

Overview

OnAir is a tool designed to make virtual events easy to attend. It does this by integrating many different livestream and video hosting services into one easy to use webpage. For you, the attendee, the platform is designed around the concept of using a 'Timeline' as your base of operations. From there you can access any of the sessions, the exhibition hall, or your meeting hub. At any time, you can export any notes you take or contact information from new connections.

[Click here to watch an Instructional Video](#)

Getting Started

OnAir has the most stable performance using Google Chrome as the internet browser, you can download it [here](#). Some issues can be mitigated using an 'Incognito Window' within the chrome browser. You can launch one of these by pressing the three dots in the corner and selecting 'New Incognito Window', or with the hotkey combination "Ctrl + Shift + N" (Windows) / "Cmd + Shift + N" (Mac). Microsoft Edge also performs well. Some features may not work or be available in Safari or Firefox.

Logging In

The easiest way to Login to the event is the use the tokenized link sent to the email address that you used to register for the event. This will automatically log you in.

Upon Login, OnAir will conduct a check of your internet browser to see if it can access your microphone and webcam. It will display a summary of this check and warn you of any nonfunctional elements. You do not need a microphone or webcam to attend events, however your communication may be limited.

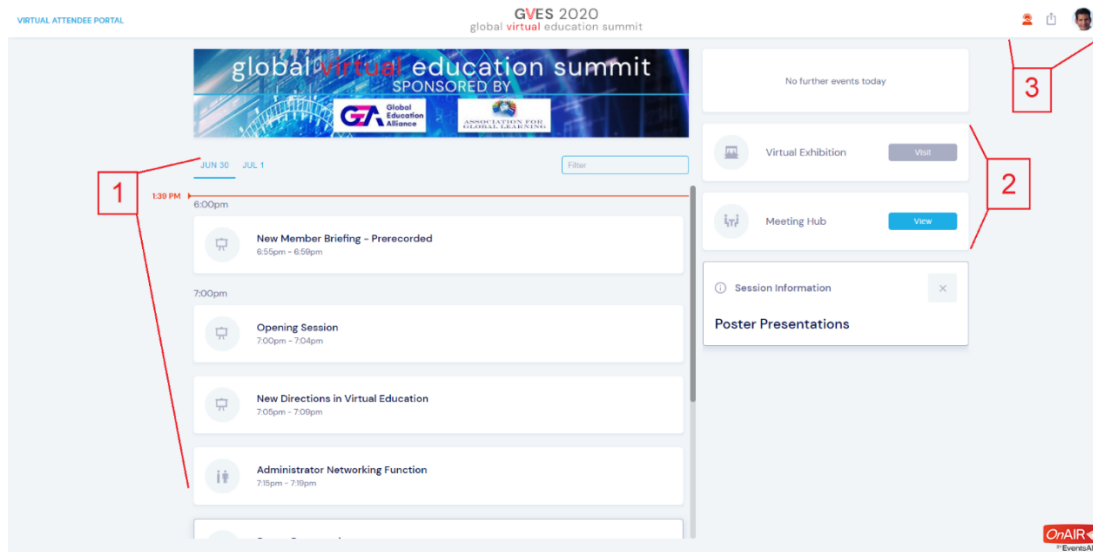
Click Next to progress to your profile settings screen. Here you can see the information provided during your registration, add a profile photo and update or add additional contact details. You can also set a password for your portal and change your camera and microphone settings. Your profile will automatically update as you make changes, there is no need for a 'Save' button. Simply click the X in the top right when you are completed.

Closing this window will bring you to the timeline. This is the main screen for your event. From here you can access your profile, view session details, manage your contacts at the Meeting Hub or view exhibitors at the virtual exhibition hall.

Timeline

The timeline is the main page for the event. At any time click the button at the top left of the screen to return to the timeline (you may have to click a few times depending of what page or menu you have open). The timeline shows you all available

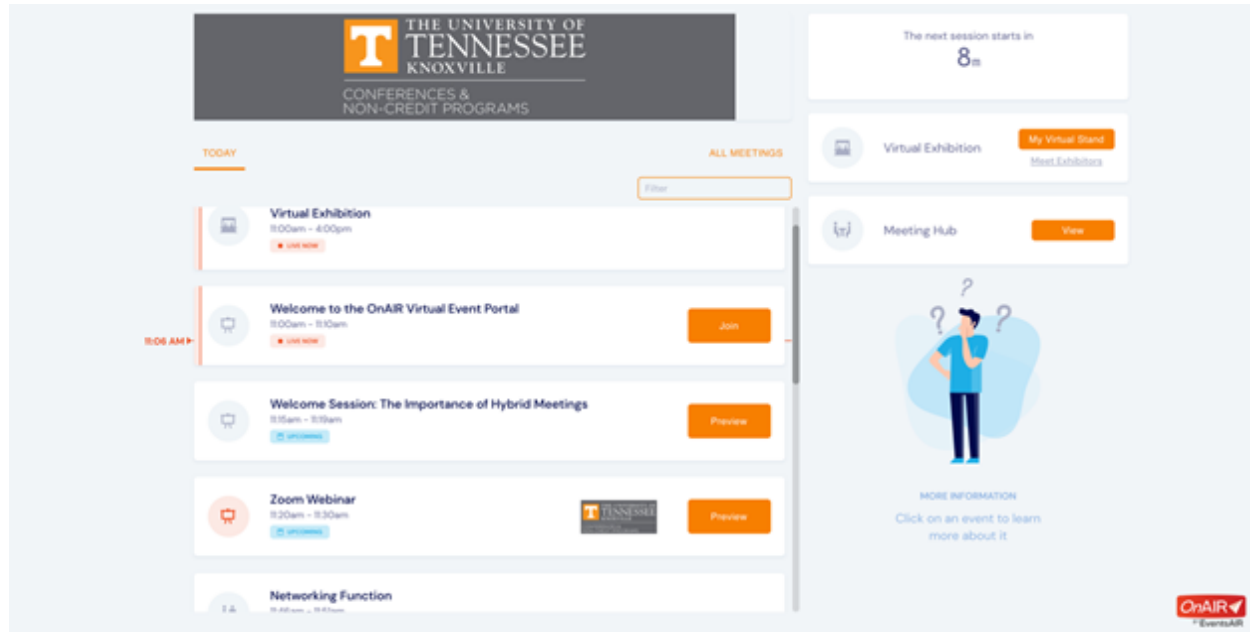
sessions and the agenda for the day. From within the timeline you can click on sessions to see any additional details provided, visit the exhibition hall, or manage your contacts at the Meeting Hub.



1. This is the main Timeline. The timeline displays the current time and you can see all scheduled events. All times will be displayed on the time zone your computer is set to.
2. View more information over here.
 - a. Check out the virtual exhibit hall at any time to see descriptions of who is registered. If the exhibit hall is open, you can quickly request a meeting with any exhibitor and have a one-on-one video chat with them.
 - b. The meeting hub helps you organize the information for people you have met. Connect with other attendees and easily save their contact information.
3. Live support, export and profile. Get help, export the contact information for the people you have met or any notes you have taken. Edit your profile to keep your contact information current.

Joining a Session

To Join a scheduled session, click 'Join' on the right side of the timeline event. If an event is not open yet you can select 'Preview' to view additional information about the event. *Event organizers can adjust when sessions open, some events will not allow you in until they start, others could be open all day.



Within a Session

There are a few different types of sessions that you may see at your event. In general, the types of sessions you will likely see are: Virtual Sessions (may be concurrent), Poster Sessions, Networking Events, Group Discussions. Some events will automatically end and return you to the timeline when their scheduled time expired and others may continue. *If you leave an event that has passed the scheduled ending time, you will not be able to return.

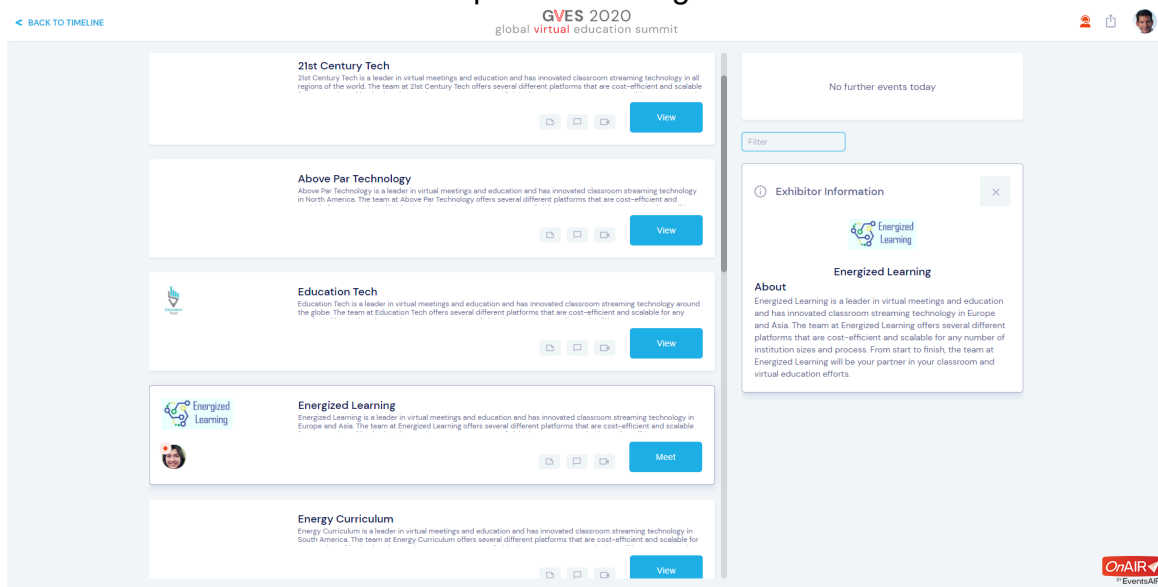
Virtual Session- During these events you will see a speaker present live or a pre-recorded video. These sessions do not access your webcam or microphone, and any questions will need to be typed if Live Q&A is enabled. You may also see a discussion forum option where you can chat with other attendees or the presenter. If live polling is enabled, you will be able to respond to any questions on the right hand side of the screen.

Poster Session- These are speakers presenting a topic in groups of 40 or fewer. These sessions will show your webcam stream if possible. Your video and microphone can be toggled on and off using the options at the bottom left of the screen. You may also see a discussion forum option where you can chat with other attendees or the presenter.

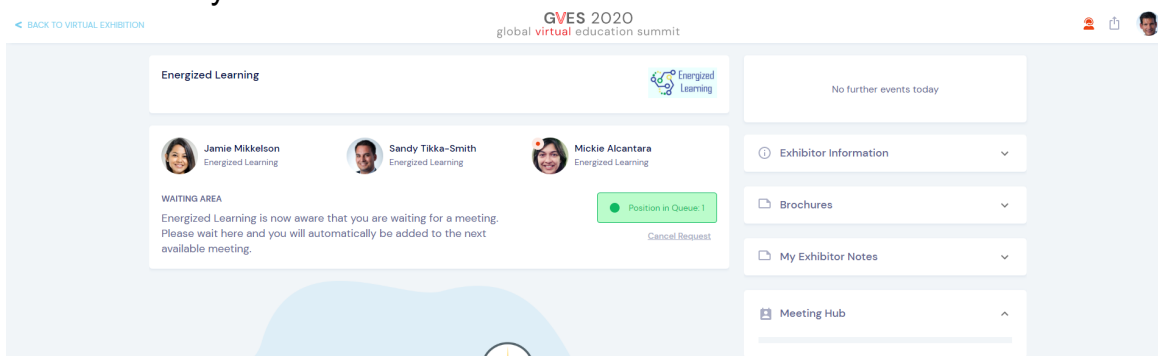
Virtual Exhibition Hall

Click 'Visit' or 'Meet Exhibitors' next to Virtual Exhibition. Here you will see a list of all exhibitors and a brief description. You can click on 'View'/'Meet' to see additional details, download any brochures or documents that this exhibitor has provided or request a one-on-one conversation.

A sample image of the exhibition hall is below. If a virtual booth is staffed, you can see who is available. Click 'Meet' To request a meeting or see more about this exhibitor.

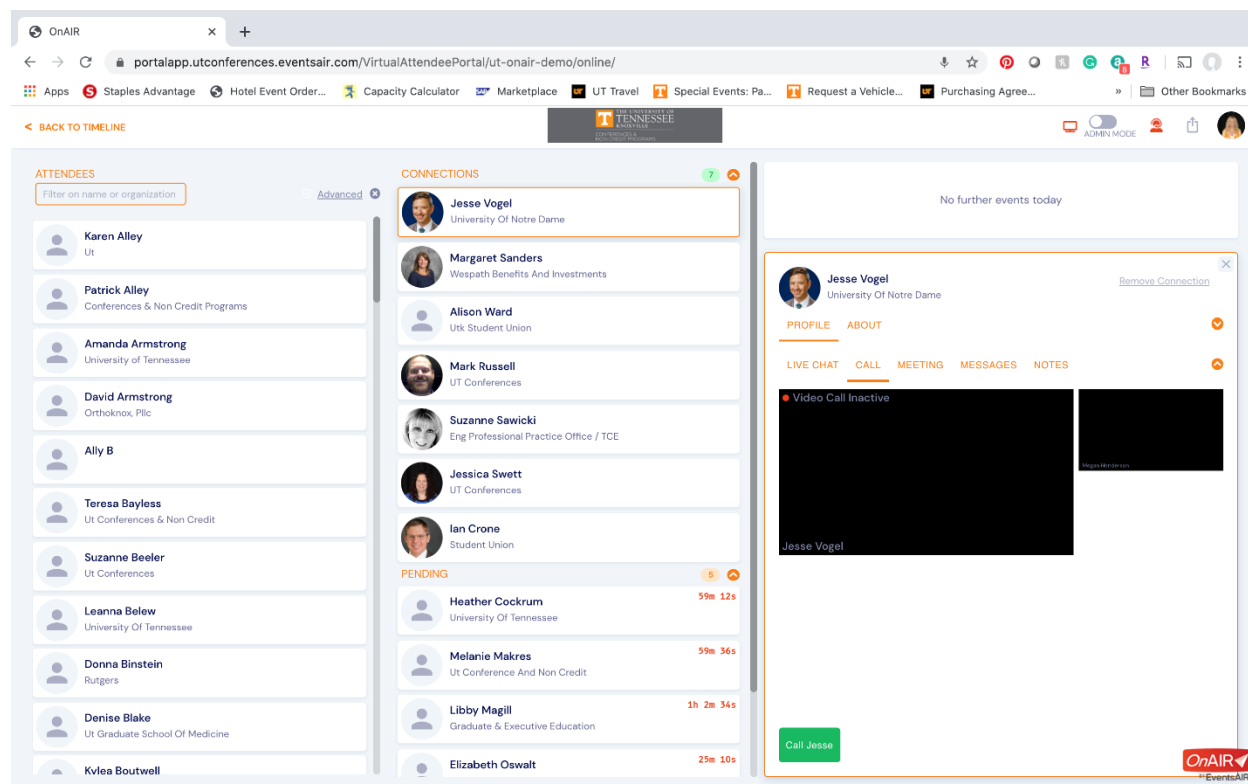


After selecting 'Meet' you can request a meeting. You will be placed in a Queue until this exhibitor lets you in.




Meeting Hub

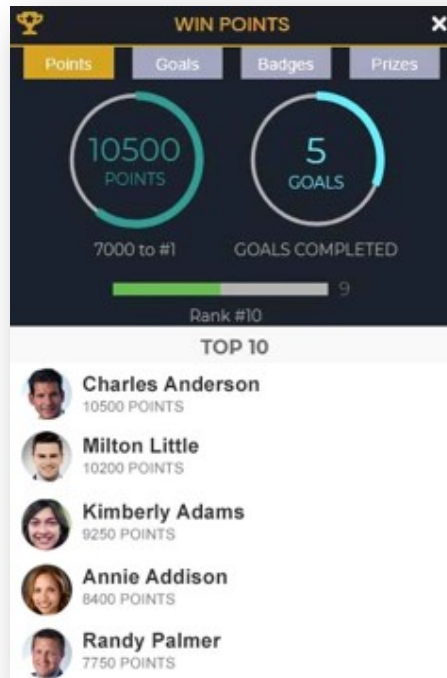
To navigate to the meeting hub, return to your timeline ('Return to Timeline' in the top left). Here you will see something like image below.




Within the meeting hub, you can filter attendees on the left side of the page, click 'Advanced' to establish more detailed search criterion. In the middle of the screen you can see any connections you have established as well as and pending requests or invitations. You can use the features on this page to chat with other attendee, schedule a meeting with them, or even just make some notes about them. Their contact information and any notes can be exported using the 'Export' function at the top right of the screen. Notes will send in a Word format and Contacts are sent in Excel format.

Gamification

OnAir has the capability to allow you to earn points for completing different tasks. Your event organizers may use these points for different reasons, such as raffle tickets or prizes. Put simply, these points are earned for engaging with the event. If this option is enabled, you will see this icon in the top right of your screen: . Click your points to explore the leaderboard, goals (how to earn points), badges and prizes.



Additional Help

If your event has live support enabled, look for this icon  in the top right corner. This will get you in touch with an event staff member that can explain in more detail about your specific event. Live support agents can also assist with troubleshooting technical difficulties you may experience during your virtual event. Live support agents can chat with you via text message or initiate a video call.