# Presenter Instructions for OnAIR Virtual Events

Thank you for being part of our virtual event! We're using the OnAIR Virtual Platform, and it is quite straightforward to join your session as a presenter.

When you join your session, you will be brought into AIRCast Studio, a presentation environment where presenters broadcast their presentations, answer Live Q&A questions and can even present a Live Poll if you wish.

Every session will have a "Host" who will be managing the flow of the presentation and will bring you and other presenters, along with your shared screens or media, onto the Main Stage. Whatever is on the Main Stage is what attendees will be viewing.
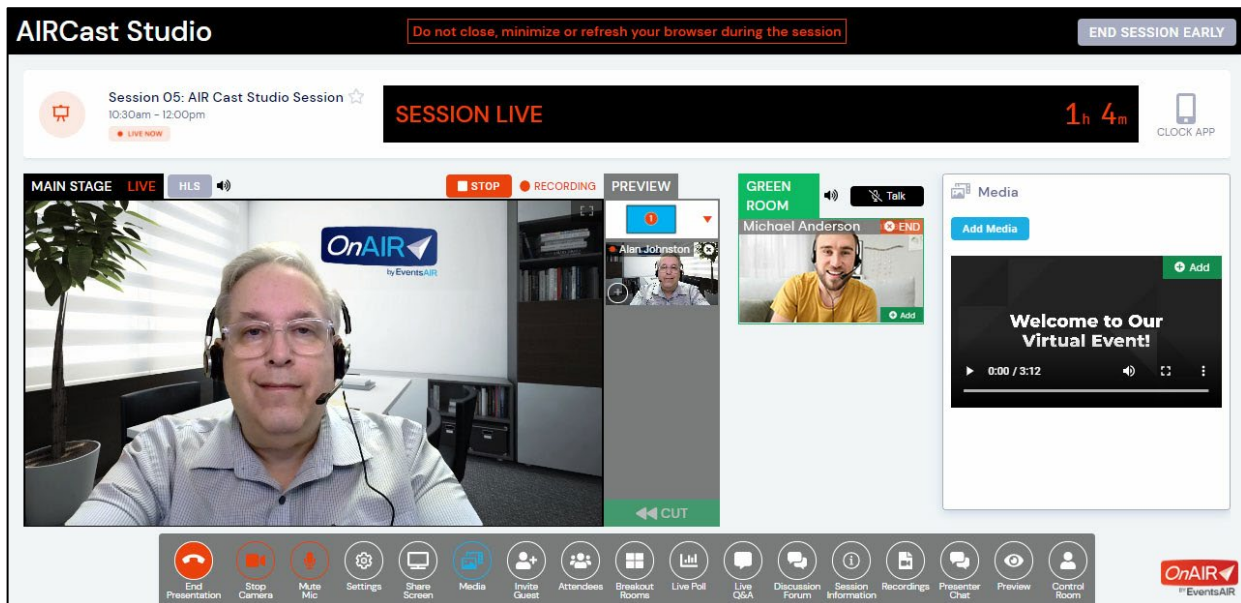
Logging in to the OnAIR Portal

Your event organizer will send you an email with your personalized link to log into the OnAIR portal. Please keep this email handy so you can easily log into OnAIR whenever you need.

When you log into the OnAIR Portal, you will see the timeline of all scheduled sessions, and depending on the program you are participating in, other networking, poster presentation and virtual exhibition options.

# Joining Your Session

You can join your session at any time prior to its start time. When you join your session, you will be placed in AIRCast Studio, the presentation environment used by all presenters and event organizers.
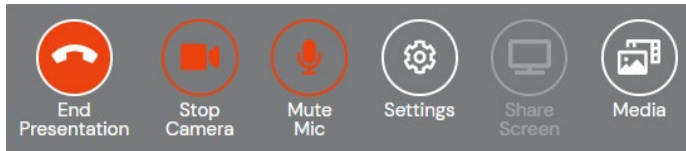


There are six primary areas visible in OnAIR Studio:

- **Information Header** – contains session information, session status and the external clock option.

- **Main Stage** – the location of up to nine live streams of presenters, screen shares and media viewable by your virtual attendees.

- **Preview Pane** – this is where the host can organize presenters and media and decide both the layout on the Main Stage as well as the location of each stream in the Main Stage display.

- **Green Room** – The waiting area for presenters. The Host can bring presenters from the Green Room onto the Main Stage.

- **Tools Options Pane** – on the far right you will see different functions such as Media, Recordings, Live Polling, Live Q&A and more.

- **Tools Menu** – along the bottom is the Tools menu that provides Hosts, Presenters, and non-presenting support staff access to different options for the current presentation. The Tools Menu will change based on the type of session role each person has when they are in the session.
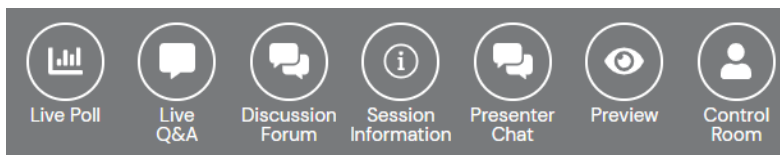
# What You Will Do to Present Your Session

There are only a few options you need to use when presenting in AIRCast Studio.

## Presentation Functions



- **Start/End Presentation** – Select option to start presenting. You will be brought into the Green Room until the Host brings you on the Main Stage.

- **Start/Stop Camera** – By default, your camera will be turned on.

- **Mute/UnMute Mic** – By default, your microphone will be turned on.

- **Settings** – Select this to review or change your audio and video options.

- **Share Screen** – You can share a PowerPoint or anything else on your computer screen.

- **Media** – You can bring in a video file or image to share during your presentation.

## Audience Engagement



If your event organizer has enabled them, you may be able to view and access these audience interaction tools:

- **Live Poll** – this option displays the Live Poll panel, where the presenter, host or non-presenting support person can define poll questions, present the poll to attendees, and share poll results.
- **Live Q&A** – this option displays the Live Q&A panel, where you or your non-presenting support team can review, manage, and respond to questions.
- **Discussion Forum** – This is the informal text chat area for attendees and presenters to have conversations before and during a session.
- **Session Information** – This option displays the session details, including presenter information and session description.
- **Presenter Chat** – This is a private chat area for all hosts, presenters, and other event staff in the current session.
- **Preview** – This option displays both the attendee view and a preview of the current presentation. You can also see the two back-up streams. Note that the previews are only available when a Broadcast is active.
- **Control Room Chat** – This is a private chat area for all presenters and control room staff.