn you are taken to a video chat where you and the exhibitor can have a quick video conversation.

## Export notes and contacts

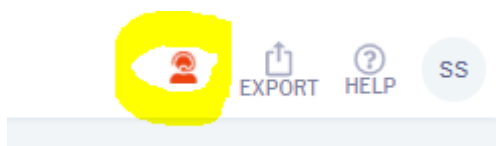
Export notes and download the contact details of any new connections by clicking on the export icon at the top right-hand side of the screen.

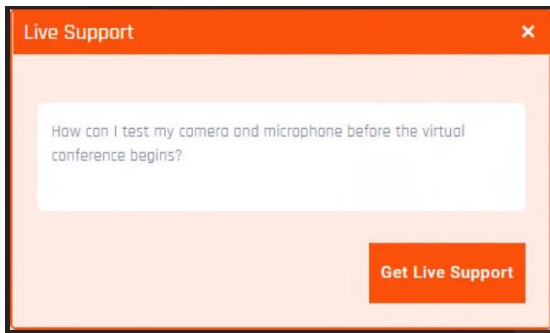


You may want to wait until the end of the day to do export notes and contacts – all the connections and session notes you make will be stored in the portal until the end of the conference.

## Live support

If you need any assistance during the event, click on the live support icon at the top, type in your questions, and one of the KangaNews team or our live support technicians will be along to help.





## Questions before the event?

If you have any questions about KangaNews virtual events, please contact Helen Craig, head of operations at [hcraig@kanganews.com](mailto:hcraig@kanganews.com)

If you would like to enquire about commercial opportunities associated with KangaNews virtual events, please contact Jeremy Masters, head of commercial at [jmasters@kanganews.com](mailto:jmasters@kanganews.com)

If you would like to discuss the agenda or virtual event content, or if you would like to register your interest as a potential speaker for this or any other KangaNews virtual event, please contact Laurence Davison, head of content at [ldavison@kanganews.com](mailto:ldavison@kanganews.com)