



# Managing Your Virtual Exhibition Stand in OnAIR 2D Mode

## Introduction

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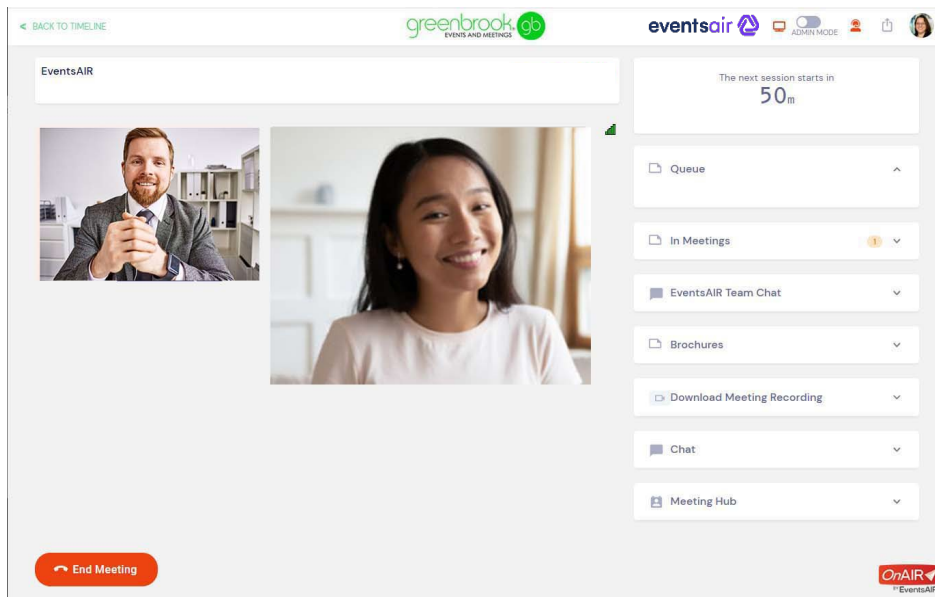
As an exhibitor for an OnAIR Virtual Event, you have a variety of tools and functions you can use for managing your stand and interacting with attendees.

In this overview, we will explore:

- Overview of an OnAIR Virtual Exhibition
- Overview of 2D Mode
- Logging into the OnAIR Portal and Accessing Your Stand
- Staffing and Managing Your Virtual Stand
- Brochures and Videos at Your Virtual Stand
- Creating and Running Live Presentations at Your Stand
- Customizing Your 3D Mode Virtual Stand (If Available)

This overview is provided to you by your event organizer and should answer most of the questions you may have. Please contact your event organizer for additional support as needed.

## Overview of an OnAIR Virtual Exhibition



When attendees visit the virtual exhibition, they can view all available exhibitors, either by scrolling or by performing a search.

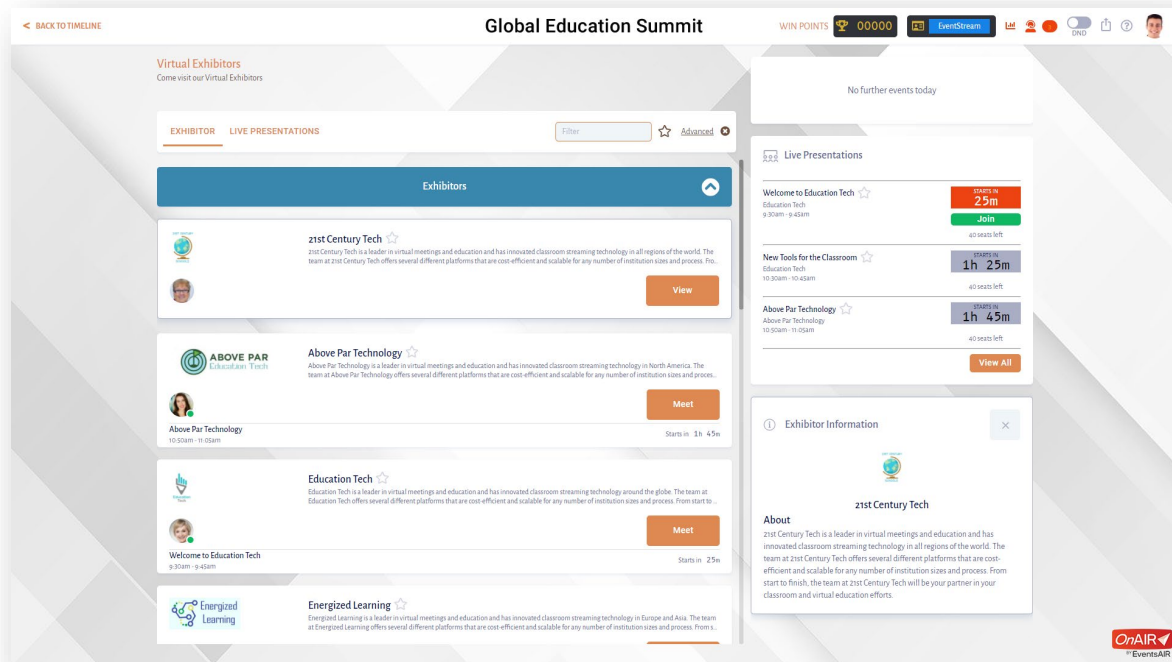
Once a specific stand is selected, attendees can:

- Request a text conversation with you
- Request a video meeting with you
- View your handouts or videos
- Attend a live presentation at your stand
- Connect with you, allowing both you and the attendee to download contact information (like exchanging business cards)
- Optionally, record lead retrieval information
- Optionally, attend pre-schedule video meetings

Live interactions (text conversations and video meetings) between you and your visitors occur only during scheduled “open” times for the virtual exhibition. Attendees can also visit your stand at other times where they can view handouts and videos.

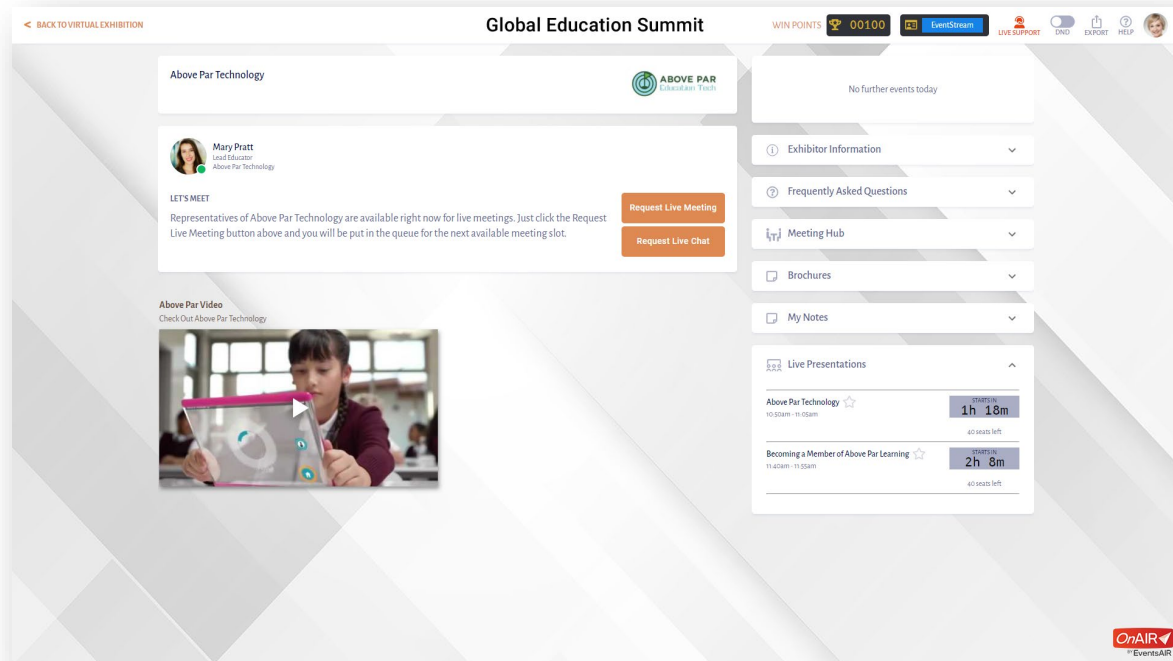
## Overview of 2D Mode

2D Mode is a traditional browser interface that lets your visitors interact with you using a standard web interface.



Virtual attendees can preview a list of exhibitors and visit individual stands as desired. Exhibitors can be searched and filtered on, and attendees are able to star specific exhibitors as favorites, making it easy to recall and view a list of these “favorite” stands at a later point.

When an attendee visits your stand, they will see a variety of useful widgets and options.



- **Company Information and Logo**
- **List of Available Exhibitors** – this is your staff who will be available to meet or chat with attendees
- **Request Live Meeting** – clicking this button places the attendee in a queue for a live video meeting
- **Request Live Chat** – clicking this button places the attendee in a queue for a text chat
- **Exhibitor Information** – displays information about your company
- **Frequently Asked Questions** – displays a list of frequently asked questions and answers, which are created by your organization in advance of the virtual exhibition going live



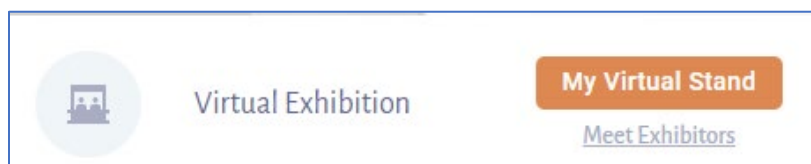
- **Meeting Hub** – displays all members of your team, allowing attendees to request connections. If accepted, both you and the attendee can collect and retrieve basic contact information
- **Brochures** – lets the attendee view and download any of your company's brochures
- **Video Gallery** -displays one or more videos that your organization has uploaded to the OnAIR Portal
- **My Notes** – Lets the attendee make notes about their visit with you. All notes are automatically saved and available for download at a later time
- **Live Presentations Schedule** – lets the attendee view a list of scheduled live presentations, and when available join a specific live presentation

## Logging into the OnAIR Portal and Accessing Your Stand

When you log into OnAIR, the system recognizes you as an Exhibitor and gives you management access to your stand.

This access applies to both the main exhibitor contact on your team as well as any additional stand personnel.

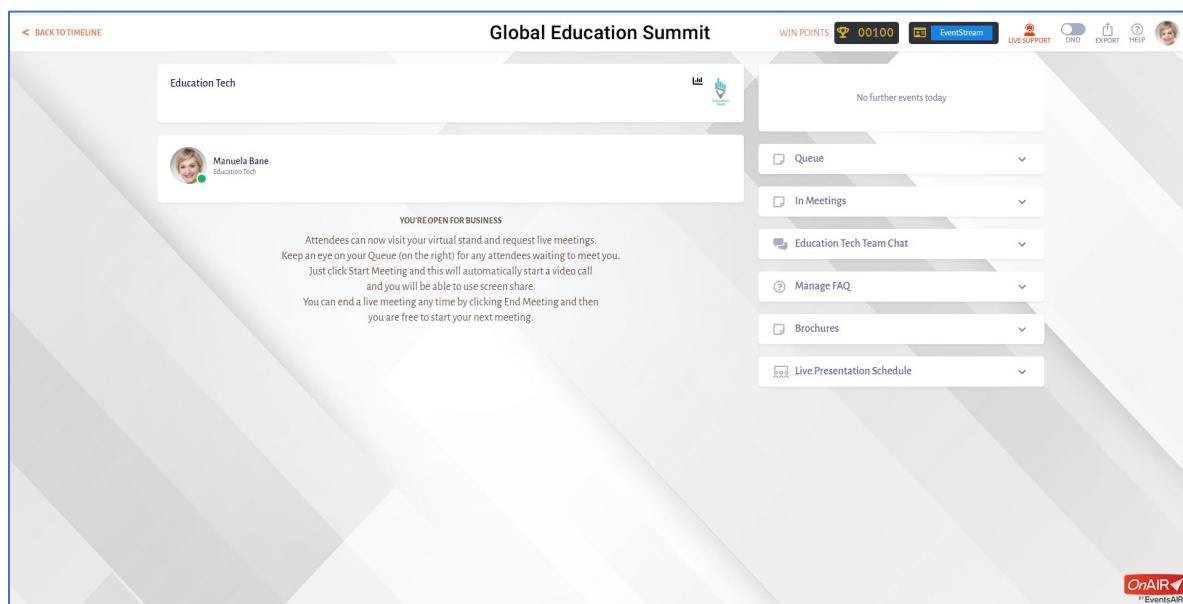
When you view the listings for the virtual exhibition, you will see two options:



- My Virtual Stand
- Meeting Exhibitors

Meeting exhibitors lets you view the exhibitor listings like any other attendee. You can preview and visit with any exhibitor you wish.

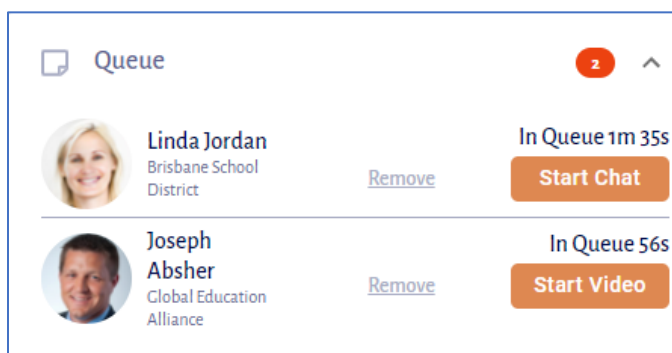
My Virtual Stand lets you access the back end of your stand. This is where you will go when the virtual exhibition is open to attendees.



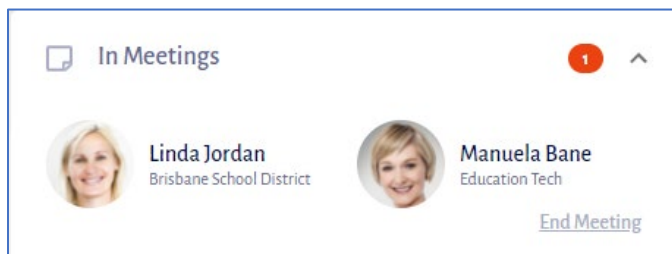
## Viewing Your Exhibition Stand Options

In 2D Mode, you will see widgets on the right side of the screen. Elements of Your Stand Management Functions include:

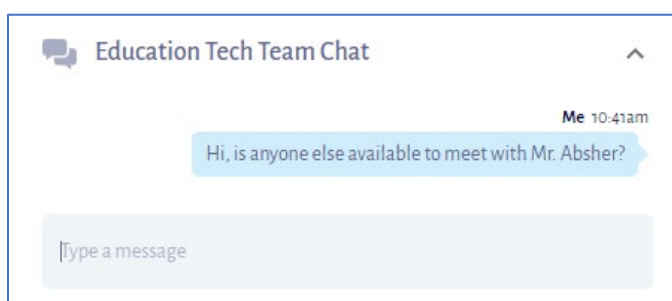
- **Queue** – lets you view attendees who have requested a live chat or a video meeting. This queue is seen by all members of your team and can be answered by any member who is available



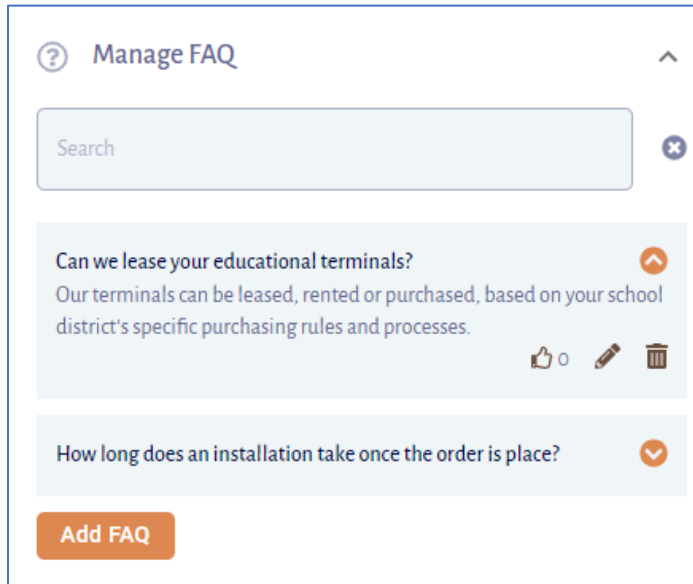
- **In Meetings** – shows what text chats or video meetings are currently active and who is in those meetings



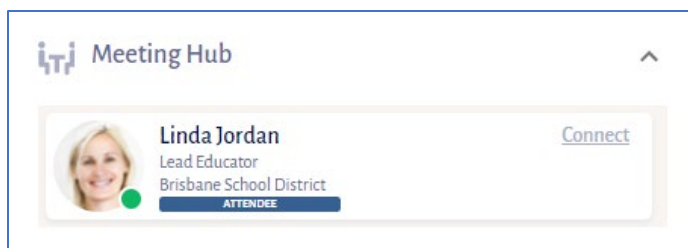
- **Team Chat** – a place for you and your team to chat privately during the exhibition



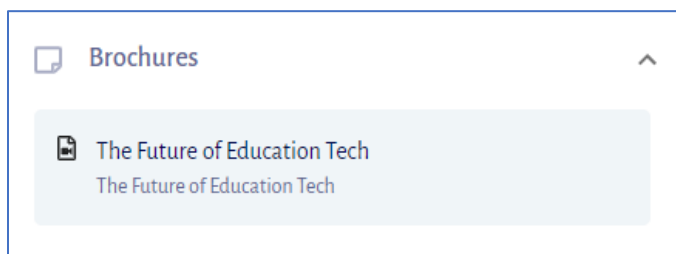
- **Manage FAQ** – you and your team can write and pre-populate FAQ questions and answers that can be viewed by visitors to your stand.



- **Meeting Hub** – this option lets you and your visitors request a connection. Once the connection is accepted, both you and the connected attendee can view and download each other's contact information.



- **Brochures** – If you have submitted a brochure, your attendees will be able to access and download brochures from this widget.





- Lead Capture** - If enabled for your stand, you are able to create one or more lead capture questions (via the Exhibition Portal) to ask attendees visiting your stand. This option is available in both text chats and video meetings. All responses are collected along with contact information for each attendee you connect with.

**Lead Capture**

What type of school do you represent?

Primary School

Middle School

Secondary School

Colleges and Universities

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When are you planning on purchasing new equipment?

Immediately

Within the next 3 months

Within the current calendar year

In the next calendar year

- Live Presentation Schedule** – If enabled, you will be able to schedule live presentations at your stand. This widget will display a list of all currently scheduled live presentations, along with countdown times, attendance indicators and links to join as the host.

**Live Presentation Schedule**

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**Technology for Young Learners**

11:00am - 11:15am

0/40

● LIVE NOW

[Join as Host](#)

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**New Technology from Education Tech**

1:10pm - 1:25pm

0/40

STARTS IN

1h 58m

[Join as Host](#)

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[Schedule New Live Presentation](#)

- Schedule New Live Presentation** - Selecting this option (in the Live Presentation Schedule Widget) will let you schedule new live presentations at your stand. Please refer to the section on Live Presentations for additional information.

**ADD NEW LIVE PRESENTATION**

TOPIC

DESCRIPTION

DATE

START TIME

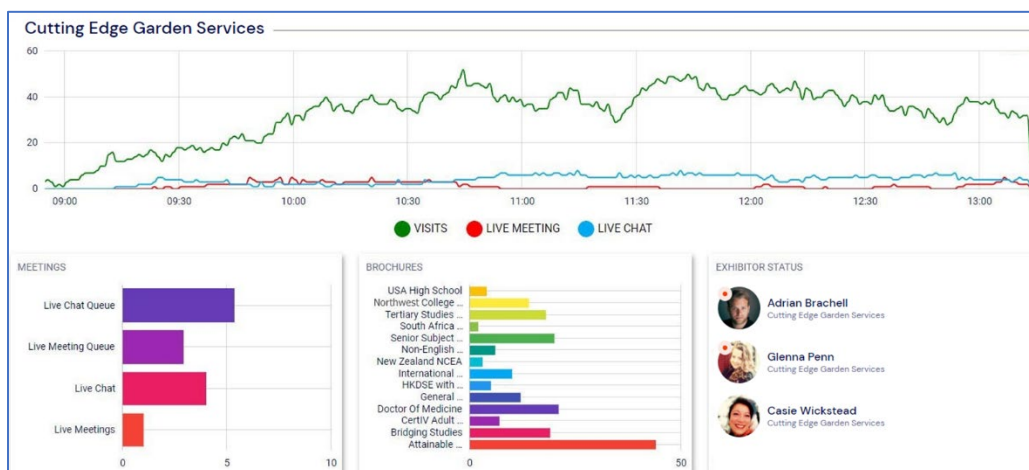
DURATION

FORMAT  Webinar (participants can share audio only)  
 Interactive (participants can share their video)

TOOLS  Enable Discussion Forum/Chat  
 Enable Live Q&A  
 Enable Raise Hand

[Cancel](#) [Create](#)

- Analytics Option** – If enabled, Selecting Analytics will display analytics and reports for your stand. You can view real time statistics and view or download a variety of reports about visits to your stand.





## Staffing and Managing Your Virtual Stand

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You can have additional team members associated with your exhibition stand. To add additional team members, you can either use the Exhibitor Portal or contact the event organizer to make these arrangements.

**Note:** The number of additional team members you are assign are set by the event organizer.

All team members can have text conversations and video meetings with attendees, and each team member will access the stand's back end in the same fashion (as described in the previous section).

Additionally, all team members can create and lead stand presentations.

## Brochures and Videos at Your Virtual Stand

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Depending on how your program is set up, you may be able to provide brochures and video links (YouTube, Vimeo or Brightcove links) to share with your stand visitors.








You may be provided with a self-service exhibitor portal where you can upload your brochures, logos, company profiles and video links. You should contact your exhibition manager for additional information.

Otherwise, you will be submitting these deliverables to the event organizer, who will make sure they are properly stored in your exhibitor record.

## Creating and Running Live Presentations at Your Stand

If available, you can schedule stand presentations during the live exhibition hours. Attendees can choose any presentation they wish to attend from a list of current and upcoming presentations.

When attendees visit the exhibitor listing, they will see a display of upcoming presentations, and there is a tab to view all scheduled presentations from all exhibitors.

Today		
	11:40am - 11:55am <b>Becoming a Member of Above Par Learning</b> ☆ Above Par Technology	<div style="background-color: #28a745; color: white; padding: 5px; text-align: center;">Join</div> 40 seats left
	12:20pm - 12:35pm <b>The Energized Learning 2022 Opportunity</b> ☆ Energized Learning	<div style="background-color: #ff5722; color: white; padding: 5px; text-align: center;">STARTS IN 28m</div> <div style="background-color: #28a745; color: white; padding: 5px; text-align: center;">Join</div> 40 seats left
	1:10pm - 1:25pm <b>New Technology from Education Tech</b> ☆ Education Tech	<div style="background-color: #6c757d; color: white; padding: 5px; text-align: center;">STARTS IN 1h 18m</div> 40 seats left
	1:30pm - 1:45pm <b>Adult Educationh with Energized Learning</b> ☆ Energized Learning	<div style="background-color: #6c757d; color: white; padding: 5px; text-align: center;">STARTS IN 1h 38m</div> 40 seats left
	1:30pm - 2:00pm <b>Introducing the Global Education Alliance Team</b> ☆ Global Education Alliance	<div style="background-color: #6c757d; color: white; padding: 5px; text-align: center;">STARTS IN 1h 38m</div> 40 seats left
	2:00pm - 2:30pm <b>New Technology from the Global Alliance</b> ☆ Global Education Alliance	<div style="background-color: #6c757d; color: white; padding: 5px; text-align: center;">STARTS IN 2h 8m</div> 40 seats left
	3:00pm - 3:30pm <b>Solving Education Challenges</b> ☆ Education Tech	<div style="background-color: #6c757d; color: white; padding: 5px; text-align: center;">STARTS IN 3h 8m</div> 40 seats left

You can have up to 40 attendees at any presentation. Attendees can join any presentation before it begins or while it is in progress.



## Presentation Formats

You can create Live Presentations in two formats:

- Webinar Mode, which is similar to a Poster Presentation where the audience sees the presenter and all attendees are audio only
- Interactive Mode, which is much like a breakout room where all attendees' and exhibitors' cameras and audio are enabled

As a presenting exhibitor, you can seamlessly switch between modes during a presentation.

## Setting Up Exhibitor Presentations

As an exhibitor, you can visit your stand in advance of the virtual exhibition and set up your live presentations.

Simply access your virtual stand and expand the Live Presentation Schedule Widget. Here, you would complete the following information:

### EDIT LIVE PRESENTATION

TOPIC

DESCRIPTION

DATE

START TIME

DURATION

FORMAT  Webinar (participants can share audio only)  
 Interactive (participants can share their video)

TOOLS  Enable Discussion Forum/Chat  
 Enable Live Q&A  
 Enable Raise Hand

[Cancel](#)



**Topic** - enter the title of the presentation here.

**Description** - enter the description of the presentation here.

**Date** - select the date of the presentation. The available dates reflect the dates of the virtual exhibition schedule as set by the event manager.

**Start Time** - select the starting time of the presentation here.

**Duration** - choose how long you want to schedule this presentation for.

**Format** - choose the format of the presentation:

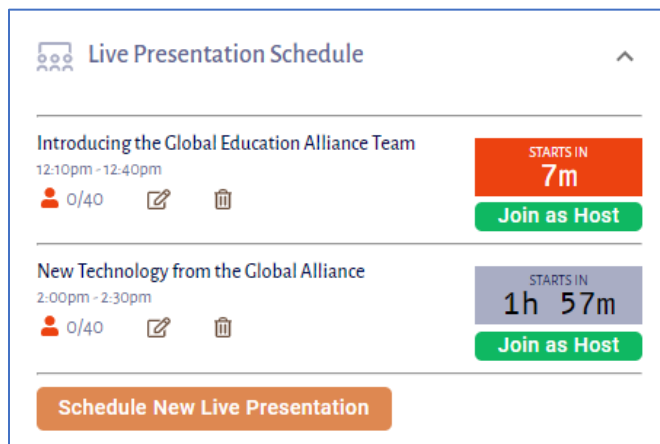
- Webinar - participants show audio only. The presenter shares their audio and video
- Interactive - both participants and presenter share both audio and video

**Tools** - choose which attendee tools you wish to enable:

- Discussion Forum / Chat
- Live Q&A
- Raise Hand

### Starting Exhibitor Live Presentations

Once you have one or more live presentations scheduled, you will see a schedule of live and upcoming presentations in your exhibition stand. This list displays as countdown timer for upcoming presentations, attendance numbers for current presentations, and the option to edit or delete presentations as needed.



Joining as host will bring you into the Live Presentation area, where you have these control options:



- **Start / End Presentation**
- **Start / Stop Camera**
- **Mute / Unmute Mic**
- **Settings** – lets you view and adjust your camera and microphone settings
- **Share Screen / Stop Share** – lets you choose to share your screen for presentations
- **Live Q&A** – If enabled, opens the Live Q&A tool where you can view and respond to questions from your attendees in the presentation
- **Participant List** – opens the participant list, where you can view a list of all attendees in the session. If you have enabled Raise Hand in the Tools function, you see a raise hand indicator here as well
- **Invite Guest** – opens the Invite Guest option, letting you invite another person into the presentation. This is ideal when you want to bring in someone from your organization who may not even be registered to the virtual event
- **Tools** – this opens the Tools option, letting you switch between presentation formats and enable or disable the Discussion Forum, Live Q&A, and Raise Hand Options
- **Maximize** – lets you maximize the video display. This is especially useful when you have more than a couple of attendees in the presentation and you are using the Interactive view

On the right you will see the Discussion Forum widget (if enabled) and the Team Chat widget.



## Example of a 2D Mode Live Presentation

