



OnAIR and AIRCast Studio Production Checklist

Introduction

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 Studio is used by three primary types of users:

- AIRCast Studio Hosts and Alternate Hosts
- AIRCast Studio Presenters
- AIRCast Studio Virtual Attendees

This document provides an overview of requirements and checklist items for each category of AIRCast Studio participants.

Communication with Your Virtual Attendees

Virtual attendees participate in AIRCast Studio sessions through OnAIR, and as such do not have any special hardware requirements.

All attendees logging into the OnAIR Portal for the first time will be given the opportunity to **allow and select** the camera and microphone for their browser.

Suggested Action Items for Your Virtual Attendees

- Send Registration Confirmation Email
- Send Invitation to Pre-event Portal Visit/Check Audio and Video
- Send Email with Link to Portal via auto login token and/or email address and PIN. **It is important to test** all links inserted into email communications are fully tested at the time you actually send the email.



AIRCast Studio Presenters

Presenters in AIRCast Studio require a personal computer with adequate performance to manage their presentations and video feeds. The following are our recommended hardware requirements for presenting in an AIRCast Studio session:

- Always use a wired internet connection
- Use a minimum i5 processor with 8GB RAM (i7 with 16GB is ideal)
- All pre-recorded videos shared by presenters should not exceed the technical specifications of 720p resolution and 2Mbps bitrate. Also, all pre-recorded videos shared via the Media Panel must reside on the presenters' local hard drive
- When sharing screens, always make sure that screen is set to 1280 x 720 resolution (720p)

It is also strongly recommended to remind your presenter that their computers are allocating all computing resources to the operation of AIRCast Studio, and they should shut down all non-essential programs. This includes any virtual background programs as this technology can also use a large amount of resources on the local computer.

Suggested Action Items for Your Presenters

- Send presenter acceptance email
- Communicate hardware requirements as shown above to all presenters
- Send introductory Presenter PDF and/or Presenter Explainer Video
- Schedule rehearsal to practice presentation within the AIRCast Studio Environment. It is important the presenters use the same computer, Internet connection and presentations that they plan to use at the live event
- Review process for managing Live Polls, Live Q&A and the external session clock
- Review presenter suggestions for audio, video, removing distractions and preparing a space with good lighting, no backlighting, and an uncluttered space behind the presenter
- Review with your presenters their monitor layout. While one monitor is functional, two monitors make it much easier to work in AIRCast Studio and manage screen shares, locate files for the media panel and more



AIRCast Studio Hosts

If you are a host managing an AIRCast Studio session, your computer hardware is working with up to nine streams of content that can include video streams, media such as video, images and audio, and your own connections to AIRCast Studio if you are also presenting in the session.

The following are our recommendations for hosting an AIRCast Studio session:

1. Always use a wired connection
2. Close any background software such as Outlook, Slack, Skype, Teams etc. and close any unnecessary browser tabs
3. Use a minimum i5 processor with 8GB RAM if you are the Host (i7 with 16GB is ideal)
4. When sharing screens, always make sure that screen is set to 1280 x 720 resolution (720p)
5. Set up at least one additional Host. If the broadcast experiences any challenges, an alternate host can click Replace Host and take over. This will resolve most technical issues and all presenters continue without interruption
6. Do not minimize or put the AIRCast Studio into the background at any time as this will cause the broadcast to stop
7. Disable Sleep and Power Saving options on your PC
8. Ensure your pre-recorded videos do not exceed the technical specifications of 720p resolution and 2Mbps bitrate
9. Each presenter (on the Main Stage or in the Green Room) requires some of your CPU. The maximum is 16 presenters or streams at any one time
10. Periodically use the Preview button and check the Broadcast Preview. This will show you what attendees are seeing and hearing
11. Plan to use at least two monitors
 - a. One monitor will be used for AIRCast Studio processes
 - b. One monitor will be used to display screen shares and locate any media you plan to share via the media panel



AIRCast Studio Host Checklist

- Confirm that you, alternate hosts, and presenters have a wired internet connection
- Confirm that you, alternate hosts, and presenter's hardware meet suggested minimum requirements
- Communicate to all hosts and presenters to close all non-essential software programs
- Communicate to all hosts and presenters to turn off all Sleep and Power Saving Options
- Discuss with your presenters and hosts how to properly share video files through the media panel
- Discuss with your alternate hosts what their responsibilities are, such as managing Live Q&A, Live Polling and to work with presenters with the Green Room
- Discuss with your alternate hosts about what circumstances require an alternate host to replace the current host
- Communicate with presenters and alternate hosts that if they are sharing videos via the Media Panel, the videos must reside on their local hard drive and that videos must be 720p resolution
- Test your AIRCast Studio session with your alternate hosts, confirming that present, Media, green room and other operations work as required
- Schedule rehearsals with presenters with the smallest numbers you can easily manage (based on the number of presenters in a specific session, for example)
- If you are using PTZ cameras (for a hybrid event) be sure to test your connect and camera movement well in advance of your session time and date



- Prior to rehearsals, make sure all hosts of AIRCast Studio sessions have practiced how to use the green room and layouts for the Main Stage. This includes:
 - Reviewing the different available layouts
 - Remembering that you can be setting up a new layout and the current presenter is never interrupted or paused
 - Practicing the use of the Spotlight and Full Screen buttons in most of the available layouts
 - When bring in media from the Media Panel, remember that you control the start, stop, pause and fast forward of the video directly in the Media Panel

- During rehearsals, make sure that presenters understand the use of:
 - Green Room
 - Presenter Controls
 - Share Screen
 - Media Panel



AIRCast Studio Alternate Hosts and Moderators

If you are assigned an alternate host or session moderator for an AIRCast Studio Session, you are performing many of the same functions as a primary host.

Areas you are not managing:

- Main Stage Layouts
- Attendee Interactions
- External Guest Invitations
- Creating and Managing Break Out Rooms

Areas You can Manage Include:

- **Green Room** – You can check in with presenters in the green room (great for audio and video checks)
- **Live Q&A Moderation** – you can star questions for priority response, answer questions via text entry, and if enabled, moderate questions in advance
- **Live Poll Management** – you can create live polls and manage the visibility to attendees and sharing of live poll results
- **Primary Host Substitution** – if the primary host experiences any difficulties, you are able to select the Replace Host option and take over hosting responsibilities

Please review the Primary Host checklist on the previous page as most of these suggestions and specifications apply to you as an alternate host or moderator.



A Few Notes About Shared Videos

It is important to remember that all videos should be shared through the Media Panel, not through a screen share.

As noted in the above checklists, all videos should be rendered at 720p (1280 x 720), 25 frames per second (FPS) with a maximum 2 Mbps bit rate.

If you right click on your video files and select properties and details, you can check the Frame width is 1280, frame height is 720, total bitrate is less than 2000 kbps (which is 2Mbps) and frame rate is 25

There are several ways you can make sure your videos meet these important settings:

- One option is that you can use a conversion program such as Wondershare Uni Converter which will enter your settings, and then it will automatically re-render your video exactly as you need it.
- Another option is to upload your video to Vimeo or YouTube and then download it at 720P.
- If you record a session with your presenters directly in AIRCast studio, you don't have to worry about this as your recordings are already optimized for replay in any future session.