GETTING STARTED WITH THE ONAIR PORTAL

Getting Started with the OnAIR Virtual Event Platform

Contents

Getting Started with the OnAIR Virtual Event Platform

Introduction

OnAIR is a multi-faceted platform that lets you live stream all aspects of a virtual event, including:

- Virtual Sessions and Concurrent Sessions
- One-to-One Meetings between Exhibitors and Attendees
- Virtual Poster Sessions
- Virtual Exhibitions
- Virtual Networking Functions
- Virtual Group Discussions
- One-to-One Meetings between Attendees and Exhibitors
- Ad hoc attendee to attendee video chats

Working with different live streaming and webinar services, OnAIR provides you with flexibility and multiple approaches to your virtual programming.

OnAIR is Integrated into EventsAir

OnAIR works within your existing EventsAir environment, allowing you to create virtual experiences in conjunction with a live event – these are referred to as Hybrid Events.

Additionally, this integration lets you use different engagement options for both your live and virtual events. These engage options include:

- Live Q&A
- Conference Notes
- Exhibitor Lead Retrieval
- Brochure downloads from Exhibitors and Sponsors
- Paper downloads from presenters

Three Types of OnAIR Portals

EventsAir offers three variations of the OnAIR Portal:

2D Mode

A traditional interface that looks similar to a traditional software interface. Attendees can easily navigate to the different sections and you can customize many aspects including backgrounds, icons, colors and graphics.
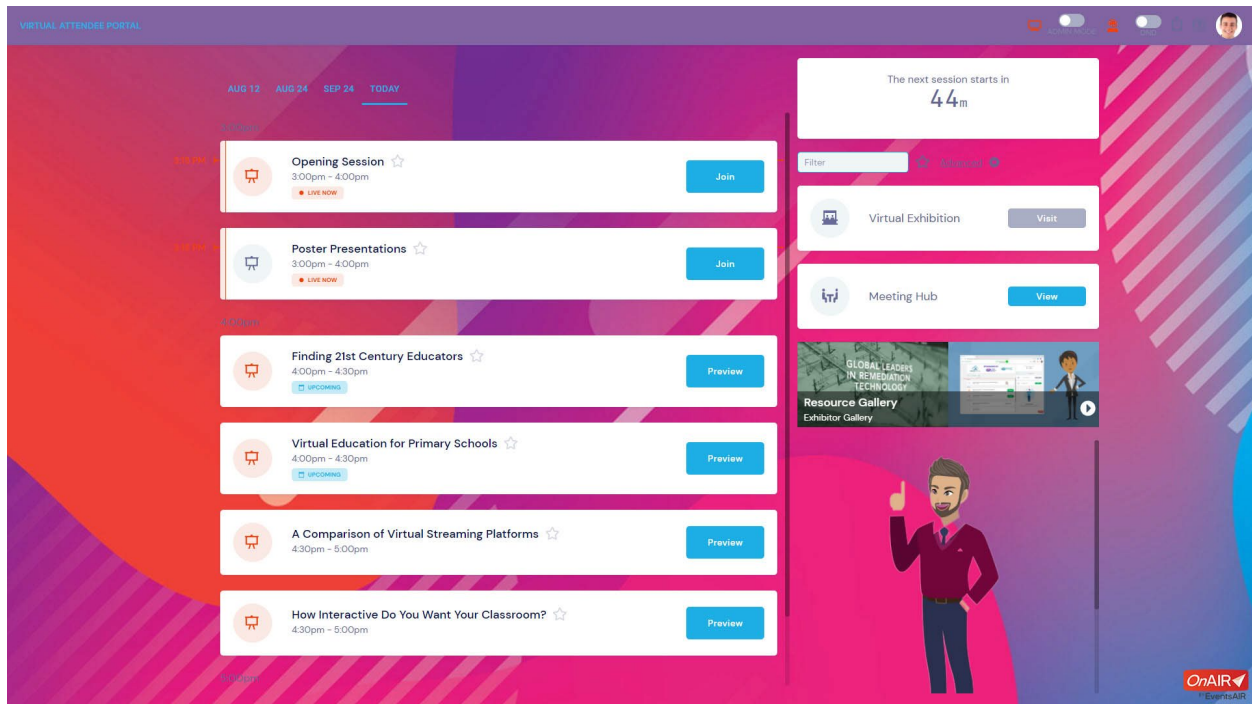
3D Mode

3D Mode is a graphical virtual environment for your OnAIR virtual program. Using 3D Mode, your attendees experience a realistic environment for all or part of the virtual event. 3D Mode is extremely customizable, allowing you to select 3D backgrounds for different aspects of your program, and you can also design and upload your own virtual backgrounds for any aspect of your OnAIR event.

Remote Attendee Mode

This portal provides a simple and intuitive graphical interface and allows attendees to access sessions with its tile interface for sessions and videos, with the EventStream always in view. Attendees can hover and see a live preview of the session with session details and presenters, and you can add session thumbnails to make your portal fun and interesting. Additionally, the portal sports a clean new look for your event agenda allowing for a clear view of upcoming sessions at your event.

A Tour of the OnAIR Virtual Event Platform

OnAIR automatically adjusts to the type of participant logging into the platform:

- Event Attendee
- Presenter
- Exhibitor
- Live Support
- Control Room Participant

What an Attendee Sees in 2D Mode
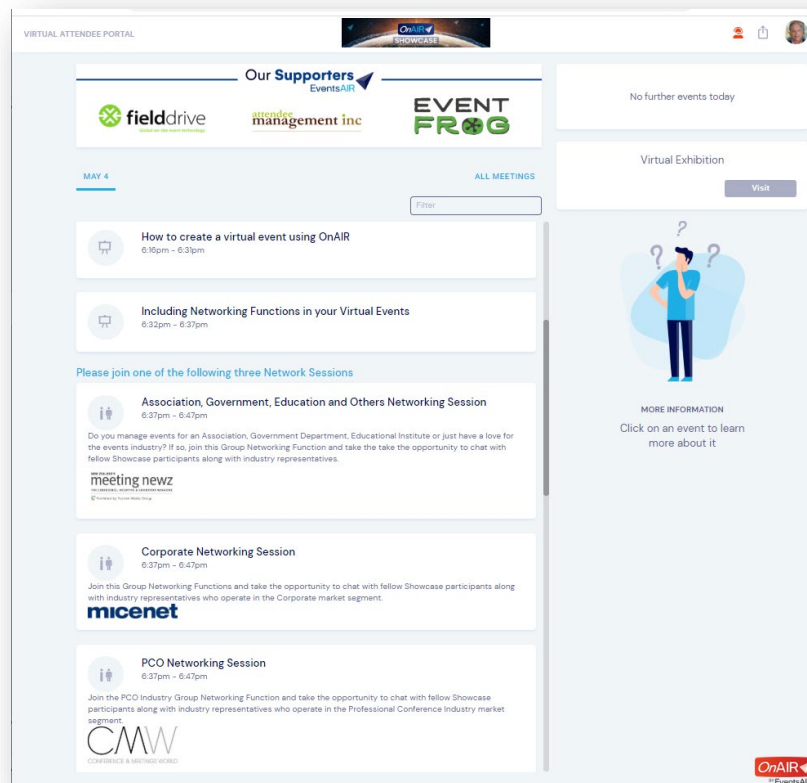
When an attendee logs into the OnAIR Portal, they will be presented with the attendee view, that includes their personalized timeline of sessions, functions and one-to-one meetings with exhibitors.

If active, they will also see links to a virtual exhibition and virtual poster sessions.

On the right side of the portal, they will see different options for any session, function or one-to-one meeting. These details change based on the timeline item that is currently selected.

If enabled, your virtual attendees can also see Meeting Hub, which is an attendee to attendee networking hub where attendees can search for other attendees, have video chats and exchange contact details.

What an Exhibitor Sees in 2D Mode
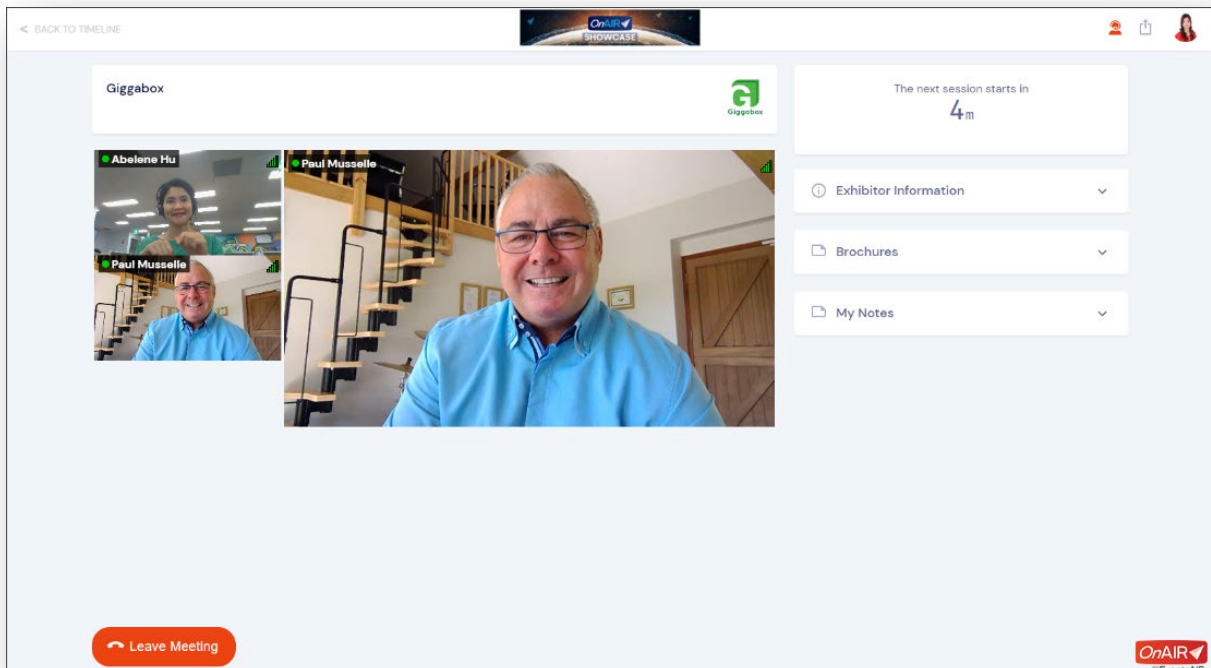
An exhibitor may see presentations and functions if they are signed up for them. Additionally, they will see all scheduled one-to-one meetings with attendees and icons for all team members that are part of their exhibition.

If one-to-one meetings are present, the exhibitor can choose different team members and assign them to specific one-to-one meetings.

What a Presenter Sees in AIRCast Studio
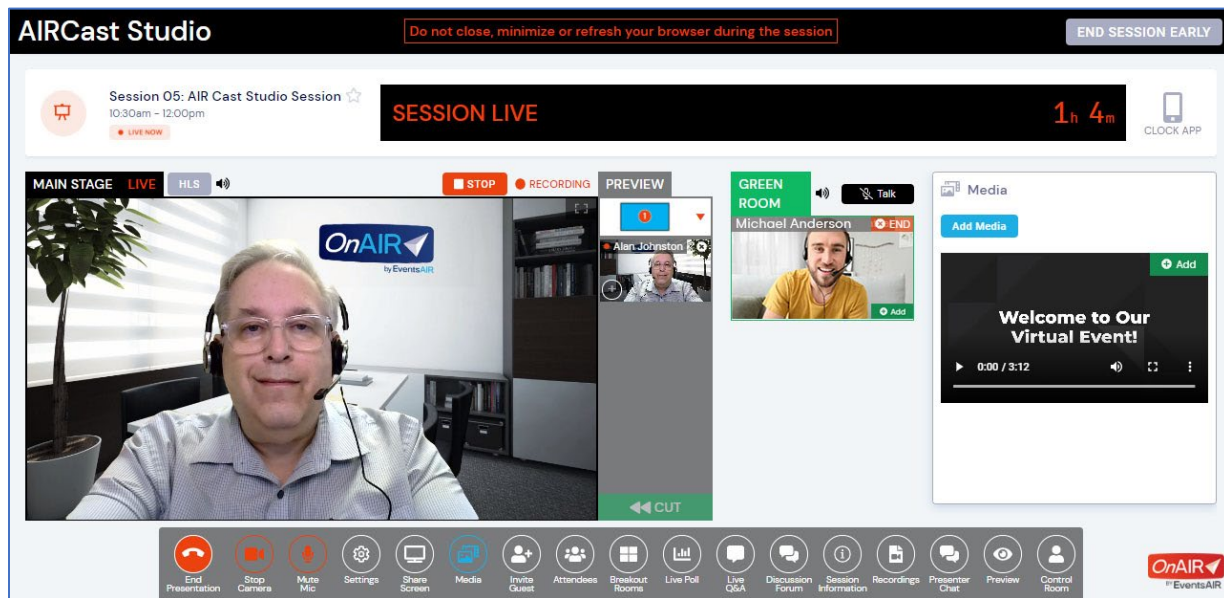
AIRCast Studio is the session production environment where you, your team and your presenters operate in to manage all content and presentations broadcast to your virtual attendees.

Every session powered by AIRCast Studio must have at least one Host assigned to it (via Session Roles or in the OnAIR Portal Settings).

The host is able to control up to nine feeds of content and arrange how they are displayed in the Main Stage.

You have a Green Room for your presenters to queue up in prior to presenting and you have a variety of powerful tools such as inviting external guests or attendees to present on the Main Stage.

You can also bring in media files such as videos or images, and you can also choose to create Breakout Rooms for your attendees to have face to face meetings in.

Please refer to the AIRCast and AIRCast Studio White Paper for additional information.

Streaming Service and Video Sharing Platform Licenses

Before you can start configuring the OnAIR portal, you will need to identify what types of virtual programming you plan to organize using the OnAIR Portal.

Once you decide, you will need to determine which streaming service and video sharing platform licenses you will need to obtain. Once you determine which licenses you need, you will need to obtain those licenses.

AIRCast

You can enable AIRCast for specific events and then use AIRCast to power your sessions as well as create special connections to work with external AV partners.

AIRCast is the ultra-low latency, live streaming platform built into OnAIR and powers all aspects of the OnAIR virtual experience, including:

- Sessions and Breakout Rooms
- Poster Presentations
- One-to-One video meetings in Live Support, Meeting Hub and Exhibitions
- Exhibitor Presentations
- Networking Functions and Group Conversations
- Live Host Broadcasts

AIRCast utilizes several streaming technologies and is fully managed within OnAIR. Once selected, the amount of time streamed to each viewer is billed to you at the end of each month's service.

AIRCast is an optional service and can be used in conjunction with existing technology such as YouTube, Vimeo, Zoom and Brightcove.

White Paper Resources

For more information about using AIRCast, please refer to the AIRCast and AIRCast Studio White Paper.

Please refer to the External Products You Need to Work with OnAIR for detailed license and connection details.

Delivery Mode	Platform or Service Required
AIRCast Studio	AIRCast Streaming Service
Webinar Session	Zoom Webinar
Webinar Session – Stream Zoom through AIRCast	AIRCast Streaming Service
Concurrent Session	Separate Zoom Webinar Licenses for each concurrent session OR AIRCast Streaming Service
Interactive Workshop	Zoom Meetings
Poster Presentation Session	Twilio or AIRCast
Virtual Exhibition Meetings	Twilio or AIRCast
Networking Functions	Twilio or AIRCast
Group Conversation Function	Twilio or AIRCast
Synchronized Video	Vimeo or YouTube
Video on Demand	Vimeo or YouTube
External RTMP Live Feed	AIRCast Streaming Service
Email Invitation Webinar	Zoom Webinar
Live Support	Twilio or AIRCast
Meeting Hub	Twilio or AIRCast
Control Room Host Live Feed	YouTube or Vonage Live Stream

Types of Virtual Content Available in the OnAIR Platform

There are many types of virtual experiences you can provide your virtual event attendees using the OnAIR Platform.

Sessions and Concurrent Sessions

Sessions and Concurrent Sessions are like a live event. These presentations can be presented live to the virtual audience either webinar style, pre-recorded, or as a live stream from a professional AV team.

Sessions can also be presented as Interactive Workshops where attendees can all speak and interact with each other.

It is important to note that Concurrent Sessions will require multiple licenses from your streaming service, and each license will need the webinar add-in with the appropriate number of participants included in the license.

Targeted Sessions

All sessions can be filtered, or targeted, to a specific subset of your virtual attendees.

For example, you may have two types of attendees: Educators and Administrators. You can set up two concurrent sessions, and you could designate one for Administrators and one for Educators, filtering on their registration types.

Live Stream Sessions

Live Steam Sessions are video feeds of live content, pushed through a video service such as YouTube or Vimeo. These feeds are typically generating by AV teams using professional studios and will often create professional content from multiple presenters or sources.

OnAIR simply connects to the feed in Vimeo or YouTube and it is presented live directly in OnAIR.

Pre-Recorded Sessions

On Demand Sessions are pre-recorded but can be viewed in their entirety any time a participant selects it within the OnAIR Timeline. On-Demand Sessions are perfect for briefings and session that participants need to access at different times during the event.

Synchronized Sessions simulate a live event in that they start at a scheduled time and run in real time just as if it were a live presentation. An attendee who arrives late will see the presentation at the correct point based on the time

You can have staff running Live Q&A during a Synchronized Session, simulating a live presentation experience.

Virtual Networking Sessions

Virtual Networking Functions lets your participants meet with other attendees and exchange contact details, a virtual equivalent of a networking event at a live event.

A Virtual Networking Function is a fun way to connect and network with other attendees.

When you first join a Virtual Networking Function, OnAIR places you in a group of 2-3 other attendees where you can engage in a video chat for a preset amount of time.

Here you can take notes and share contact details with other virtual attendees.

When the time expires you are placed into another conversation group. The length of each networking session and the size (2-4) is set by the event organizer.

Virtual Group Functions

A Virtual Group Function can be compared to a seated dinner, where the organizer chooses who sits at the table.

For these virtual group functions, the event organizer chooses which attendees are placed in the virtual group. Using the Table Allocation Tool, the organizer filters for specific attendees, based on any criteria they choose and then places them into specific groups!

Each group can be organized by any filter, such as special interests, registration type, marketing filters, anything you like. For example, you could ask attendees during registration to indicate what special interest group they are members of, and you can then create virtual groups for each special interest group.

Each group can be assigned staff, exhibitors, presenters or facilitators as needed, and attendees can exchange contact details with other group members.

Virtual Exhibitions

Virtual Exhibitions, like a live exhibition, is a place where exhibitors can interact with attendees in an exhibition hall. Exhibitors staff their virtual exhibition stands, and attendees wander around the hall, stopping by different stands and interacting with stand personnel.

When an attendee selects a stand they wish to visit, they can ask to have a virtual conversation with as specific exhibitor. The exhibitor sees a list of attendees in a queue and chooses one at time to have a video conversation with.

Exhibitors can share a PowerPoint side deck, and optionally, the interaction can be recorded.

Even if the virtual exhibition hall is not open, attendees can still visit it and view exhibitor profiles and download brochures in advance of the exhibit hall opening.

Virtual Poster Sessions

A Virtual Poster Session is like a live poster session where poster presenters stand by easels and attendees wander around the hall visiting presenters. Presenters make short presentations on their topic and interact with the visitors to their poster presentation.

Virtual Poster Sessions is very much the same as this. Virtual attendees review different poster presenters and when one interests them, they click into that presentation.

The poster presenter can choose they wish to present to (usually up to 10 attendees at a time) and present their topic. This is a one-way video chat where the attendees can view the presenter and their presentation materials. Attendees are able to speak with the poster presenter.

Attendees can also view or download presentation handouts and view a bio and a synopsis of the presentation.

Meeting Hub

At live events, attendees look for other attendees to connect, such as colleagues or friends.

Meeting Hub is the virtual equivalent, where attendees can search for other attendees, request meetings in advance or engage in virtual conversations on the spot.

The Meeting Hub can be accessed before or after sessions and will go into Do Not Disturb mode when virtual sessions are active.

Live Support
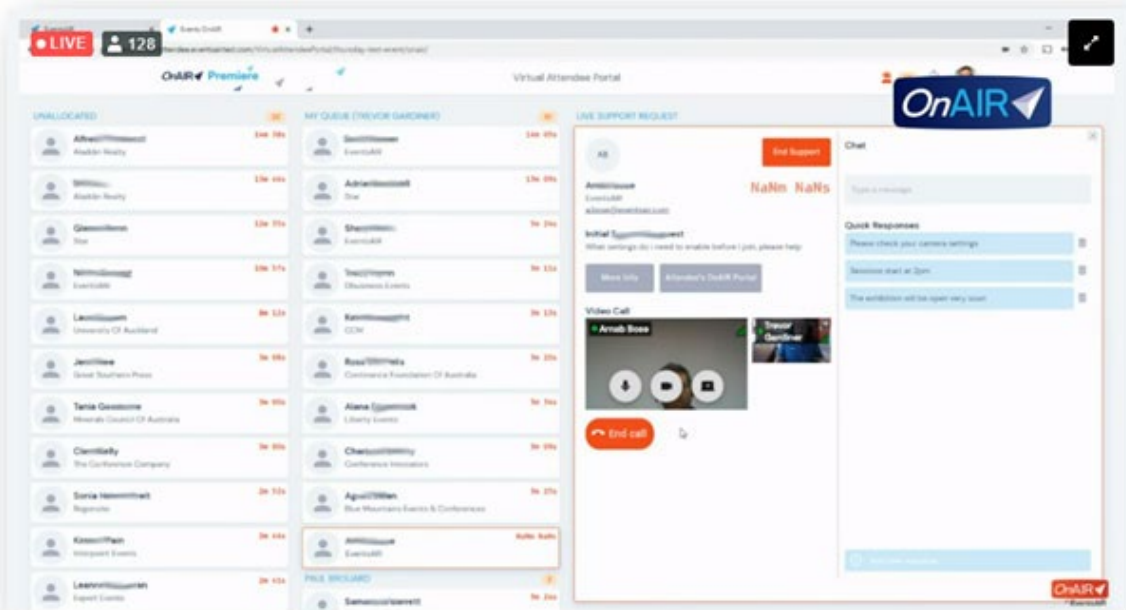
Live Support is a powerful tool for you to staff your OnAIR event with technical or customer support team members.

You can assign as many support team members as you wish, and this tool lets your attendees request support for either technical issues or more general questions about the program or the event.

Attendees can even return to the virtual event while waiting for a support person to reach the top of the support queue and have a video chat with them, answering their questions.

Think of it as your virtual concierge desk!

Planning for Virtual and Hybrid Events with OnAIR

When you are planning on holding a virtual or hybrid event, there are lots of things you may need to consider:

- What type of content will you deliver?

- How do you plan on delivering your content? Live webinar format or pre-recorded content? Will you have concurrent sessions or just plenary sessions?

- Will you work with professional AV teams providing you a live stream feed of your content?

- Will you offer virtual exhibitions, virtual networking functions or virtual group meetings?

Once you have created a broad vision for your virtual event, you can then start building your agenda and enabling the functionality that you wish to publish in the OnAIR platform.

What is a Hybrid Event?

Hybrid events are where you organize both a live and virtual event at the same time. Many event planners will be managing hybrid events and the EventsAir platform lets you design and publish both live and virtual programs from the same core platform.

What Type of Content Will You Deliver?

There are different types of content you can deliver in OnAIR:

- Session Content
- Static Content
- Interactive Content

Session Content are typically one-way presentations of information. Like a live event, virtual sessions can be large or small and delivered by one or more presenters.

These webinar style presentations can include:

- Live video and Audio
- Presentations such as PowerPoint slides and Video presentations

You can include interactive components such as Live Q&A during session presentations.

Static Content is information you provide to your virtual attendees that is fixed and is not presented by a live presenter. This can include:

- Agenda details
- Virtual exhibitor profiles
- Poster session slides
- Downloadable brochures

Interactive Content are the small interactions during a virtual event, such as:

- Instant meetings between attendees and exhibitors
- Prescheduled 1-to-1 meetings with exhibitors
- Poster presentations
- Virtual networking functions and group functions
- Live support video chats
- Meeting Hub video chats

Delivering Your Virtual Content

There are three primary ways you can prepare and deliver your virtual content in OnAIR:

Fully Pre-Recorded

This is typically YouTube or Vimeo, and these services are used to house your pre-recorded videos.

When you present pre-recorded videos in OnAIR, you can still offer Live Q&A in real time running in parallel with your pre-recorded content.

Live Presentation

These are streaming services such as Zoom Webinars. These services integrate with OnAIR to provide real-time presentations by one or more presenters.

Live Streaming with Professional AV Team

Your contracted AV team would use professional equipment, mix all output and stream directly via a video platform such as Vimeo or YouTube. OnAIR connects to this streaming output and displays it just like any other session.

What Will Your Sessions Look Like?

You have many options, all driven and managed in EventsAir and presented through the OnAIR Portal:

- Plenary Sessions
- Concurrent Sessions (you will need multiple webinar licenses)
- Targeted Sessions (filtered for a specific subset of your virtual audience)
- Live, Pre-Recorded, or a combination of both?

The Checklist for Setting Up and Configuring OnAIR

The following is the primary checklist items for setting up and configuring OnAIR for your virtual events and meetings.

This is the overview, and the following pages will walk you through the settings for each aspect of OnAIR.

Primary Checklist for Setting Up OnAIR

- ☐ Define Your Virtual Agenda
- ☐ Obtain Your Streaming Service License or Licenses
- ☐ Set Your External Connections
- ☐ Set Your Virtual Registration Types
- ☐ Configure Your Virtual Sessions
  - o Define Your Session Dates and Times
  - o If needed, enable Live Q&A and Live Polling
  - o Set session roles. This includes a Host role if you are using AIRCast Studio
  - o Enable OnAIR Settings for Each Session
- ☐ Configure Your Virtual Poster Sessions (Premium License)
- ☐ Configure Your Virtual Networking Functions
- ☐ Configure Your Virtual Group Conversations
- ☐ Configure One-to-One Meetings with Meeting Matching (Premium License)
- ☐ Configure Virtual Exhibitions (Premium License)
- ☐ Configure and Publish Your OnAIR Portal
- ☐ Test Your Virtual Event
- ☐ Go Live!

External Connections or Using the Built-In AIRCast Platform

When you are building your virtual sessions, you are able to choose different services to power each session.

OnAIR works with external services such as Zoom Webinars, as well as a built-in service called AIRCast available for your use.

You are responsible for obtaining external licenses for Zoom and then create external connections in EventsAir.

Alternately, you can enable AIRCast for specific events and then use AIRCast to power your sessions as well as create special connections to work with external AV partners.

AIRCast is the ultra-low latency, live streaming platform built into OnAIR and powers all aspects of the OnAIR virtual experience, including:

- Sessions and Breakout Rooms
- Poster Presentations
- One-to-One video meetings in Live Support, Meeting Hub and Exhibitions
- Exhibitor Presentations
- Networking Functions and Group Conversations
- Live Host Broadcasts

AIRCast utilizes several streaming technologies and is fully managed within OnAIR. Once selected, the amount of time streamed to each viewer is billed to you at the end of each month's service.

AIRCast is an optional service and can be used in conjunction with existing technology such as YouTube, Vimeo, Zoom, and Brightcove.

For more information about using AIRCast, please refer to the AIRCast and AIRCast Studio White Paper.

Setting Your External Connections

In addition to the built-in AIRCast Streaming Service, OnAIR works with different external streaming and webinar platforms such as Zoom, Twilio, Vimeo and YouTube.

- Webinar platforms such as Zoom are used to power your sessions, concurrent sessions and targeted sessions.

- Video platforms such as Vimeo or YouTube are used to store pre-recorded videos for playback in the OnAIR portal.

- Twilio is as platform used to power your small interactions, such as video chat, exhibitor instant meetings, virtual networking and group functions, Live Support and Meeting Hub.

You will need to review your program size and format and choose what services best fit your program. You are responsible for obtaining your licenses for the services you wish to provide in OnAIR.

Please note that you will also need multiple licenses if you plan on offering concurrent sessions.

Also, it is important to remember that you will need to make sure your webinar licenses provide for the maximum number of participants you expect to host.

External Connections White Paper

Please visit the EventsAir Help System to view a white paper on working with external connections. This white paper details how to sign up for and located the required programming details that you will use to set up your External Connections in EventsAir.

Normally, external connections are set up one time and used for all virtual events that you plan to produce.

Setting Your Virtual Attendee Types

Since OnAIR is built on the EventsAir platform, your virtual events can parallel your live events in most ways.

One important tool is your ability to create different registration types for your events, and within each, designate specific registration types to be virtual attendees.
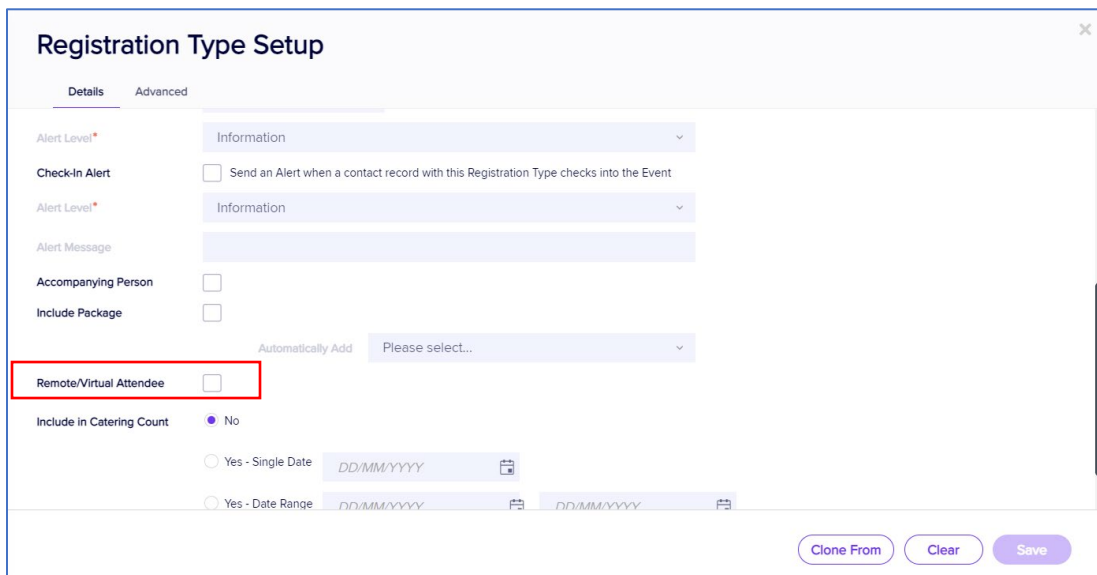
This is a powerful way to create hybrid events, where you are selling different registration types based on if they are attending a live or a virtual event.

You can even allow live attendees to view virtual content as well.

There are two areas to be aware of when setting up registration types:

Registration Type Setup

When creating a registration type that you want to allow virtual access to, it is a simple matter of checking the Remote/Virtual Attendee box for the specific registration type.

Whenever you designate a registration type to be a "Virtual Attendee" you are then able to reference that setting when configuring sessions and functions for Live Stream Access.

When you are setting up sessions, you are about to set the Live Stream Access. This is where you set how a specific session of function is viewed by attendees, and there are two options, as shown in the Live Streaming Access settings:

Creating Virtual Sessions in OnAIR

Sessions and Concurrent Sessions are like a live event. These presentations can be presented live to the virtual audience either webinar style, pre-recorded or as a live stream from a professional AV team.

Sessions can also be presented as Interactive Workshops where attendees can all speak and interact with each other.

NOTE: It is important to note that Concurrent Sessions will require multiple licenses from your streaming service, and each license will need the webinar add-in with the appropriate number of participants included in the license.

Additional Session Formats

Targeted Sessions - All sessions can be filtered, or targeted, to a specific subset of your virtual attendees.

Live Broadcast Sessions – these are video feeds of live content pushed through a video service such as YouTube or Vimeo, typically generated by professional studios. OnAIR simply connects to the feed in Vimeo or YouTube and it is presented live directly in OnAIR.

Setting Up Virtual Sessions

Follow these steps to set up virtual sessions or concurrent sessions in OnAIR.

1. Create your **new session** in EventsAir.

2. If you are creating concurrent sessions be sure to assign the appropriate **Track Number.**

3. Open the **OnAIR Tab.**

4. Enable **Live Streaming**.

5. Select the **Live Stream Access** you want to assign for this session.

6. Choose **Webinar** or **AIRCast Studio** for Delivery Mode.

7. Select your **Pre-Opening Option.**

8. If required, choose to **disable automatic session** end (this affects the rest of your schedule)

9. If desired, you can choose to make a **pre-recorded video** available to attendees in the OnAIR Portal.

   If you enable this option, you will also need to select the **video platform** and the specific **video ID** for your pre-recorded video. You may need to return to this setting once you upload your video and obtain the video ID.

10. Choose the **Live Streaming Platform** you want to assign to this Interactive Session.

11. Select **Save** to save your settings.

    See session setup panel next page.

☑ Enable Live Streaming

Live Stream Access (OnAIR and App)
- ○ All Attendees
- ● All Virtual Attendees
- ○ Virtual Attendees who registered for this session
- ○ Target Group ▽

Delivery Mode
- ● AIRCast Studio
  - ☑ Enable Breakout Rooms
  - ☐ Enable Remote Projection
  - ☐ Enable Closed Captioning
  - ☐ Stream to AV Partner
  - ☐ Lite Mode (Simplified functionality)
- ○ Webinar
- ○ Interactive Workshop
- ○ Poster Presentation Session
- ○ Live Broadcast
- ○ Synchronized Video
- ○ Video On Demand
- ○ External RTMP Live Feed through AIRCast
- ○ Email Invitation Webinar (does not use OnAIR Portal)

Pre-opening
- ● Accessible 15 minute before start time
- ○ Accessible * [60] minutes before the session start time
- ○ Accessible anytime

Pre-opening Type	Please select... ⌄
Video IDs	Eg 892323, 232ar323, 3ad4oW1
Image	Browse

Post Session

Post Session Type	Please select... ⌄
Video IDs	Eg 892323, 232ar323, 3ad4oW1
Image	Browse

Automatic Session End
- ☐ Disable automatic session end to allow presenters to present beyond the session end time

Recording
- ☑ Make recording available to attendees in the OnAIR Portal App

Platform*	Vimeo ⌄	Video ID*	756992591

Session Entry Terms & Conditions

☐ Enable Session Entry Terms & Conditions

Heading* [   ]

Text* [   ]

Text For "I Agree" Button* [   ]

3D Mode Scenes

- ☐ Use a different Auditorium Scene for this session (instead of default Auditorium)
- ☐ Use a different Breakout Room Scene for this session (instead of default Breakout Room)
- ☐ Use a different Poster Presentation Room Scene for this session (instead of default Poster Presentation Room)

Remote Attendee Mode

Session Thumbnail Browse

Delete   Save

Setting Up a Live Broadcast Session

Live Broadcast sessions are typically generated by professional AV or streaming companies using studios and professional studio mixing.

These services will broadcast their Live Broadcast through Vimeo or YouTube, and it is a simple process to connect your OnAIR session to that Live Broadcast.

Follow these steps to set up virtual sessions or concurrent sessions in OnAIR.

1. Create your **new session** in EventsAir.

2. If you are creating concurrent sessions, be sure to assign the appropriate **Track Number.**

3. Open the **OnAIR Tab.**

4. Enable **Live Streaming**.

5. Select the **Live Stream Access** you want to assign for this session.

6. Choose **Live Broadcast** for Delivery Mode.

7. Enter the **Vimeo** or **YouTube video ID** for the broadcast. This will be set up as a Live Broadcast and will have a RTMP stream set up in Vimeo or YouTube. You will simply need to copy the Video ID for that stream.

8. Select your **Pre-Opening Option.**

9. If required, choose to **disable automatic session** end (this affects the rest of your schedule)

10. If desired, you can choose to make a **pre-recorded video** available to attendees in the OnAIR Portal.

    If you enable this option, you will also need to select the **video platform** and the specific **video ID** for your pre-recorded video.

11. Choose the **Live Streaming Platform** you want to assign to this Interactive Session.

12. Select **Save** to save your settings.

Creating Targeted Sessions and Functions

OnAIR offers a powerful feature where you can target filter selected attendees to view a specific session, workshop, virtual networking function or virtual group conversation.

This is done in Live Stream or Virtual Function Access.

Simply select the Target Group Option and then filter for the specific attendee type you wish to give access to.

You can filter on any aspect of the EventsAir database, including:

- Registration Types
- Marketing Tags
- Contact Details such as Country
- Any other data field as required

Pre-Recorded Sessions

You have two types of pre-recorded sessions in OnAIR:

- On Demand Sessions
- Synchronized Sessions

On Demand Pre-Recorded Sessions

On Demand Recordings are pre-recorded and can be viewed in their entirety any time a participant selects it within the OnAIR Timeline. On-Demand Sessions are perfect for briefings and sessions that participants need to access at different times during the event.

For example, you may wish to provide an Exhibitor Briefing or an Introduction to OnAIR Briefing that attendees can access and view any time they wish prior to the start of your virtual event.

Synchronized Pre-Recorded Sessions

Synchronized Recordings simulate a live event in that they start at a scheduled time and run in real time just as if it were a live presentation. An attendee who arrives late will see the presentation at the correct point based on the time.

For example, you may wish to feature a keynote presentation from a presenter who lives in a different time zone. When you pre-record the session, you can start it at the scheduled time, and it runs exactly as if it were a live session.

Setting Up Pre-Recorded Sessions

When you are setting up your sessions, you can check one of two options in the Delivery Mode section of the OnAIR settings:

When you choose either option, you will be prompted to enter the video ID of your pre-recorded video.

Information on uploading videos to Vimeo or YouTube and obtaining the Video ID can be found in the White Paper on **External Products You Need to Work with OnAIR**, available in the EventsAir Help System.

Interactive Workshops

Interactive Workshops are like sessions except that all participants can speak and share screens with all other participants. This is like a Zoom meeting where all participants can interact with each other.

Interactive Workshops can have as many participants as your Zoom Meetings license allows.

Setting Up an Interactive Workshop

1. Create your **new session** in EventsAir.

2. Open the **OnAIR Tab.**

3. Enable **Live Streaming**.

4. Select the **Live Stream Access** you want to assign for this session.

5. Choose **Interactive Workshop** for Delivery Mode.

6. Select your **Pre-Opening Option.**

7. If required, choose to **disable automatic session** end (this affects the rest of your schedule)

8. If desired, you can choose to make a **pre-recorded video** available to attendees in the OnAIR Portal.

   If you enable this option, you will also need to select the **video platform** and the specific **video ID** for your pre-recorded video.

9. Choose the **Live Streaming Platform** you want to assign to this Interactive Session.

10. Select **Save** to save your settings.

Virtual Networking Function

Virtual Networking Functions lets your participants visit with other attendees and exchange contact details, a virtual equivalent of a networking event at a live event.
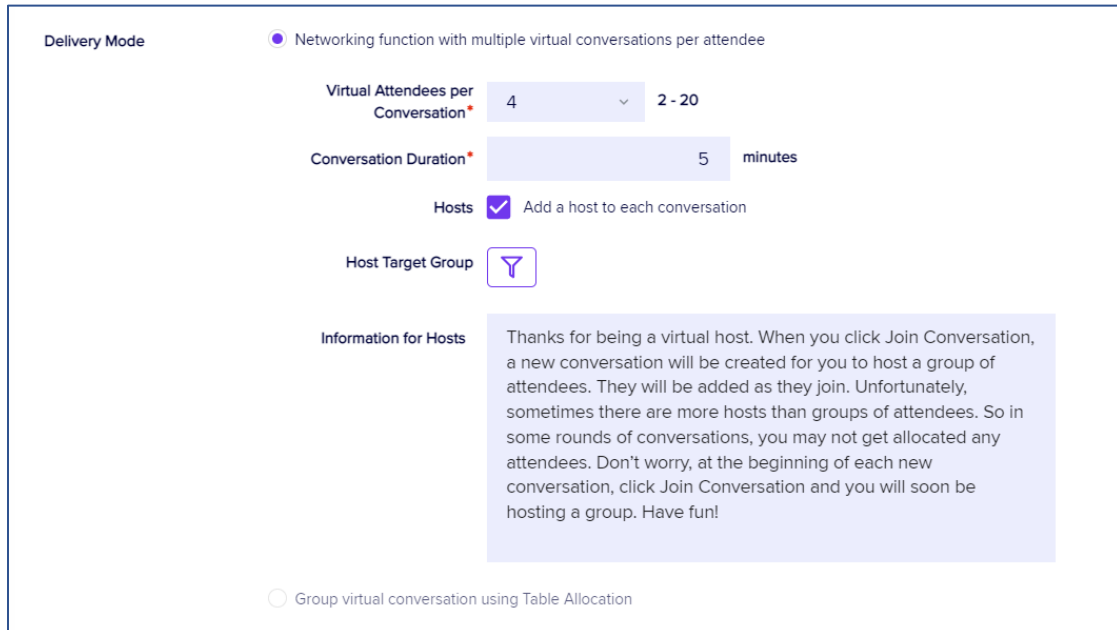
When an attendee first joins a Virtual Networking Function, OnAIR places them in a group of 2-3 other attendees where you can engage in a video chat for a present amount of time.

When the time expires, each attendee is placed in another conversation group. The length of each networking session and the size (2-4) is set by you.

Setting Up a Virtual Networking Function

1. Set up your **function** in Function Setup.

2. You can set up **more than one networking function** at the same time using the track setting.

3. Open the **OnAIR Tab.**

4. Enable **Virtual Attendance in the OnAIR Portal.**

5. Select the **Virtual Function Access** you want to assign for this session.

6. Choose **Networking Function with Multiple Virtual Conversations per Attendee** for Delivery Mode.

7. Select the number of **Virtual Attendees Per Conversation (2-4).**

8. Enter the **Conversation Duration**, in minutes. When setting this number, remember to consider the overall length of your networking function.

9. If you wish to assign a Host to this networking function, check the Hosts check box.

10. Filter for your hosts. For example, you could filter on staff registrations, or for a subgroup of attendees based on a marketing tag or other item in their contact records.

11. Review, and if needed, edit the default information text for Networking Function Hosts.

12. Select **Save** to save your settings.

13. **Create** and **Save** a default fee type for this function.

Virtual Conversation Groups
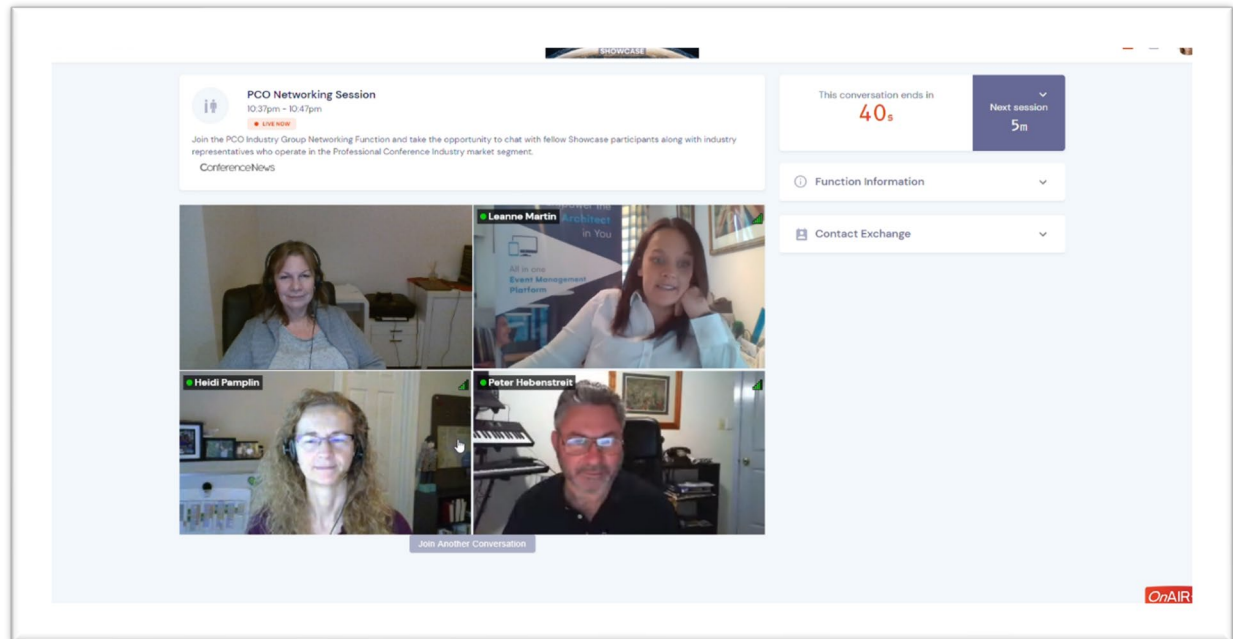
Virtual Conversation Groups are assigned groups of attendees, placed in a group for video conferencing and interactions.

You can compare a Virtual Conversation Group to a seated dinner where the organizer chooses who sits at the table.

For these virtual group functions, the event organizer chooses which attendees are placed in the virtual group. Using the Table Allocation Tool, the organizer filters for specific attendees, based on any criteria they choose and then places them into specific groups!

Each group can be organized by any filter, such as special interests, registration type, marketing filters, anything you like. For example, you could ask attendees during registration to indicate what special interest group they are members of, and you can then create virtual groups for each special interest group.

Each group can be assigned staff, exhibitors, presenters or facilitators as needed, and attendees can exchange contact details with other group members.

Configuring Virtual Conversation Groups

1. Set up your **function** in Function Setup.

2. You can set up **more than one Virtual Conversation Group** at the same time using the track setting.

3. Select **Enable Table Allocation.**

4. Select the **Table Plan** tab.

5. Drag and drop in a table for each **Virtual Conversation Group** you wish to organize.

6. Add a **descriptive label** and **number of attendees** (seats) to the table settings.

Note: You won't need to set any other settings as this is only being used to assign attendees to a specific conversation group.

7. Save your **Table Plan.**

8. Open the **OnAIR Tab.**

9. Enable **Virtual Attendance in the OnAIR Portal.**

10. Select the **Virtual Function Access** you want to assign for this session.

11. Choose **Group Virtual Conversation Using Table Allocation** for Delivery Mode.

12. Select **Save** to save your function.

13. **Create** and **Save** a default Fee Type for this function.

Assigning Attendees to a Virtual Conversation Group.

1. Navigate to **Express Actions.**

2. Select **Function Table Allocation.**

3. Open the **Virtual Conversation Group** you just created.

4. Just like a seated function, you can use the different tools to:

   - View Allocated or Unallocated Attendees

   - Search for specific groups or subgroups of attendees

   - Drag and drop chosen attendees to specific Virtual Conversation Groups (tables)

5. Remember, you can also search for specific attendees, such as staff members, sponsors or presenters to service as a host or facilitator for each Virtual Conversation Group.

Setting Up the OnAIR Portal

The OnAIR Portal is the central hub where all virtual event programming takes place.

OnAIR provides your attendees, exhibitors and presenters with a single, simple to use platform allowing them to access a variety of virtual programming, such as presentations, one to one meetings, virtual poster sessions, virtual networking sessions, ad-hoc meetings between attendees and virtual exhibitions.

The OnAIR portal knows whether an exhibitor, presenter or attendee has logged in and provides the correct view of the timeline and other options appropriate to the attendee type who has logged in.

Configuring the OnAIR Portal Details Tab

- App Name – enter the display name of the app here.

- Alias - set the unique portion of the URL here.

- Copy URL and Copy QR Code - click on the desired button to copy the URL or QR Code to your clipboard.

- Brand - select your desired Brand, set up in the EventsAir Brand Editor.

- App Live From & To Dates - choose the date range that users can access this portal.

- App Pre-Open - define the Heading and Message shown to users who attempt to access this portal before it is live.

- App Closed - define the Heading and Message shown to users who attempt to access this portal after it has closed.

- Analytics View - enter your Google Analytics account information here.

Configuring the OnAIR Portal Localization Tab

All global Localization settings for Language are configured in Application Settings, Language. Open the App Store tab and select the App you are working with. Note that changes made in Application Settings will affect all events.

However, you can still make unique local changes for each portal in each event, here in the Portal Setup.

- Override App Default Language - tick to enable this feature.

- Base Language - choose the language for this Portal.

- Search - to speed up find a text string in the list, you can filter the list with the Search field.

- Original - the original text string.

- Language Override - enter the text for the Language you want. This will default to the setting from Language Setup for this app, but you can also change it here if you need a special text string unique to this portal.

Configuring the OnAIR Portal's Content Options

App Settings

- **Portal Name** – Enter the name of your Portal here

- **Sign-In Screen Image** – Upload your sign-in page image here. Note the image dimensions should be exactly 890 pixels wide by 940 pixels high

- **Header Bar Image** – Upload your header bar image here. Note the dimensions should be exactly 360 pixels wide by 50 pixels high

- **Disable Device Check** – Normally, the first time someone logs in, the OnAIR portal performs a camera and microphone check. Checking this box will disable this login-in process

- **Enable Single Device Login** – this option will only allow one login for a specific email address. If a second login is detected, the first instance will be automatically logged out.

- **Sign-In Option** – This is where you can choose the sign-in process to the OnAIR Portal:

    – Account Email and Password created on an Interactive Site

    – Primary Email and Pin

    – Either

- Pre-Open Early Access – there are four options you can choose f rom allowing different types of early access to the OnAIR portal:

    – Allow Exhibitors to access OnAIR before the "Live From" date

    – Allow Presenters/Session Hosts/AV Partners to access OnAIR before the "Live From" date

    – Allow Live Support Agents to access OnAIR before the "Live From" date

    – Allow Admins (Control Room/Analytics/3D Builder) to access OnAIR before the "Live From" date

- **Privacy Default** – Choose either First Name Plus Initial or Full Details. This controls what contact information is displayed in Meeting Hub, Exhibitions and more

- **Portal Mode** – This option lets you set which portal mode will be used for this instance of OnAIR:

    – 2D and 3D Mode

    – Remote Attendee Portal

- Virtual Name Badge Options – this is where you can set several settings regarding how attendee badges are displayed in OnAIR:

    – Show Registration Category on Virtual Name Badge. When checked, registration group names are shown in a colored band underneath each attendee's name

    – Exclude a specific registration category from being viewed in OnAIR (such as staff)

- **Enable Attendee Counts** – If enabled, attendee numbers are displayed in the Control Room and presenter views in OnAIR

- **Welcome Video** – This option lets you set a specific video in Vimeo, YouTube or Brightcove to be played the first time an attendee logs into OnAIR

- **Only Include Agenda Items when Location Is** – this option lets filter the view of agenda items, showing agenda items associated with a specific location (set in session or function settings)

- **Resource Gallery Name** – set the name for your Resource Gallery here

- .

2D Mode Settings

This is where you set the themes as well as specify the look and feel of different elements, such as buttons, cards and fonts in 2D Mode.

Specific options include:

- **Theme** – choose from a palette of different. Each select theme can be previewed in the Style window

- **Header Background Color** – choose the color of your header background here

- **Primary Brand Color**

- **Background Color**

- **Background Text Color**

- **Button Style** – choose the style of your buttons here

- **Card Style** – choose the style of your cards here

- **Padding** – the level of padding you want around buttons and cards here

- **Font –** choose the standard font for your OnAIR portal here. You can preview and select from a large selection of Google Fonts by selecting the View Google Fonts button to the right

- **Agenda Color –** checking this box will use pre-defined Agenda colors in OnAIR

3D Mode Settings (Optional)

If you have purchased 3D Mode, you will be able to turn on different areas of OnAIR and provide access to the 3D Mode Builder.

Areas of 3D Mode you can choose to enable include:

- Exterior/Sign-In
- Lobby
- Auditorium Lobby
- Auditorium (default)
- Breakout Room (default)
- Function Room (default)
- Poster Lobby
- Poster Presentation Room (default)
- Exhibition Stand (default)

Remote Attendee Portal Settings

Remote Attendee Portal is an easy-to-deploy environment with very little settings to manage. Choices you can make include:

- Font Family
- Theme (Dark or Light)
- Show Sessions by Theme
- Show Sessions by Track
- Show Sessions by Date
- Show Sessions by Recordings
- Show Keywords
- Enable Agenda

You will create your own Session Thumbnails for each session as you wish in the OnAIR tab of each session setup. Each thumbnail should be created at 1920x1080 pixels can be graphical artwork or images.

Portal Sponsors Settings

You can choose up to ten sponsor images along with their corresponding URLs and descriptions.

- Sponsor Image
- Sponsor URL
- Sponsor Description

Please note the image size of 870 px wide x 155 px high. This is a useful area for other messaging in addition to sponsor promotion.

Sessions

These options let you define how presentation papers are made available to virtual attendees.

- **Presentations Module: Include Presentations when Paper Status Is –** this option defines what paper status indicates that a presentation is to be included in a session

- **Handout Widget: Include These Presentation Documents –** this option lets you choose which presentations to make available for download in the Handouts Widget

- **Include Keywords –** checking this box will display any keywords associated with as specific session in the session description and agenda

- **Live Q&A Widget–** check this box if you wish to include the thumbs down option in Live Q&A as well as allowing anonymous questions to be posted from attendees

- **Discussion Forum –** this option enables the Discussion Forum for all sessions and poster presentations. These are informal discussions between attendees and presenters

- **AIRCast Sessions –** this is where you can enter the email addresses of global AIRCast Session hosts, camera operators as well as AV Partners who will be accessing live streams coming from AIRCast Studio

- **Enable Remote Device Connection –** this option enables you to use the Remote Device Manager to connect PTZ cameras, remote projection and audio at a remote location and stream it into AIRCast Studio at a different location
  - The Remote Device Access Code is what you will give your onsite team to access the Remote Device Manager
  - Remote Projection Standby Image (Landscape and Portrait) – you can create your own standby image to use for projectors or LCD panels at your live event with your own standby message
- **Resource Gallery** – the resource gallery is an area of OnAIR where attendees can access pre-recorded sessions, session recordings, exhibitor handouts/videos, and poster presenter handouts and videos.
- External RTMP Live Feed – this offers two options for your default RTMP Stream:
  - Primary- SLDP Ultra Low Latency
  - Backup - HLS

AIRCast Session Lower Third Graphic

Lower Third Graphics are used to show a presenter's name and either organization or title in a graphic overlay on the broadcast feed. This graphic can be customized with your choice of colors, transparency, line elements and logos.

Design Options

- **Theme -** choose from a selection of themes that offer a starting point of preselected fonts, colors and styles.

- **Line 1 Font and Color** - choose the font and color for line one, which is typically the presenters full name.

- **Line 2 Font and Color** - choose the font and color for line two, which is typically the presenter's organization, position or country.

- **Line 2 Data** - choose what information to display on line two:

- **Organization**

- **Position and Organization**

- **Country**

- **Background** - select the background color or image here. Backgrounds can be solid or transparent.

Style Options

Choose the style and design elements for your Lower Third Graphic here. Options include:

- First Name Uppercase

- Last Name Uppercase

- Line 2 Uppercase

- Horizontal Line

- Vertical Line

Images

You are able to display a logo on the left side of the Lower Third Graphic. This logo needs to be 132x132 pixels in size, and should be a PNG file for transparency.

Preview

The preview area provides you with a preview of what your lower third graphic looks like.

Poster Sessions

If you offer a poster presentation, you have different types of information you can display. These are:

- **Presentation Information Display Options**
    - **Display Options**
        - Authors and Affiliations
        - Theme and Sub Theme
        - Biography
    - **Main Presentation Document**
        - Select the main presentation document that can be downloaded by attendees
    - **Include Presentations when Paper Status Is**
- **Handouts Widget**
    - **Include These Presentation Documents** – choose which presentation documents you want to make available in the handout's widget associated with this specific poster presentation
- **Live Q&A Widget–** check this box if you wish to include the thumbs down option in Live Q&A as well as allowing anonymous questions to be posted from attendees
- **Discussion Forum –** this option enables the Discussion Forum for all sessions and poster presentations. These are informal discussions between attendees and presenters
- **Document Upload –** check this option to allow poster presenters to upload documents and enter Video URLs for their specific presentations

Resource Gallery Options

If you have a large number of poster presentations or have poster presentations across multiple time slots, you may consider enabling a poster gallery section in the Resource Gallery.

When enabled, the Poster Gallery displays all poster presentations in a searchable grid, across all available poster presentation times. Attendees can preview videos or handouts for each presentation, view presentation information and presentation times.

Attendees can also mark specific presentations as favorites, and when they select the Favorites filter, only selected poster presentations are displayed.

Poster Gallery options include:

- **Enable Poster Gallery** – check this box to enable the Poster Gallery

- **Poster Gallery Name**

- **Poster Gallery Instructions**

- **Main Document for Poster Gallery** – select the main presenter document to show in the gallery card for each poster presenter. This can be a video or a document

- **Secondary Document for Gallery** – select the secondary presenter document to show in the gallery card for each poster presenter. This can be a video or a document

- **Number of Documents Per Page** – enter the number of Poster Presenter Gallery cards to display on each page

Functions

- **Enable Meeting Hub Widget** – select this option to enable the Meeting Hub widget for this specific function. This creates connections between attendees and lets them continue these connections in the Meeting Hub.

Exhibition

These settings let you enable a virtual exhibition in OnAIR and configure related options, such as:

- **Enable Virtual Exhibition** – check this box to enable the Virtual Exhibition in OnAIR

- **Exhibition Access for Attendees** – this option lets you target specific attendees by applying filters as needed

- **Selected Records** – this option lets you target specific exhibitors or all exhibitors to have access to the Exhibitor functions of OnAIR

- **Exhibition Name** – enter the exhibition name here

    – **Heading**

    – **Description**

- **Meet Button Text** – enter the text for the button that allows attendees meet with an exhibitor

- **Enable Exhibitor Analytics** – this option enables statistical and reporting data for your exhibition that is accessible in the Analytics Dashboard

- **Enable Ability to Set No Show for Prescheduled meetings**

- **Exhibitor Profile Widget** – **Exhibitor More Information** – choose the Merge Doc that contains additional information about a specific exhibitor. This is set up in Merge Docs, typically without a header and you simply merge in content from the Exhibitor Contact Record

- **Attendee Profile Widget – Attendee More Information** - choose the Merge Doc that contains additional information about a specific attendee. This is set up in Merge Docs, typically without a header and you simply merge in content from the Attendee Contact Record

- **Options** – you can enable the following Virtual Exhibition Options:

  - **Enable Lead Management Widget** – this displays Lead Management profile questions define by each individual exhibitor from within the Exhibition Portal

  - **Enable Meeting Recordings (not available in AIRCast)**

  - **Enable Video Brochure Gallery** – when enabled, each exhibitor can enter video URLs that will display in a gallery view at their stand

  - **Enable FAQ Widget** – this option enables the FAQ Widget. Exhibitors can enter in questions and answers to commonly asked questions and visitors to the stand can view this FAQ a any time

  - **Enable Live Presentations** – this option lets your exhibitors schedule live presentations at their virtual stand

  - **Enable Request Info** – when enabled, attendees visiting a stand when the exhibition is closed can select Request Info. If Lead Retrieval Profile Questions are set, these are presented and the Exhibitor will be alerted to send materials to the attendee

- **Advanced Search** – you can define up to five Marketing Tags that have been entered in advanced by each exhibitor (either during registration or by the meeting organizer). These Marketing Tags are used by attendees in the Advanced Search option when searching for virtual exhibitors

- **Resource Gallery** – when enabled, attendees are able to view a gallery of Exhibitors displayed in preview cards. Each card displays the exhibitor details and makes it easier to view large numbers of exhibitors at your virtual event

- **Number of Documents per Page** – set the maximum number of documents viewable on each page

Meeting Hub

Meeting Hub is the location where attendees can search for other attendees, request meetings and have video chats with other attendees. Settings include:

- **Enable Meeting Hub** – select this option to turn on Meeting Hub in OnAIR

- **More Info Button** – select the Merge Doc you've created to display additional details about this attendee. You will use a Merge Doc without a header, and you simply insert merge fields as needed from the contact section of the attendee's record.

- **Meeting Hub Profile Survey** – this is a short survey that attendees complete in advance to participating in Meeting Hub. This is a short survey you create in the communications panel, using survey questions you've created n survey setup. You should keep these profile questions simple, usually check boxes or radio buttons.

- **Disable Meetings**

- **Meeting Date Range** – you can set the available times and dates for attendees to create scheduled meetings with other attendees

- **Create New Connections in Meeting Hub** – You can allow all attendees or a targeted selection of attendees to be able to create new connections.

  Please Note: all attendees can access the meeting hub to accept and manage their connections. only attendees identified here will be able to view and search other attendees and request connections.

- **Calls, Chats and Messages** – This option, when checked, allows calls, chats and messages to be sent between attendees that have connected in the Meeting Hub

Live Support

Live Support is a service you can provide your virtual attendees by providing technical content or other support throughout your OnAIR program.

- **Enable Live Support** – select this option to enable Live Support in OnAIR

- **Live Support Team Email Addresses –** enter the email address for each person assigned to staff Live Support during your OnAIR program

- **Additional Info Merge Doc** - choose the Merge Doc that contains additional information about the attendee the support agent is speaking with. This is set up in Merge Docs, typically without a header and you simply merge in content from the Attendee Contact Record

- **Live Support Welcome Text** – enter the welcome message you want each virtual attendee to see when they fill out a support ticket

Control Room

Control Room is a behind-the-scenes area where an event organizer can perform several actions, such as:

- **Enable Virtual Control Room**

- **Virtual Control Room Team** – Lets you assign who will access and staff the Virtual Control Room

- **Play Sound 30 seconds before timeline item starts** – this option plays a "Starting Soon" sound track 30 seconds before a timeline item begins. This can be any audio track, including chimes or a person announcing that the next timeline event is starting soon

- **Starting Soon Sound MP3 File** – enter the MP3 of the Starting Soon Sound here. Please make sure the sound is a maximum of 4 seconds in length

  Note: There is a library of MP3 files you can access that is located in the OnAIR Resource Page in the EventsAir Help System

Analytics Dashboard

The Analytics Dashboard is a powerful set of real time statistics as well as an extensive reporting function.

You can now view real time exhibitor statistics and poster session analytics that both show useful data such as number of attendees in meetings and queues as well as numbers of brochure downloads and more.

The Reporting Panel provides detailed reporting across all aspects of your OnAIR programming, including the option to export your reports. A new report category called Attendee Journey has been created that details every step of each attendee's OnAIR experience, from login to logout.

Settings Include:

- **Enable Analytics Dashboard**

- **Dashboard Access Email Addresses** – enter the email addresses of all authorized parties allowed to view the Analytics Dashboard.

Please Note: Reports in the Analytics area of OnAIR are accessible for 30 days.

Help

- **Heading –** enter the heading for your help page here

- **Content –** enter any help content in the HTML Editor here. The Help page is prepopulated with a variety of FAQ questions and answers you can use as part of your help page

Advanced Style Settings (Premium License Only)

You can now customize all of the graphic elements found throughout the OnAIR portal, change the background image and upload custom style sheets and JavaScripts as needed.

These enhanced customization options require the Premium license or a per-event upgrade to Premium.

Please refer to the White Paper managing your advanced style options in the OnAIR portal for additional information.

EventStream

EventStream is the private social network for both live and virtual events. Your options include:

- **Enable EventStream**

- **Heading**

- **Instructions**

- **Icon (Standard or Custom)**

- **Icon Colors 1-6**

- **Post Background Colors 1-6**

- **Post Text Colors 1-6**

- **Allow Photo/Video/Image Uploads**

- **Allow Attendees to Tag Each Other**

- **Tagging Records** – this option allows attendees to tag all other attendees or selected Attendees within EventStream

Creating Virtual Exhibitions (Premium License)

Virtual Exhibitions, like a live exhibition, is a place where exhibitors can interact with attendees in an exhibition hall. Exhibitors staff their virtual exhibition stands, and attendees wander around the hall, stopping by different stands and interacting with stand personnel.

Planning for Virtual Exhibitions

Like a live exhibition, a virtual exhibition consists of exhibitors purchasing stands for the exhibition. You will use the same exhibitor management tools in EventsAir, including the Exhibitor Portal, Meeting Matching and Exhibitor Lead Retrieval.

It is useful to remember that your attendees can preview the Virtual Exhibition at any time during their OnAIR experiences. When they are previewing, attendees can preview Exhibitor information and if present, download handouts from the Exhibitor company.

Setting Up Exhibitors

When you are engaging with your exhibitors, you will want to make sure you are receiving:

- Head Shots
- Exhibitor Company Profiles
- Exhibitor Company Logos
- Company Brochures in PDF format for downloading by attendees

These will all display in the OnAIR portal and you will want to make sure these items are in place as they display as part of the exhibitor presence.

Setting Up Your Exhibition Hours

1. Navigate to the Setup Panel and select Exhibition.

2. Open Virtual Exhibition Hours.

3. Select Add Time Slot.

4. Enter the Date, Start Time and End Time for your Virtual Exhibition.

5. If you are holding your Virtual Exhibition at multiple times, enter additional schedules as needed.

Settings in the OnAIR Portal

Select and enable the following options to configure the Virtual Exhibition in the OnAIR Portal.

- **Enable Virtual Exhibition** – Check this box to enable the Virtual Exhibition in the OnAIR Portal

- **Exhibition Name** – Enter the name of your virtual exhibition here

- **Exhibitor Profile Widget - Exhibitor More Information** - Choose the Merge Doc that contains additional information about the Exhibitor. This is set up in Merge Docs, typically without a header and you simply merge in content from the Exhibitor Contact Record

- **Attendee Profile Widget – Attendee More Information** - choose the Merge Doc that contains additional information about the. This is set up in Merge Docs, typically without a header and you simply merge in content from the Attendee Contact Record

- **Lead Management Widget – Enable Lead Management Widget** – choose this to enable the Lead Management Widget. If you are providing lead management at your event, this widget will display the profile questions each exhibitor would ask of the visiting attendee. These responses plus details the visiting attendee is tracked and reported in in the Exhibitor Portal as part of the Lead Management functionality.

Creating Poster Sessions (Premium Version)

A Poster Session allows a presenter to present a small presentation to a group of attendees at the same time. Attendees can see you and your virtual poster, which can be a slide, image, or anything you want.

Ideally, you would be presenting information from a single slide (poster), just like a regular live poster presentation.
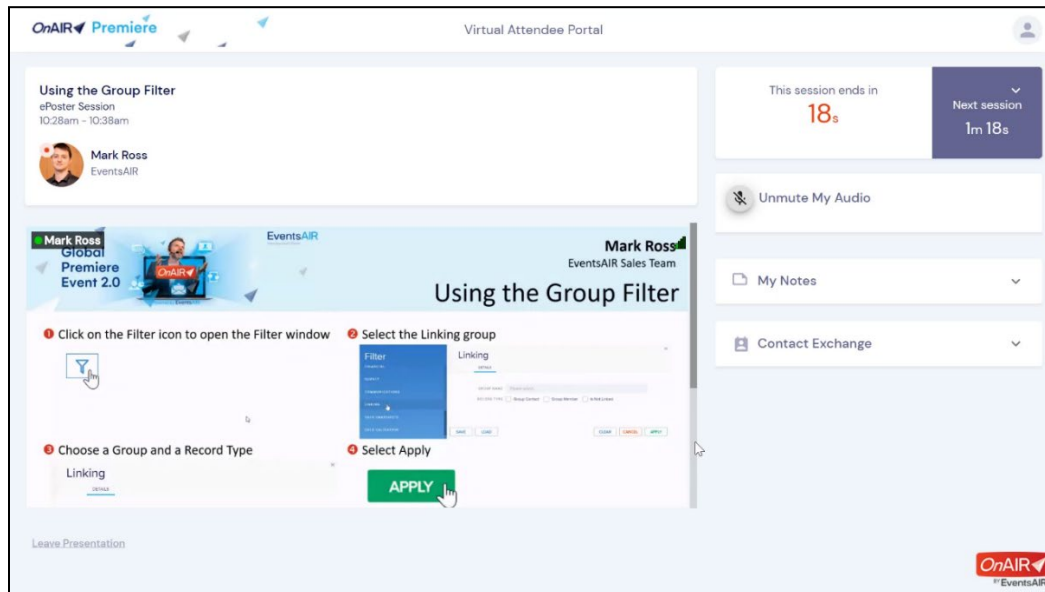
Setting Up a Virtual Poster Session

1. Create your **new session** in EventsAir.
2. Open the **OnAIR Tab.**
3. Enable **Live Streaming**.
4. Select the **Live Stream Access** you want to assign for this session.
5. Choose **Poster Presentation Session** for Delivery Mode.
6. Select your **Pre-Opening option**
7. Choose the **Live Streaming Platform** you want to assign to this Interactive Session.
8. Select **Save** to save your settings.

Sponsor Advertising Options
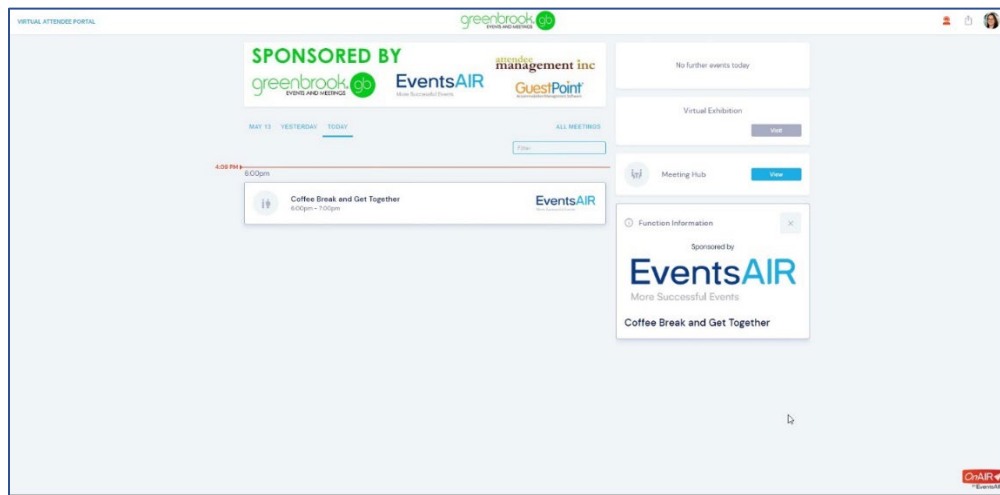
Sponsor Advertising gives you the ability to provide your Sponsors with exposure in the OnAIR Portal. Following are the options available:

- **Portal Sponsorship** - Add sponsor logos to a rotating image panel above the timeline in the OnAIR Portal
- **Session or Function Sponsorship** – Add sponsors to a session or function in the timeline.

Adding Sponsor Logos to the Portal Sponsorship

1. Navigate to the **Online panel** in EventsAir.

2. Open the **OnAIR Portal** in the App Store**.**

3. Select the **Content** tab.

4. Select the **Portal Sponsor** menu option.

5. Click on **Add** to browse and select the image file.

6. Repeat step 5 for up to 5 images. If you have more than 5 sponsors, you can include them in one image.

7. Select **Save** to save your settings.

Adding Sponsor Logos to Functions or Session

Each session or function sponsor will need to have an attendee record in the event. The record will need to have a Sponsorship item with the logo added.

1. Create or edit your **session or function** in EventsAir.

2. Open the **Sponsor** tab.

3. Select **Add Existing Contact** and select the record with the sponsorship item.

4. Select **Save** to save your settings.

The OnAIR Virtual Control Room
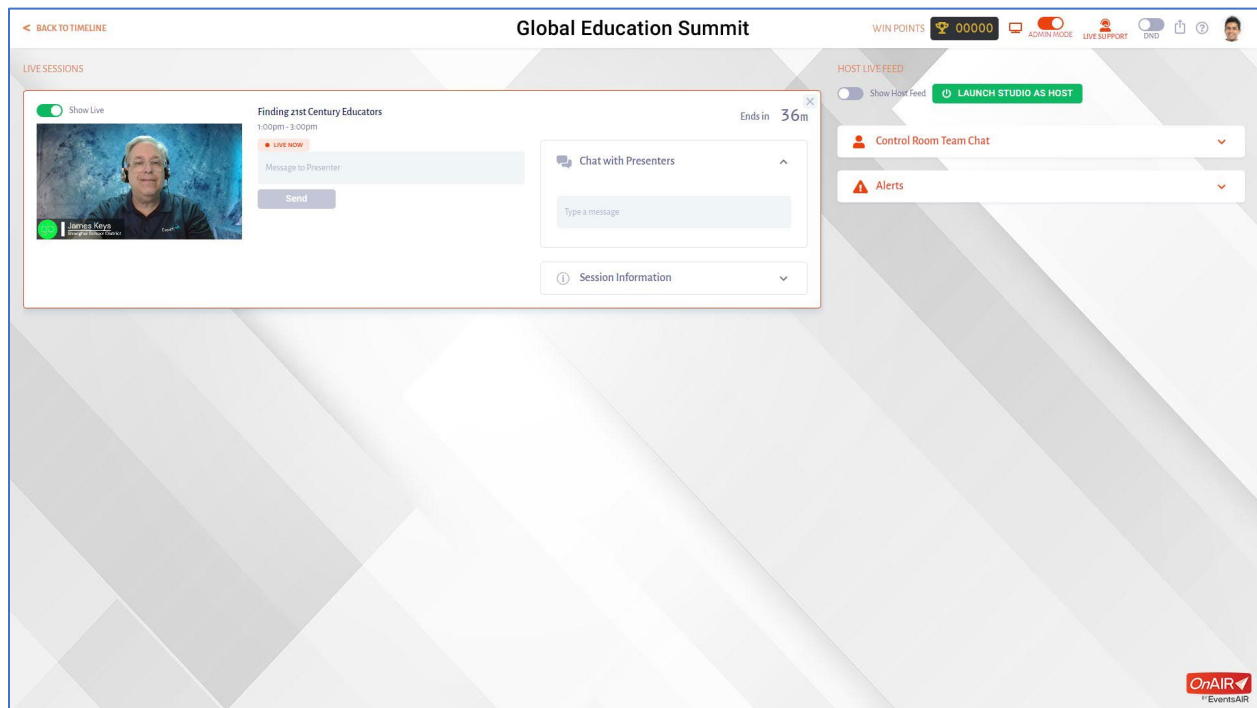
The Virtual Control Room is an administrative view of your entire OnAIR virtual program. Consider this a room where assigned technical and event staff can gather to perform many administrative tasks:

- View all current and upcoming sessions
- Send out Instant Alerts to specific sessions and their presenters
- Preview all sessions, both currently running and those that are upcoming
- View data on the number of attendees currently participating in a session
- View the number of presenters that are logged in to the presenter view
- View a timer for all upcoming sessions and functions
- Engage in Presenter Chats
- Engage in Team Chat (all persons working in the Virtual Control Room)
- Transmit a Live MC Video Feed to attendees
- Send out different types of alerts
- Access Admin Mode to check individual sessions

Instant Presenter Alerts

You can send an instant alert message to the presenters of a specific session. This is a great way to give them instant feedback about a specific situation.

For example, if the presenter is not sharing their screen or if their microphone's muted, you can enter a message, like this that will go out to all presenters in that session.

This alert appears in a red alert box that assures that the presenter will view it immediately.

Session Preview with Analytics

For any session in your OnAIR program, you are able to see a preview of what the attendees are seeing right now in that session.

That's a great way for you to make sure that the presenters are delivering their presentations without any challenges with their audio or screen sharing. You can also see what the attendees are seeing.

There are some analytics you can view in real time:

- You can see the number of attendees that are participating in a specific session at the current time.

- You can also see the number of presenters that are logged in to the presenter view, which is covered in the next lesson.

Presenter and Team Chats

With Presenter Chat, you can send out messages to all presenters currently in Presenter View for a specific session. For example, this is useful if you want to remind all presenters to turn on their microphones and cameras.

If you're operating as a virtual group and you're separated in different locations, you can use the control room team chat to communicate with all other administrators assigned to the control room.

Live MC Video Feeds

Host Live Feed is an option that allows you to push a video stream of your host or Master of Ceremonies to attendees.

Your live feed would typically be a YouTube live broadcast, which is easily setup up in the OnAIR portal's set up section.

Once that is done, you'll see the live stream preview coming through. This would typically be your conference host, who's going to be telling attendees when to move into different sessions, just like at a live event.

You can also set where the Host Live Feed is broadcast to. The default is to all attendees not currently in sessions or meetings.

You can also select specific sessions and broadcast the live feed to all attendees in the selected session. This is useful if a session ends early and the host just wants to communicate with the group.

Finally, you can choose to broadcast the Host Live Feed to all attendees. This should only be for short announcements as attendees could be on calls, in video meetings, functions or sessions.

When you're ready to broadcast, just select the Go Live button. OnAIR will give you a five second countdown and then whatever is displayed in the Preview stream will now display in a small window with an audio and video feed for attendees.

At any time, you can end the host broadcast and that will close the small host video screen in the OnAIR portal.

This is a valuable tool to help keep your attendees entertained and organized in between sessions.

Alert Options

The last tool we will look at is alerts, which lets you send alerts out to all the attendees through the OnAIR portal.

These alerts can be one of four types:

- **Important alerts**, which displays in red and it grabs people's attention.

- **Information alerts** used for providing general information.

- **Timeline refresh alert**, which are quite important because it will prompt attendees to click a refresh button in the message that is displayed.

  This is useful if you've added additional sessions or functions that weren't in their timeline when they logged in.

  If you make changes to an existing session time, or name of a session or a presenter, those will update instantly without the attendee needing to do anything.

  But if it's a new session, then they do need to do a refresh and this alert is a great way to tell them that.

- **Presenter Alerts** are for all presenters who are currently in the presenter view.

  For example, if you have four concurrent sessions and the previous session is running two minutes late, you could alert all four presenters about this delay and they should delay the start of their presentations by two minutes.

Whichever alert type you choose, just enter a headline and message then press send, and the alert is sent instantly.

Admin Mode

Another powerful tool that administrators have access to is Admin Mode. If you are authorized in the Control Panel you will see a toggle where you can turn on or off Admin Mode.

In Admin Mode, you will see every session and function that is available to any attendee. Even if some sessions were filtered out because of your registration type, in Admin Mode, you will see all sessions.

Admin Mode is a great tool for you to check that every session has been set up correctly.

In Admin Mode, it doesn't matter when the session is due to start, you can click on the session and select review, and that will let you into that session.

- If that session is a pre-recorded or synchronized video, that would start playing.

- If that session was a live broadcast and the stream was available, then you would see that live stream.

- If the session was a webinar and the webinar was active, then you would see that webinar.

In Admin Mode, you are getting access into the session ahead of when the attendees could get in.

You can also click on the Admin Info Widget and review a display of key set up information for a specific session.

Admin Mode is a powerful tool for you, as the event organizer, to perform a final check, making sure that you have set everything up correctly.

Putting it All Together

The following list are suggestions on the ways you can approach the planning and implementation of a virtual event. As always, you will use the tools and processes that best suit your organization.

Designing Your Agenda

The agenda builder is great place to build your program, whether live or virtual. In virtual events, the flow and timing of your sessions and functions is especially important to visualize, and the agenda builder provides an interactive way to build, view and adjust your virtual agenda.

A few suggestions when designing your agenda:

- Think about scheduled start and end times

- Allow adequate times within a session. It's OK to have it end a minute or two earlier than planned!

- Time between sessions is also important. Remember, your virtual attendees need time for personal breaks, and they can also preview a Virtual Exhibition if you have one

- Meeting Hub is another way for attendees to engage and connect with other attendees during breaks

- Virtual Exhibitions can be viewed even when not open, providing a way for your virtual attendees to previewed prior to the exhibition being open

- Remember to include clear and concise descriptions for all sessions and functions

- Consider your participant time zones

Creating Your Event in EventsAir First

It's important to remember that EventsAir, first and foremost, is a complete, end-to-end event management tool. Whether your event is live, virtual or hybrid, you have a common platform for managing communications, registrations, profile tracking, reporting and more.

Virtualizing Your Event

No matter what type of event you are creating, everything starts with defining sessions, functions, exhibitions, sponsorships and registrations. Once you have your program in place, it's very easy to "virtualize" these items and start the process of testing your virtual event.

Testing and Practicing

It is crucial to test your virtual event several times well in advance of your actual event. While setting up a virtual event in OnAIR is straightforward to accomplish, there are many different moving pieces and you want to make sure you and your team are comfortable with how these processes operate.

A few reminders:

- Large sessions will need to be started by virtual meeting manager directly in your webinar platform

- You can always use the Virtual Global Education Summit Sandbox Event to test your connections and processes before building a live virtual event

- Take the Fast Track training on Virtual Events – this training takes you through a structured series of lessons covering all aspects of the OnAIR platform

- Allow yourself a little time to become familiar with the tools and processes surrounding virtual events

Running a Virtual Event in OnAIR

An important consideration in running an OnAIR event is having someone on your team actually "run" the event from behind the scenes.

This includes running OnAIR from the Control, a powerful environment that lets you test all connections, recordings and provides single location for sending out alerts, chats and other communications.

Running a Hybrid Event in EventsAir and OnAIR

If you determine that your event will have both onsite and remote attendees, you are able to easily configure your event for this hybrid format.

Using EventsAir and OnAIR, you can deliver all session content live to remote attendees, leverage the existing live event production and manage your event as a single cohesive event, not two separate events!

In some cases, you could even grow your event income and profitability by adding remote attendance as an added benefit – it's no longer a necessity simply for health and safety concerns.

EventsAir provides you the infrastructure and technology to take your live sessions, both plenary and concurrent, and stream them to your remote attendees.

Additionally, you can integrate your remote presenters with your onsite presenters and bring all presenters to the onsite stage as the OnAIR platform.

Since this technology is already incorporated in EventsAir, you can produce hybrid events at very low costs – you can manage all aspects yourself with the existing platform or contract with EventsAir to provide needed services to produce your hybrid content.

EventsAir is already hybrid enabled, and both onsite and remote attendees are able to network and connect with fellow attendees (both onsite and remote) as well as engage with presenters, exhibitors, sponsors and more.

Please contact EventsAir Account Services at accounts@eventsair.com and we will be happy to arrange a consultation with your team.