

Meeting Hub – OnAIR Portal

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Meeting Hub is the location where attendees can search for other attendees, request meetings and have video chats with other attendees. It allows attendees to find other attendees with similar interests, or who work in the same industry, and then connect with them, as well as request their contact information.

Its 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 before taking part in the Meeting Hub. You create the survey in the Communications panel, using survey questions you wrote in Setup (Surveys). You should keep these profile questions simple, usually check boxes or radio buttons.
- **Disable Meetings**
- **Meeting Date Range (Start and End Date)** — This option lets you set the available date range for meetings to be set between attendees
- **Create New Connections in Meeting Hub** — This option lets you restrict which groups of attendees can request connections in Meeting Hub
 - **All Contacts**
 - **Target Group**

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.

It is also now possible to disable the Meetings tab in the Meeting Hub to stop attendees from scheduling meetings with each other.

Calls, Chats and Messages

This option, when checked will only allow calls, chats and messages to be send between attendees that have connected in the Meeting Hub.
