

Session Setup

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Session Setup is the heart of managing your Presentation Program.

Tip: Set up your Sessions after you have first finished setting up all the items used in Sessions – Presentation Types, Themes, Keywords, Paper Statuses, Locations, Checklist Items, Session Roles, Reviewer Panels, etc.

The following options and tabs may or may not be visible based on your Preference settings:

Details

- **Name** – the name of the paper being presented.
- **Type** – choose Session or Concurrent Session. Concurrent sessions are sessions slated for the same time and date. Enable these in Presentation Preferences.
- **Override Start/End Time** – if you have selected Concurrent Session for this session, you can check this box and then be able to enter a different start or end time while retaining its concurrent assignment in the agenda
- **Date** – the date the session will occur.
- **Start and End Time** – the start and end times for the session.
- **Inventory** – you can set an inventory limit here. If applied, attendees will see a "Full" indicator when signing up online, and will be unavailable in the agenda module found in the Attendee Panel
- **Optional Alert** – receive an alert when attendance milestones are achieved.
- **Overview** – a broad description of the session viewable in the Agenda.
- **Details** – more information about the session
- **Expected Attendees** – an optional field where you can enter an estimate of attendance.
- **Track** – you can assign a track number from 1–99.
- **Options**
 - Do not Publish to Attendee App
 - Do not Publish to OnAIR
 - Do not Publish to Event Websites and Portals
 - Do not Publish in My Agenda
 - Allow attendees to indicate attendance
- **Location** – locations are defined in either the Presentation Module or the Function Module setup screens.
- **Room Setup** – this field can accept information about seating, podium and other room layout options.
- **Food & Beverage** – enter any food & beverage arrangements here.
- **Agenda Color** – this setting lets you define the text color for this function on the agenda.
- **Agenda Background** – this setting lets you define the background color for this function on the agenda.
- **Agenda Bold Checkbox** – checking this box will make the function title bold in the agenda.
- **Session Survey** – select the correct session survey in this field. You will build session surveys in the

Communications panel and indicate the session survey name here. Session surveys are deployed in the Mobile Attendee app or OnAIR Portal once a session has started. You can now enable the "Not Now" option, which allows attendees to skip the session survey.

- **Alias** – this field lets you define the URL alias for a direct link to this presentation online.
- **Comment** – any additional information you need to record about this session.

A/V Tab

Once you create a new presentation, the A/V Tab becomes available. The selection of A/V items you create (in the Presentations setup panel) can be assigned to this specific presentation from this tab.

Roles Tab

This is where you can enter one or more people assigned to this session, based on their role (such as Chairperson, or Moderator). You can add contact details from scratch, or select an existing Attendee's contact details.

These Session Roles are defined during setup of the Session Module.

Reviewers Tab

This is where you can enter one or more reviewers assigned to the papers being presented in this session. You can add contact details from scratch, or select an existing Attendee's contact details.

- **Reviewer Panel** – you can select pre-defined reviewer panels in this field. You can create a Reviewer Panel in the setup area of the Presentations Panel.

if you select Automatically Add Reviewer to Papers, then any Attendee's papers created in this session will get this reviewer assigned without any further input from you.

Note: EventsAir will not allow a presenter to also serve as a reviewer of their own presentation. If the reviewer is part of a review panel, that reviewer will be automatically removed from reviewing their own presentation.

Sponsors Tab

This is where you can enter one or more Sponsors to assign to this session. You can add contact details from scratch, or select an existing Attendee's contact details.

Sponsors information is shown both in the Attendee App and in the OnAIR Virtual Event Portal. If you want to link a sponsor to a virtual exhibition stand in the OnAIR Portal, you should link an exhibitor record as a sponsor in this tab.

Run Sheet Tab

Select **Add Task** to add any necessary items to the run sheet. Be sure to select the correct Agenda to see this task appear in the Run Sheet for the correct Session.

Tip: be sure to turn on **Enable Concurrent Sessions** in Presentation Preferences to see the Run Sheet tab.

OnAIR Tab

OnAIR is virtual event platform directly integrated in EventsAir. The options outlined here are covered in great detail in the [Setting Up Your Virtual Events](#) topic.

When you open the OnAIR tab, you will be able to setup and configure all of the different formats for broadcasting virtual sessions to your attendees within the OnAIR platform.

Enable Live Streaming

Check this box to enable OnAIR for your event.

Live Stream Access

The following options are available:

- **All Virtual Attendees** — this option will automatically send invitations and register all virtual attendees to a specified session without the need for them to specifically register for the session. The Virtual Attendee checkbox is found in the setup panel for each Registration Type you define.
- **Virtual Attendees who registered for this session** — this option will register all virtual attendees to the specified session if they selected that session during online registration (or is assigned the session in the Attendee Panel by the event manager)
- **Target Group** — this option will register all attendees for the specified session based on a filter selection made here. For example, you may have a sub group of “Student Attendees” that you can search and filter for, and these “Student Attendees” would all be signed up for the specified Live Stream Session
- **All Attendees** — this option will sign up all attendees with a registration type in your database

Delivery Mode

These are the different ways you can broadcast session content in your virtual program. These include:

- **AIRCast Studio** – this is the powerful studio environment for presenting professional session content to your attendees. Please refer to [AIRCast Studio](#) for additional information.
- **Webinar** – this format lets you use Zoom Webinars as the source for your session content. Please refer to [Webinar](#) for additional information.
- **Interactive Workshop** – this format lets you use Zoom Meetings and their workshop environment for your session content. Please refer to [Interactive Workshop](#) for additional information.
- **Poster Presentation Session** – this format lets you organize multiple poster presentations for this session. Please refer to [Poster Sessions](#) for additional information.
- **Live Broadcast** – this format lets you live stream content from external sources into OnAIR, using one of several

different live stream services. Please refer to [Live Broadcast](#) for additional information.

- **Synchronized Video** – this option lets you present pre-recorded content at a specific time during your virtual program. Please refer to [Creating Pre-Recorded Sessions](#) for additional information.
- **Video on Demand** – this option lets you present pre-recorded content during your virtual program that attendees can join and watch at any time (during scheduled time frames or in the Resource Gallery). Please refer to [Creating Pre-Recorded Sessions](#) for additional information.
- **External RTMP Live Feed through AIRCast** – this option, similar to Live Broadcast, lets you stream external content through the built-in RTMP live stream server built into AIRCast. Please refer to [The AIRCast Streaming Platform](#) for additional information.
- **Email Invitation Webinar (Does Not Use the OnAIR Portal)** – this option lets you offer a native Zoom Webinar option to your virtual attendees. They are able to sign up online directly in an EventsAir Interactive site and Zoom will directly send them an invitation to view the session directly in Zoom. Please refer to [Live Streaming in EventsAir](#) for additional information.

Pre-Opening

These options let you set when an attendee can enter a session prior to its start time. This may be useful for attendees to engage in the Discussion Forum and view session details prior to the session start.

Additional Session Options in OnAIR

- **Automatic Session End** – checking this option will allow presenters to present beyond the session end time if needed

Note: If you enable this option, you will then have to end the session yourself. You can do this in 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.

- **Recording** – this option will make recordings available to attendees after the event ends directly in the OnAIR Portal
- **Session Entry Terms & Conditions** – this option, if enabled, lets you present terms and conditions to virtual attendees before they can enter the session
- **3D Mode Scenes** – when using 3D Mode, these options let you assign custom scenes for the Auditorium, Breakout Room and Poster Presentation Room. When enabled, you are able to select specific sessions and create custom scenes specific to this session.

Access Control Tab

This option, when enabled, lets you manage restrict and control access to this specific session. Please refer to [Access Control App](#) for additional information.
