

EventsAir

**events**air 



Creating Virtual Events  
Using the OnAir Platform



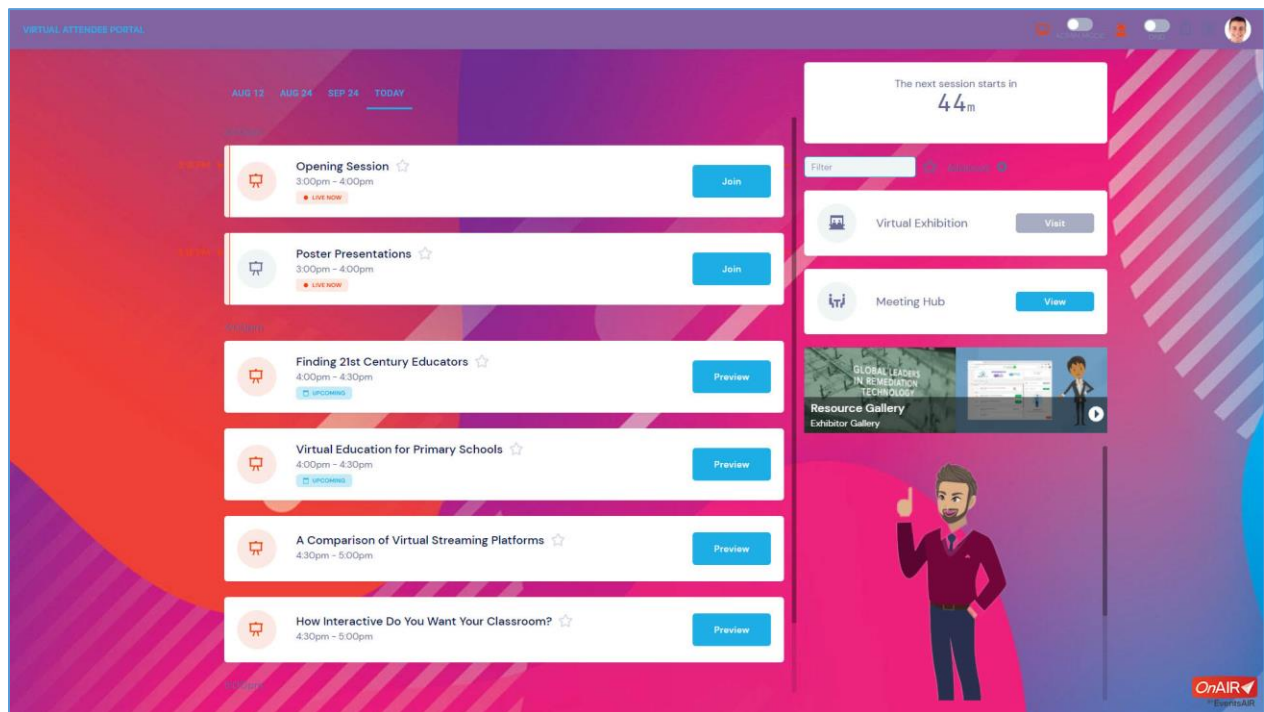
## Creating Virtual Events with the OnAIR Virtual Event Platform

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## Creating Virtual Events with the OnAIR Portal

### Introduction



The OnAIR Portal is a virtual event platform designed as a central hub for all aspects of your virtual and hybrid events.

This white paper covers the set up and operation of your Virtual Events using the OnAIR portal. Please refer to the White Paper titled **Planning for Virtual Events Using the OnAIR Portal** for a comprehensive introduction to the types of virtual programming you can provide using the OnAIR Portal.



## The Checklist for Setting Up and Configuring OnAIR

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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
  - Define Your Session Dates and Times
  - If needed, enable Live Q&A and Live Polling
  - Set session roles. This includes a Host role if you are using AIRCast Studio
  - 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!



## **Streaming Service and Video Sharing Platform Licenses**

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

Once you decide, determine which streaming service and video sharing platform licenses you will need and link them to EventsAir.

### **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.

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

## Setting Your External Connections

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OnAIR works with different streaming and webinar platforms such as Zoom, Twilio, Vimeo and YouTube.

- Webinar platforms such as Zoom are used for 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.
- Video platforms such as Vimeo, YouTube or Vonage are used to generate live stream connections that you or your professional AV team uses to live stream session content directly to OnAIR (Note: Vonage is used specifically to generate Host/MC Live Feeds)
- Twilio is a platform used for smaller video interactions, such as exhibitor instant meetings, virtual networking and group functions, Live Support video chats and Meeting Hub video chats.

You will need to review your program size and format and choose what services best fit your event. 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 to offer 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 in each session.

### 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 locate the required programming details that you will use to set up your External Connections in EventsAir.

Typically, 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 for virtual attendees.

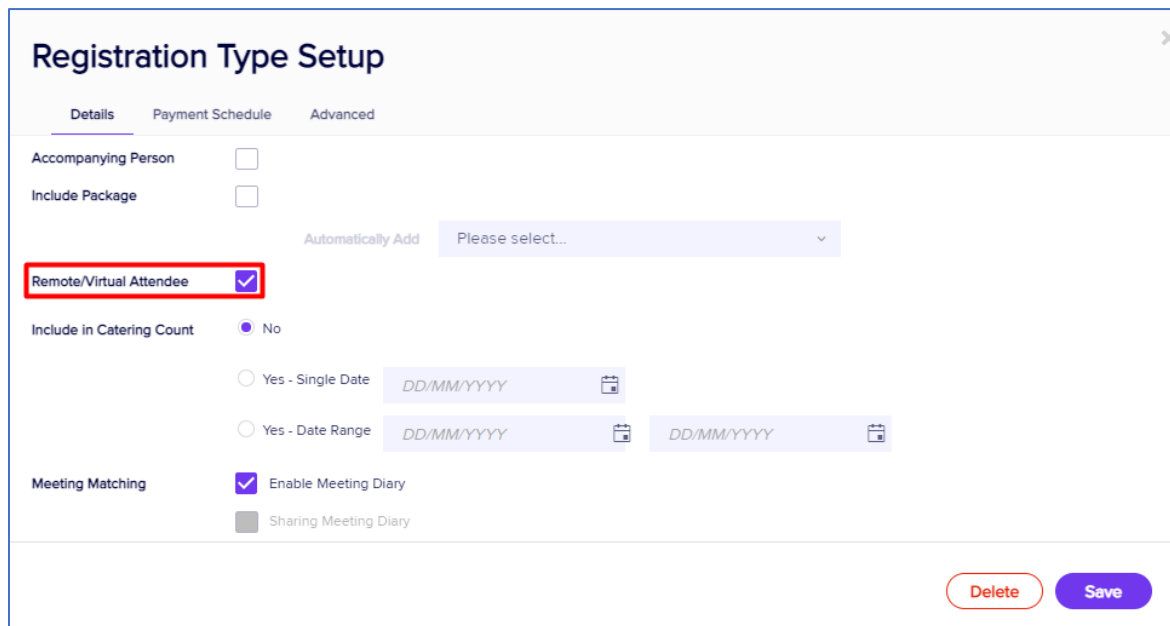
This is a powerful way to create hybrid events, where you are selling different registration types based on live or virtual attendance.

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 for Virtual/Remote Attendees, check the Virtual Attendee box for that specific registration type.



The screenshot shows the 'Registration Type Setup' form with the following fields and options:

- Details** | Payment Schedule | Advanced
- Accompanying Person
- Include Package
- Automatically Add
- Remote/Virtual Attendee**  (highlighted with a red box)
- Include in Catering Count  No
- Yes - Single Date
- Yes - Date Range
- Meeting Matching  Enable Meeting Diary
- Sharing Meeting Diary
-





Checking this “Remote/Virtual Attendee” box allows EventsAir to reference that setting when configuring sessions and functions for Live Stream Access.

Then, when you set up sessions, use Live Stream Access to set how attendees view a specific session or function. There are multiple options for allowing Virtual Attendees access, as shown in the Live Streaming Access settings:

A screenshot of the "Live Stream Access (OnAIR and App)" settings panel. It contains four radio button options: "All Attendees", "All Virtual Attendees", "Virtual Attendees who registered for this session", and "Target Group". The "Target Group" option is selected, indicated by a blue dot and a blue filter icon to its right. The entire panel is enclosed in a blue border.

All Attendees gives all registered attendees (live or virtual) access.

All Virtual Attendees only gives access to attendees with a registration type that has “Virtual Attendee” enabled.

Virtual Attendees who registered for this session lets you limit the virtual audience to a smaller group who need to have registered for the session.

You can also filter to create a very specific target audience, which we’ll discuss later.



## Creating Virtual Sessions in OnAIR

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Virtual Sessions and Concurrent Sessions are presentations that 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:** If not using AIRCast 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.

### Live Streaming with Zoom Meetings

As an alternative to using a webinar streaming service such as Zoom Webinar, you can choose to live stream a Zoom Meeting directly through Vimeo or YouTube. This option avoids the need for webinar licenses, as you will not have participant limits to manage.



## Setting Up Virtual Sessions

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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** for Delivery Mode.
7. Select your **Pre-Opening Option**.
8. If required, choose to **disable automatic session end**. This will allow the session to continue past the end time, but you would need to consider that if this happens, it will affect your event schedule.  
**Note:** If you enable this option, you will then have to end the session yourself. You can do this through the Control Room, or by going back into EventsAir and disabling this option in the Session Setup. Failing to do so may result in additional AIRCast costs.
9. If desired, you can choose to make a **recorded video** available to attendees in the OnAIR Portal. This would be available after the end of the session, and you would typically update these details after the session has ended.  
  
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 Session.
11. Select **Save** to save your settings.

## Session Setup

Details A/V Roles Reviewers Sponsors Run Sheet **OnAIR** Access Control Advanced

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
- Webinar
  - Stream Zoom Meeting through AIRCast
- 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 \*  minutes before the session start time
- Accessible anytime



## Setting Up a Live Broadcast Session

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Live Broadcast sessions are typically generated by professional AV or streaming companies using studios and professional studio mixing. These companies will use a platform such as Vimeo or YouTube to create a Live Broadcast, 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. You can choose to make a **recorded video** available to attendees in the OnAIR Portal. This would be available after the end of the session, and you would typically update these details after the session has ended.  
  
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 Session.
12. Select **Save** to save your settings.



## Pre-Recorded Sessions

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

- Video On-Demand
- Synchronized Video

### Video On-Demand Pre-Recorded Sessions

Video On-Demand Sessions are pre-recorded and can be viewed in their entirety any time a participant chooses this option within the OnAIR Timeline. Video 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 before the start of your virtual event.

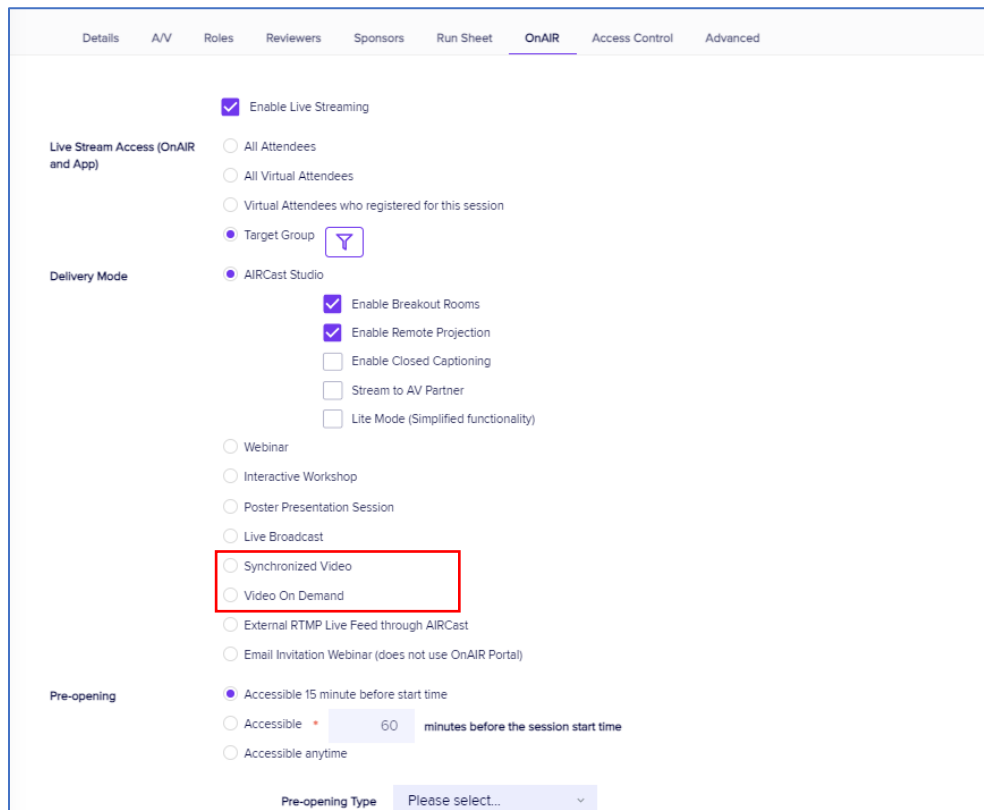
### Synchronized Video Sessions

Synchronized Video Sessions simulate a live event in that they start at a scheduled time and run in real time, in the same way as a live presentation. An attendee who arrives late will see the presentation from the point at which they arrived.

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 will run 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:



The screenshot shows the OnAIR settings page with the 'OnAIR' tab selected. The 'Delivery Mode' section is expanded, showing several options. The 'Synchronized Video' and 'Video On Demand' options are highlighted with a red box. Other options include 'Enable Live Streaming', 'Live Stream Access (OnAIR and App)', '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', 'External RTMP Live Feed through AIRCast', 'Email Invitation Webinar (does not use OnAIR Portal)', and 'Pre-opening' options.

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



The screenshot shows the OnAIR settings page with the 'Synchronized Video' option selected. The 'Video ID' field is populated with the value '55786559'. The 'Video On Demand' option is also visible but not selected.

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

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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. You can choose to make a **recorded video** available to attendees in the OnAIR Portal. This would be available after the end of the session, and you would typically update these details after the session has ended.

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.





### Session Setup

Details A/V Roles Reviewers Sponsors Run Sheet **OnAIR** Access Control Advanced

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
- 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 \*  minutes before the session start time
- Accessible anytime

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

## Creating Targeted Sessions and Functions

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OnAIR offers a powerful feature where you can target 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.

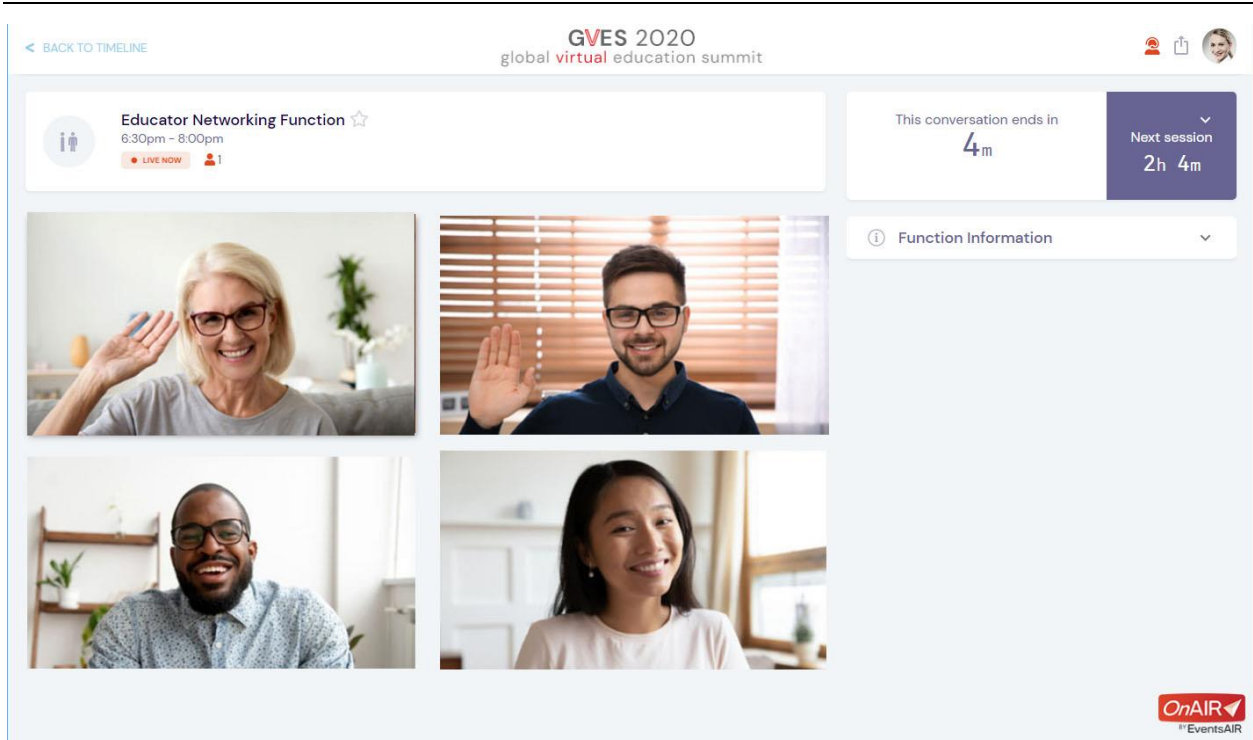
Simply select the Target Group Option and then filter for the specific attendee type you wish to give access to.

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

	<input checked="" type="checkbox"/> Enable Live Streaming
Live Stream Access (OnAIR and App)	<input type="radio"/> All Attendees
	<input type="radio"/> All Virtual Attendees
	<input type="radio"/> Virtual Attendees who registered for this session
	<input checked="" type="radio"/> Target Group 
<hr/>	
	<input checked="" type="checkbox"/> Enable Virtual Attendance in OnAIR Portal
Virtual Function Access	<input type="radio"/> All Attendees
	<input type="radio"/> All Virtual Attendees
	<input type="radio"/> Virtual Attendees who registered for this function
	<input checked="" type="radio"/> Target Group 

## Virtual Networking Function



Virtual Networking Functions let your participants visit with other attendees and exchange contact details: a virtual equivalent of a networking function at a live event.

When an attendee first joins a Virtual Networking Function, OnAIR places them in a group with other attendees where they can engage in a video chat for a preset amount of time.

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



## Setting Up a Virtual Networking Function

1. Set up your **function** in Function Setup.
2. You can have **more than one networking function** active at the same time using different tracks.
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 using Twilio or 2-20 using AIRCast)**.
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 Host's check box.

- 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.

**Delivery Mode**  Networking function with multiple virtual conversations per attendee

Virtual Attendees per Conversation\*  2 - 20

Conversation Duration\*  minutes

Hosts  Add a host to each conversation

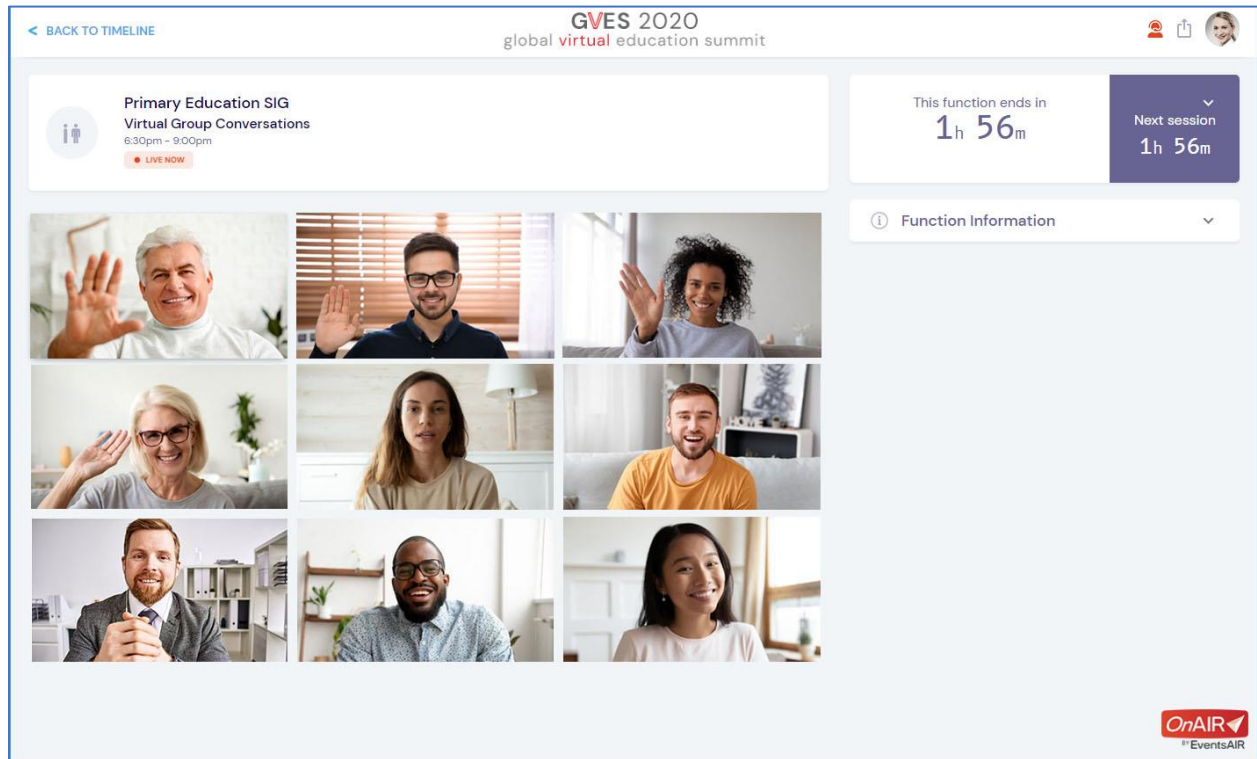
Host Target Group

Information for Hosts 

Thanks for being a virtual host. When you click Join Conversation, a new conversation will be created for you to host a group of attendees. They will be added as they join. Unfortunately, sometimes there are more hosts than groups of attendees. So in some rounds of conversations, you may not get allocated any attendees. Don't worry, at the beginning of each new conversation, click Join Conversation and you will soon be hosting a group. Have fun!

- Review, and if needed, edit the default information text for Networking Function Hosts.
- Choose the **Live Streaming Platform** you want to assign to this Interactive Session. Note: This option will only display Twilio accounts setup in EventsAir and will not be present if you have **AIRCast** enabled for this Event.
- Select **Save** to save your settings.
- 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, or 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 have **more than one Virtual Conversation Group** active at the same time using different tracks.
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 will not need to include 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. If AIRCast is not enabled, you will need to choose a Live Streaming Platform.
13. Select **Save** to save your function.
14. **Create** and **Save** a default Fee Type for this function.

### **Assigning Attendees to a Virtual Conversation Group.**

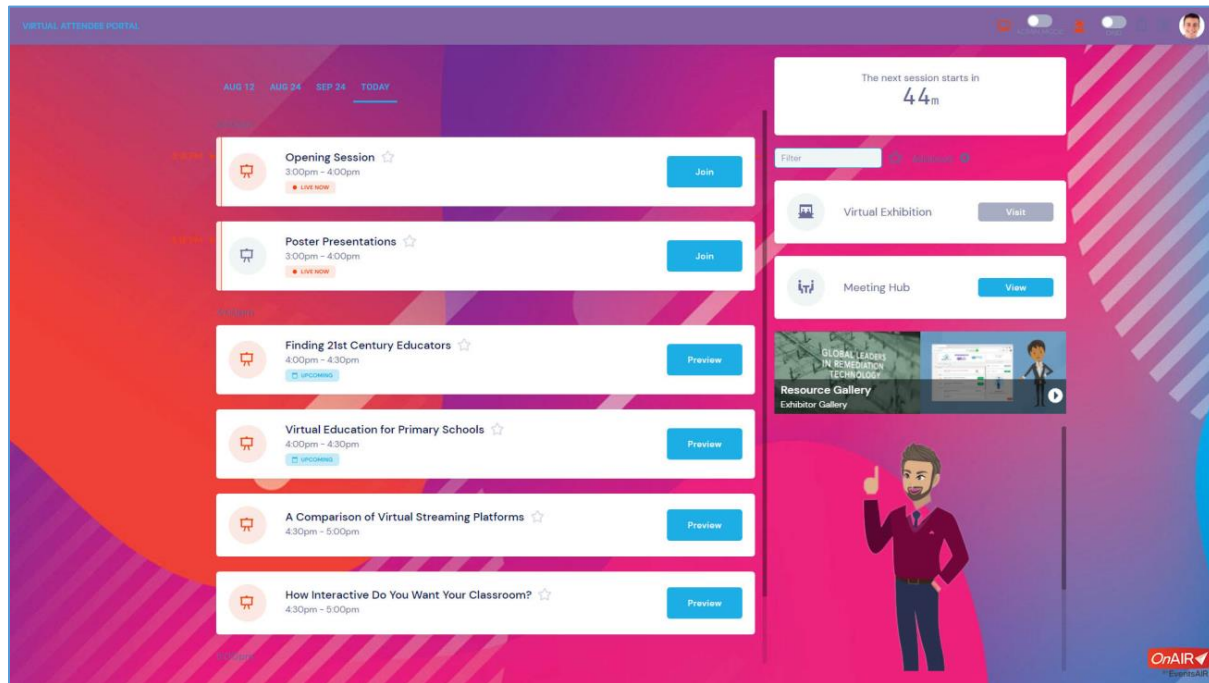
1. Your attendees would need to register for the function, or you could add it to their records in bulk using Bulk Create in Express Actions.
2. Navigate to **Express Actions**.
3. Select **Function Table Allocation**.
4. Open the **Virtual Conversation Group** you just created.

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 act 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 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

In your overall Application Settings for EventsAir, you can create Language Localization for all your events. However, you can also make unique local changes for each app for a specific event, here in the Portal Setup.

Open the App Store tab and select your App.

- **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. You will see the default Language Setup configured for all your apps and events, 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

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### 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** – Enabling this option will allow attendees to log into the portal on only one device, with their given credentials.
- **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** – This option allows you to enable early access to:
  - 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 Presenters/Session Hosts/AV Partners to access OnAIR before the “Live From” date
  - Allow Presenters/Session Hosts/AV Partners 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** – Allows you to switch your OnAIR Portal between:
  - 2D and 3D Mode
  - Remote Attendee Mode
- **Show Registration Category** – When checked, registration group names are shown in a colored band underneath each attendee's name.
- **Portal Live Stream Platform for Video Call** – Select the appropriate External Connection here. Please note that if you use AIRCast as your streaming platform, this is automatically enabled, and you do not need to select a platform here.
- **Enable Attendee Counts** – If enabled, attendee numbers are displayed in the Control Room and presenter views in OnAIR.
- **Welcome Video Settings** – If you wish to display a welcome message and video when attendees first log into OnAIR, you can enter the details here. The streaming platform will always be YouTube, Vimeo or Brightcove.
- **EventStream Engage Gamification** – If you plan to offer Engage Gamification at your virtual program, you can enable it here. You can also set icons, colors and headings that are shown in the portal.
- **Timeline** – Enter your desired heading and description here.
- **Only Include Agenda Items when Location Is** – Set which sessions are shown in the OnAIR portal, using location.

## 2D Mode Settings

The 2D Mode Settings tab is where you can apply themes as well as specify the look and feel of different elements, such as buttons, cards, and fonts for your 2D portal. Specific options include:

- **Theme** – Choose from a palette of different colors. Each selected 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.

## 3D Mode Settings

The 3D Mode Settings tab is where you can enable all the scenes for your 3D portal. Specific options include:

- **Enable 3D Mode** – Select this to begin using 3D Mode for your portal.
- **Enable 3D Scene** – Choose which scenes you would like to have in your 3D OnAIR portal. You may also allow exhibitors to access the 3D builder for their stand.
- **3D Builder Access** – Here you can set access to the 3D builder by selecting the contacts who will have access.

## Remote Attendee Mode Settings

Remote Attendee mode is another way to customize your OnAIR portal. Instead of a traditional list of sessions, both sessions and functions are shown as tiles with different sections for upcoming and on-demand items. Remote Attendee mode is designed with a simple interface for attendees and mousing over a tile will give you a preview and show the overview.

- **Font** – Select which font to use for the portal.
- **Theme** – Choose from a Light theme and Dark theme for your portal.
- **Show sessions by Theme** – Displays your sessions grouped by theme.
- **Show Sessions by Track** – Groups sessions based on their agenda track.
- **Show Sessions by Date** – Groups sessions based on their date.
- **Show Session Recordings** – Enables session recordings to be viewable.
- **Show Keywords** – Displays keywords on session tiles.
- **Enable Agenda** – Enables the remote attendee agenda tab, where all sessions are listed sequentially for each day.

## 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** – Define which papers will be included in (or excluded from) a session, based on the status of the paper.
- **Handout Widget: Include These Presentation Documents** – Choose which presentations to make available for download in the Handouts Widget. You can also choose to make keywords visible for the session.
- **Live Q&A Widget** – Check this box if you wish to include the thumbs down option in Live Q&A as well as allowing attendees to post anonymous questions.
- **Sponsor Request Info Widget** – This option allows your attendees to request more information from the sponsor/exhibitor of the session by adding them as a scanned lead.
- **Discussion Forum** – Enables informal discussions between attendees and presenters (via Discussion Forum) for all sessions and poster presentations.
- **AIRCast Sessions** – Add or access the contact record of global AIRCast Session hosts as well as AV Partners and Camera Operators who will be accessing live streams coming from AIRCast Studio.
- **Remote Device Settings** – Set up your remote device manager for the portal. You can set the Remote Device Access code as well as landscape and portrait standby images for your projection screens.
- **Resource Gallery** – Enable the Presenter Gallery, a list of documents and videos associated with a specific presentation.
- **External RTMP Live Feed** – Allows you to switch the default stream in OnAIR between the Ultra-Low Latency stream and the backup stream.

## AIRCast Session Lower Third Graphics

Lower Third Graphics are a great way to introduce presenters or guests when in the OnAIR platform by displaying up to 3 lines of information, on the lower third of the screen, for each guest or presenter. These usually take the form of the person's name on the first line, followed by their title or position, and organization or area of expertise on the third line. You can set themes and colors as well as the font and style options for your lower thirds. You can also insert custom images.

## 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.
  - **Secondary Presentation Document** – Select an additional presentation document for attendees to download.
  - **Include Presentations when Paper Status Is** – Set which poster presentations will appear in the portal based on the paper status for the presentations item.
  - **Enable Poster Presentation Analytics** – Enable the analytics board so the poster presenter can see statistics for their presentation.





- **Handouts Widget**
  - **Include These Presentation Documents** – Choose which presentation documents associated with this specific poster presentation you want to make available in the handout's widget.
- **Live Q&A Widget** – Check this box if you wish to include the thumbs down option in Live Q&A as well as allowing attendees to post anonymous questions.
- **Discussion Forum** – Enables informal discussions between attendees and presenters (via Discussion Forum) for all sessions and poster presentations.
- **Document Upload** – Check this option to allow poster presenters to upload documents and enter Video URLs for their specific presentations.

## Poster Gallery Options

If you have many poster presentations or have poster presentations across multiple time slots, you may consider enabling a poster 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** – Filter for which exhibitors will appear in the portal.
- **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** – Allow statistical and reporting data for your exhibition to be accessible in the Analytics Dashboard.
- **Enable ability to set No Show for Pre-Scheduled 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** – Displays Lead Management profile questions as defined by each individual exhibitor from within the Exhibition Portal.
  - **Enable Meeting Recordings** – Not available when using AIRCast.
  - **Enable Video Brochure Gallery** – When enabled, each exhibitor can enter video URLs that will display in a gallery view under their virtual stand.
  - **Enable FAQ Widget** – This option enables the FAQ Widget. Exhibitors can enter in questions and answers to frequently asked questions and visitors to the stand can view these at any time.
  - **Enable Live Presentations** – Allows exhibitors to present live to attendees. Only available with AIRCast enabled in event setup.
- **Advanced Search** – You can define up to five Marketing Tags that have been entered in advance 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.
- **Exhibitor Gallery** – When enabled, attendees can 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.

## 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 just insert merge fields as needed from the contact section of the attendee's record.
- **Meeting Hub Profile Survey** – This is a brief survey that attendees complete before activating Meeting Hub. You can create this survey in the communications panel, using questions you've written in Setup - Survey. You should keep responses to these profile questions simple: usually check boxes or radio buttons.
- **Disable Meetings** – Disable meetings through the meeting hub.
- **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 create new connections.

**Note:** All attendees can access the meeting hub to **accept and manage** their connections. However, here is where you set permissions for which attendees can **see and search for** other attendees and request connections.

- **Only allow calls, chats, and messages to be sent between attendees that have connected in the Meeting Hub** – Use this to only allow attendees who have connected to use these functions.



## Live Support

Live Support is a service you can offer 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** – Add or access the contact record for each support agent assigned to work on Live Support during your OnAIR program.
- **Additional Info Merge Doc** – Choose a Merge Doc that contains additional information about an attendee that may be helpful to a support agent during a support call. You can set this up in Merge Docs, usually without a header, by just merging in fields 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:

- Access Admin Mode, where the assigned person can preview all areas of OnAIR, assuring that connections, videos, and more are correctly set up.
- Overlay OnAIR with a small video feed of the person serving as event host or MC.
- Play 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.



**Settings in Control Room are:**

- **Enable Virtual Control Room** – Check this to enable the Virtual Control Room.
- **Virtual Control Room Team** – Add the contact record for each person authorized to access the Control Room during your OnAIR program.
- **Host Live Feed Platform** – Select the YouTube or Vimeo External Connection which is needed to support the Live Feed function.

Please note that if you enabled AIRCast as your streaming platform, Host Live Feed is automatically configured to work with the AIRCast service

- **Host Live Feed Video ID (YouTube Only)** – Select the Live Feed Video ID here.
- **Play Sound 30 Sec Before Timeline Item Starts** – This enables a “Starting Soon” MP3 to play 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 use in the OnAIR Resource Page within 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 showing 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** – Add the contact records of all authorized parties allowed to view the Analytics Dashboard.

## 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 Only)

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

These enhanced customization options require the Premium license or a per-event upgrade to Premium. Available items you can customize include:

Graphical Element or Icon	Dimensions
timeline	500px wide x 600px high
exhibition listing	500px wide x 600px high
exhibitor closed	940px wide x 430px high
exhibitor open	940px wide x 430px high
waiting in exhibitor queue	940px wide x 430px high
meeting hub	700px wide x 500px high
session	940px wide x 430px high
poster session listing	500px wide x 600px high
poster session presentation closed	940px wide x 430px high
poster session presentation waiting for presenter	940px wide x 430px high
poster session presentation open	940px wide x 430px high
waiting in poster presentation queue	940px wide x 430px high
function join conversation	940px wide x 430px high
function gathering group	940px wide x 430px high
background image	Full Screen
session icon	60px wide x 60px high
exhibition icon	60px wide x 60px high
meeting hub icon	60px wide x 60px high
function icon	60px wide x 60px high
agenda break icon	60px wide x 60px high
agenda info icon	60px wide x 60px high
powered by logo	100px wide x 50px high
loading logo	100px wide x 50px high



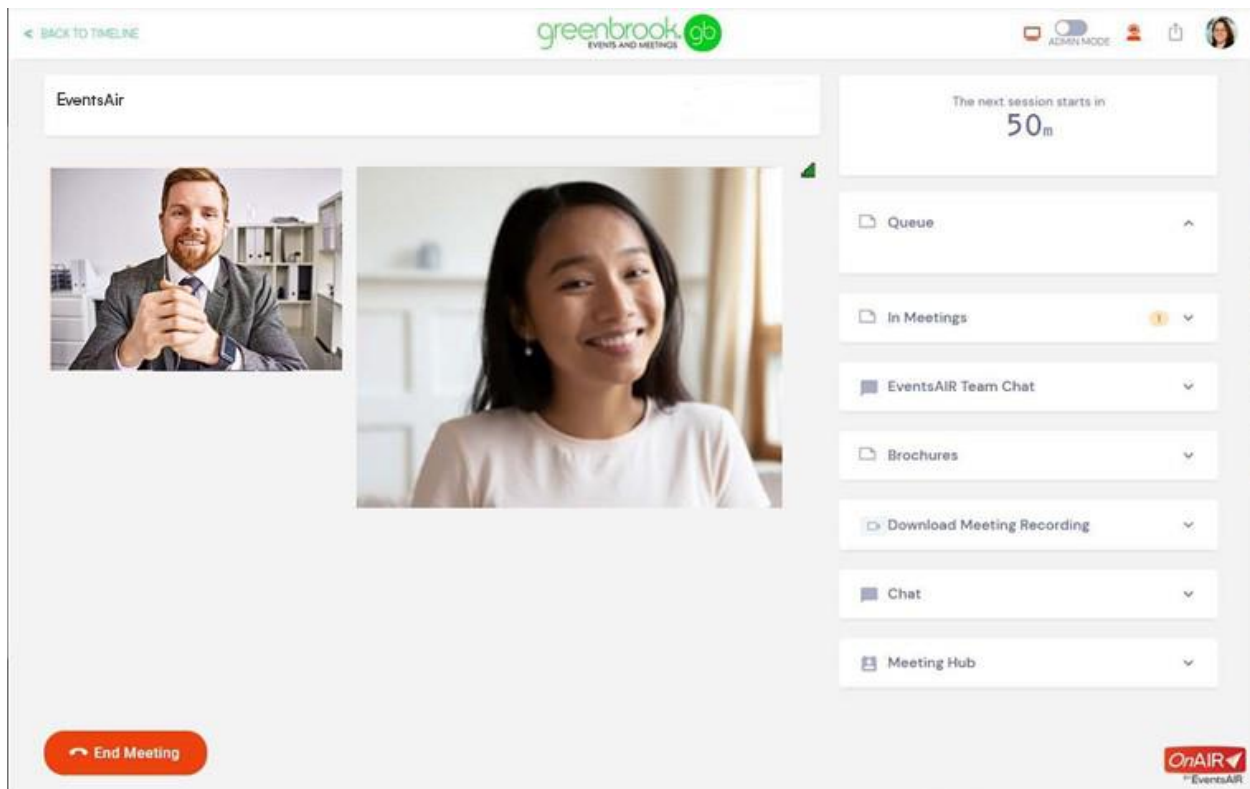
## EventStream

EventStream is EventsAir's private social network built into the OnAIR portal. EventStream is private to your event and allows attendees to post pictures, videos, and comments from their attendee apps or OnAIR portal.

Settings Include:

- **Enable EventStream** – Enables the EventStream for your OnAIR Portal.
- **Heading**
- **Instructions** – Enter any help content in the HTML Editor here.
- **Icon** – Choose an icon from our library of icons or upload your own custom icon for the EventStream.
- **Color Options** – Here you can define the colors you would like for your EventStream.
- **Allow Photo/Video/Image Uploads** – Enables your attendees to post photos and other content to the EventStream.
- **Allow Attendee to Tag each Other** – Allows your attendees to make posts that tag other attendees using the @ followed by the attendee's name.
- **Tagging Records** – Allows you to filter which attendees are visible to be tagged in the 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 is the result of exhibitors purchasing stands for the exhibition. You can use the existing exhibitor management tools used for live events 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 your OnAIR event. When they are previewing, attendees can view exhibitor information and, if available, download handouts or click on links that exhibitors have provided.

### Setting Up Exhibitors

Ask each of your exhibitors provide the following, to make the experience more engaging for attendees:

- Head shots of key personnel
- Exhibitor Company Profile
- Exhibitor Company Logo
- Company Brochures in PDF format for attendees to download
- Website URL

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 time slots as needed.

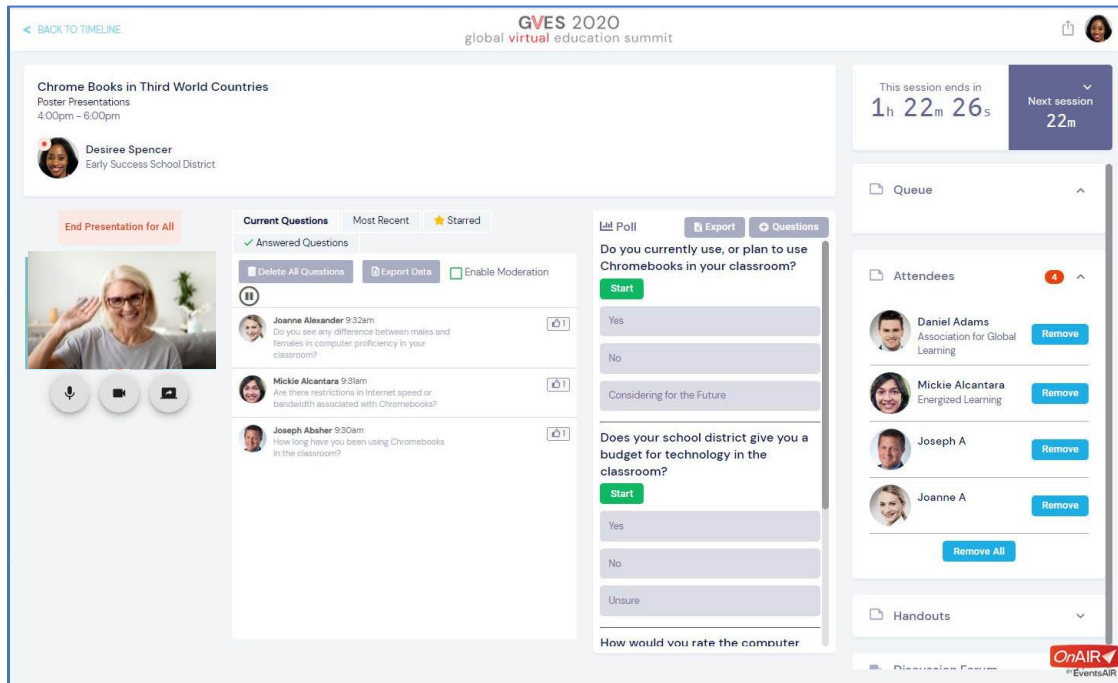
### Settings in the OnAIR Portal

Select and enable the following options to begin configuring 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. Set this up beforehand in Merge Docs, using fields from within the Exhibitor Contact Record. You usually don't need a header.
- **Attendee Profile Widget – Attendee More Information** – Choose the Merge Doc that contains additional information about the attendee. Again, you would set this up beforehand in Merge Docs, typically without a header and just merging 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 and the details of the visiting attendee are tracked and reported in in the Exhibitor Portal as part of the Lead Management functionality.

## Creating Poster Sessions (Premium Version)



The screenshot shows the OnAIR interface for a poster session titled "Chrome Books in Third World Countries" by Desiree Spencer. The session is part of the "GVES 2020 global virtual education summit" and is scheduled for 4:00pm - 6:00pm. The interface includes a video feed of the presenter, a list of current questions, a poll, and a list of attendees. The poll asks "Do you currently use, or plan to use Chromebooks in your classroom?" with options "Yes", "No", and "Considering for the Future". The attendees list includes Daniel Adams, Mickie Alcantara, Joseph A, and Joanne A. The interface also shows a timer for the session ending in 1h 22m 26s and a "Next session" button.

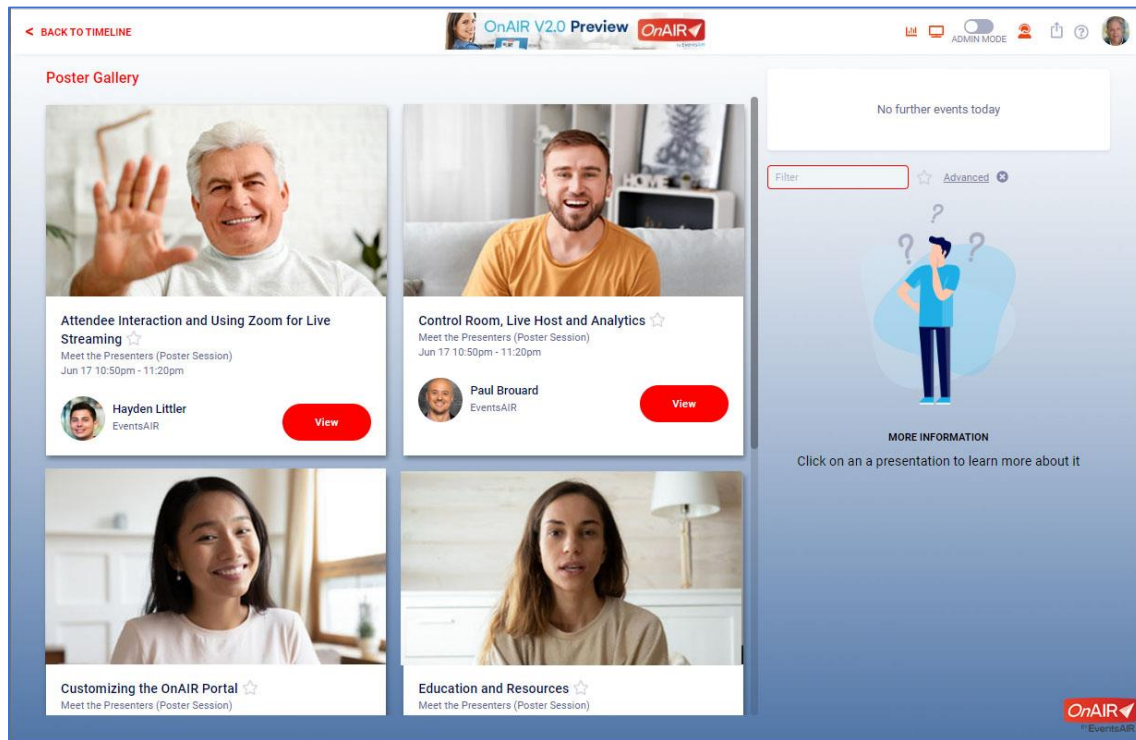
A Poster Session allows a presenter to explain their poster to an individual or group, just as they would at a live event. Attendees can see the presenter and their virtual poster, which can be a slide, image, or anything they want. The presenter can choose who they accept into the presentation, and they can present to a group or individual(s), once or multiple times within their ePoster presentation timeframe.



### 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. If AIRCast is enabled, you will not need to set this.
8. Select **Save** to save your settings.

## Creating a Poster Gallery



If you have many poster presentations or have poster presentations across multiple time slots, you may consider enabling a poster 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 you select the Favorites filter, only selected poster presentations are displayed.

An important option when configuring a Poster Gallery is choosing the Main Document for the Poster Gallery. This option lets you choose a video or handout to be accessible in each Poster Gallery card that attendees can watch or access while previewing the poster presentations in the gallery.



## Sponsor Advertising Options (Premium Version)

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Sponsor Advertising gives you the ability to provide your Sponsors with exposure in the OnAIR Portal.

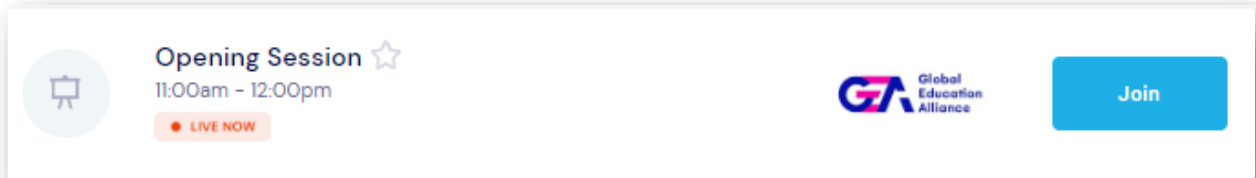
Following are the options available:

- **Portal Sponsorship** – Add sponsor logos to a rotating image panel above the timeline in the OnAIR Portal. You can have up to five sponsor banners. If you have more than five sponsors, you can consider placing multiple sponsor logos on the same banner. Additionally, many organizations use these five sponsor banners to display other virtual event or company information as well. The premium license is not required for this.
- **Session or Function Sponsorship** – Add sponsors to a session or function in the timeline. You will need the premium license for this option.

### 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. Add in **Sponsor URL** and **Description** if needed.
7. Repeat steps 5 and 6 for up to 10 sponsors. If you have more than 10 sponsors, you can include them all in one.
8. Select Save to save your settings.

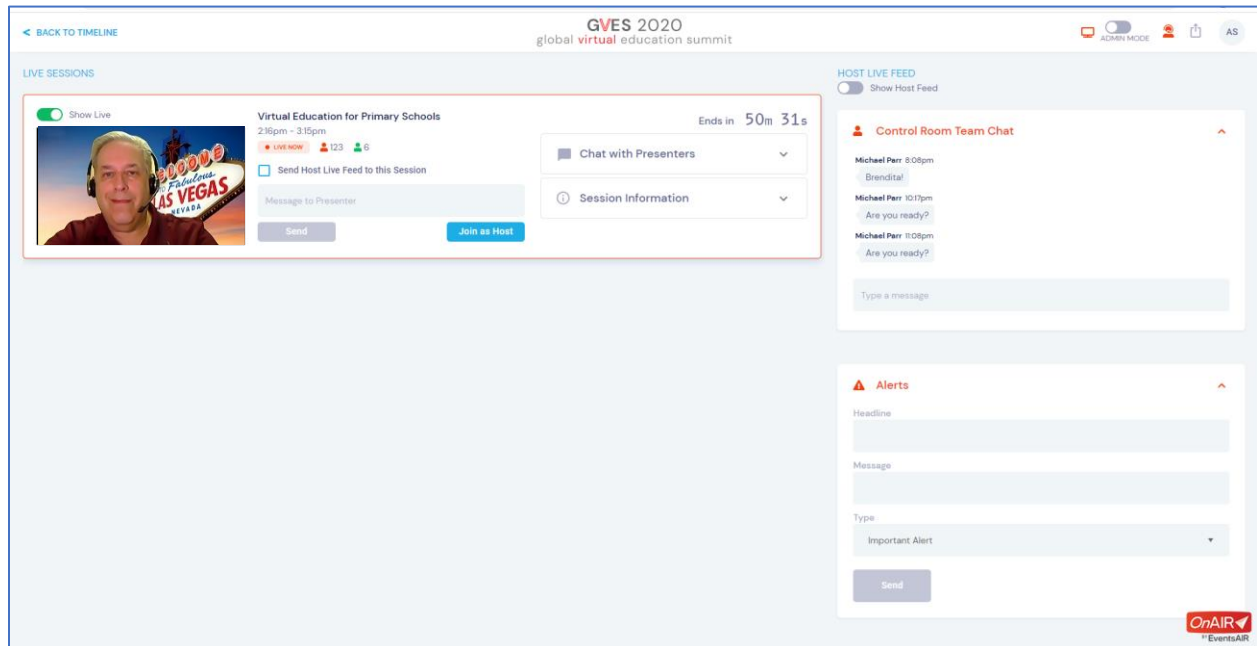
## Adding Sponsor Logos to Functions or Session



Each session or function sponsor will need to have an attendee record in the event and their record will need to have a Sponsorship item with a 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, those 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
- Use 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 or let them know about a change in the situation.

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

This alert appears in a red alert box so the presenter is more likely to see it immediately.

### **Session Preview with Analytics**

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

That is 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.

### **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 are 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 Host 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 or Vonage live broadcast or AIRCast if it is enabled, which is easily setup up in the OnAIR portal set up section.

**Note:** Please refer to the White Paper on External Connections to learn how to set up a YouTube or Vonage Live Feed.

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

## Options

- You can set where the Host Live Feed is broadcast to.
- You can 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.
- 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 are 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 between sessions.

## Alert Options

The last tool we will look at is attendee 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 display in red and grab people's attention.
- **Information alerts** used for providing general information.
- **Timeline refresh alerts**, which are quite important because they prompt attendees to click a refresh button in the message that is displayed.

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

If you amend 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 is 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 and 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 would normally be filtered out by 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, regardless of when the session is due to start, you can click on the session and select review to be let into that session. You can access sessions before attendees can, but for future sessions that are live, not pre-recorded, you will see a message to say the session hasn't started yet.

- If the session is a pre-recorded or synchronized video, it will start playing.
- If the session was a live broadcast and the stream was available, you would see the live stream.
- If the session is a webinar and is active, you'd see the webinar. (If it already happened, you see a message saying the session has ended.)

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 up everything correctly.

## Putting it All Together

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The following list are suggestions on how to 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 is 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 is 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 is 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 your team and presenters 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 Room, the ultimate environment in which to test all connections, recordings and provides single location for sending out alerts, chats, and other communications.