

Presenter Information – Sessions in the OnAIR Portal

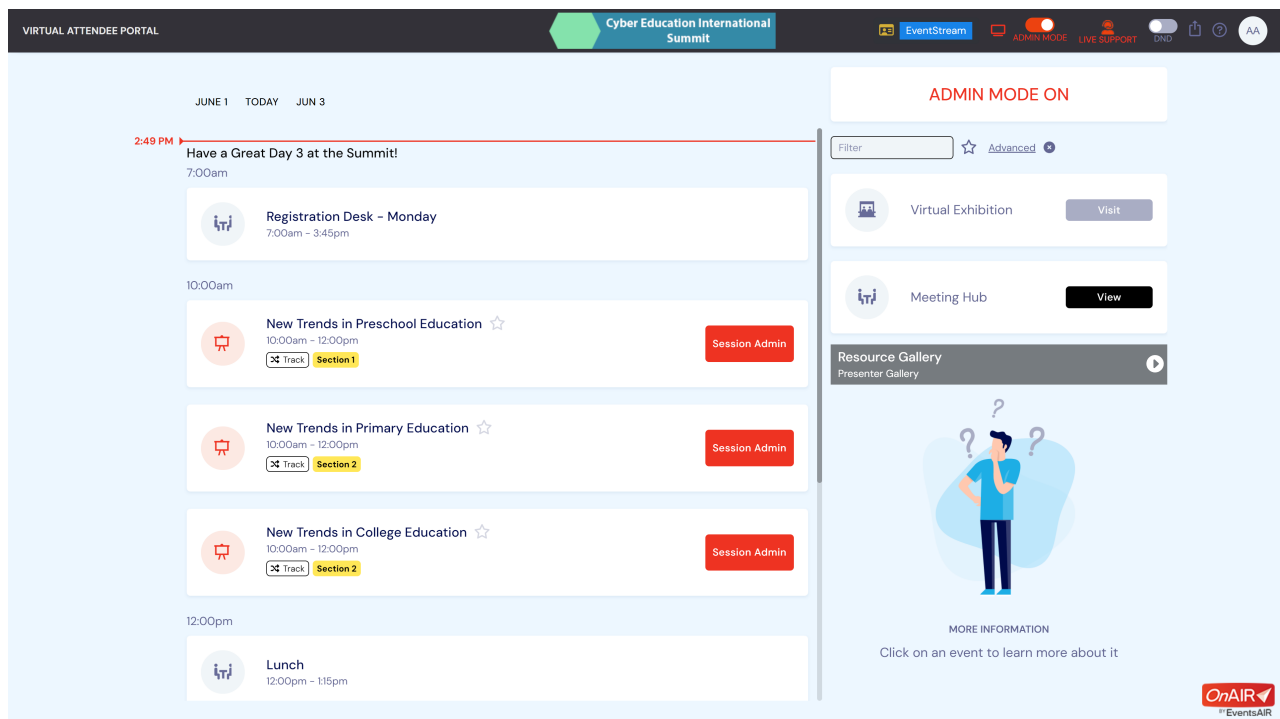
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If you're new to virtual presentations in the OnAIR Portal, there are a lot of things to remember and prepare for:

- Some are specific to OnAIR, such as knowing how to use the Presenter View and understanding the different tools and options you have to work with while presenting your topic.
- Other skills are more general; understanding how to present a virtual session, managing your hardware, understanding lighting and more.

When you first log in

When you log into the OnAIR Portal, you'll see the timeline view. This is the same for any presenter or attendee, showing a personalized timeline of sessions, functions and one-to-one meetings with exhibitors.



If enabled, there'll also be links to a virtual exhibition and virtual poster sessions.

On the right side of the portal, there are different options for any session, function or one-to-one meeting, based on currently selected timeline item.

If enabled, you can also see Meeting Hub, which is an attendee-to-attendee networking hub where attendees can search for other attendees, video chat and exchange contact details.

As a presenter, you can enter your session at any time to preview your session, run a practice session for timing and pre-populate Live Poll questions, if that function is enabled for the session.

Presenter View

As a presenter or panelist, you can preview your session at any time. There are many options available — it's up to your event organizer to determine which features are available for your event:

Session Details

Shown at the top of your Presenter view, you can see the title, time, status, start rehearsal button and **Preview** button (or a **Join** button if the Host has already started the session).

Start Rehearsal

Selecting Start Rehearsal will display a timer you can use to practice your presentation against the scheduled time of your session.

Join as Host or Panelist

When you're a host or panelist, selecting Join will open the session (in host/panelist view) in the pre-set webinar platform, such as Zoom. [This may appear slightly differently in various streaming platforms.] The webinar program

will run independent of your OnAIR panel, and you should keep both programs running side by side, typically on two screens.

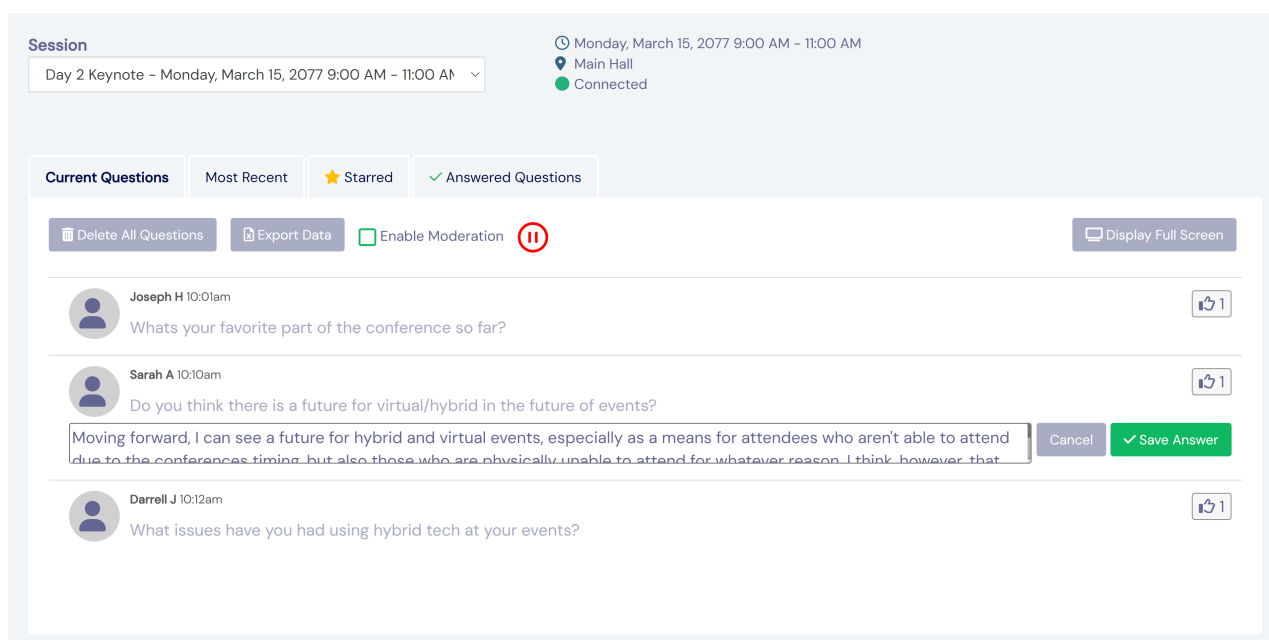
This way, you can manage your screen sharing and other webinar specific activity on one screen and still keep an eye on Live Q&A, Live Polling, discussions and chats going on in OnAIR.

Session Timer

Shown in the top right corner of your Presenter View, the timer shows your session countdown on the left, and upcoming session timings on the right.



Live Q&A (Optional)



Live Q&A is your question management system where you can see incoming questions from your attendees.

- Clicking on the star moves the question to the top
- Clicking on the checkmark (tick) will move the question to the answered tab
- Clicking on the pencil lets you enter an answer to a question and automatically move it to the answered tab
- Clicking on the trash icon will remove the question from the system

You should check with your event organizer — often, a moderator is assigned to review, pre-answer and sort

questions so you can focus on your responses to your attendees.

Live Poll (Optional)

The image displays two side-by-side screenshots of a live poll interface. The left screenshot shows the poll question: "Are you currently attending online or in-person?". Below the question is a green "Start" button and two light blue buttons labeled "Online" and "In-person". The right screenshot shows the poll in progress. At the top, it says "LIVE" in red, "0 votes" in red, and "22s" in red. Below this is the question "Are you currently attending online or in-person?". There is a red "End" button. At the bottom, there are two progress bars: "0% Online" and "0% In-person", both with green outlines.

Live poll is a powerful tool that lets you create poll questions and then display them to your attendees during your presentation.

- Start will show the poll to your attendees
- Share results will display real time results appearing in the poll window
- End will close the live poll
- Reset will remove all responses and reset it to its unanswered stated

You can create poll questions before your session, or even create one on the fly if needed. All poll responses can be exported once your session has ended.

Session Information Panel

The Session Information Panel displays the presenter and session information. This is the same information visible on the timeline when you select a session to preview.

Preview Panel

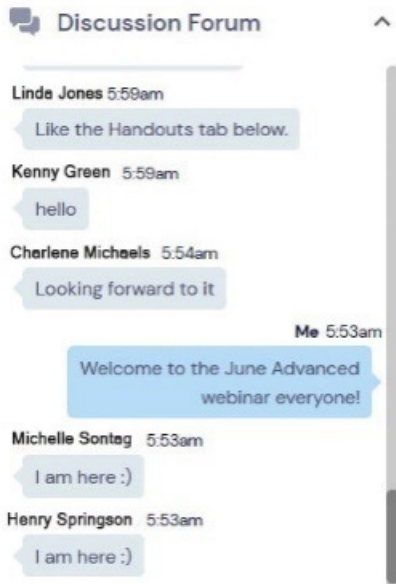
The preview panel gives you two preview options that you or a member of the Control Room team can use to preview your session:

- Show Attendee View displays a thumbnail screen of what the attendee would be viewing while in your session. Please note that if you are a host or panelist, it is not recommended to use this option as the two audio tracks can be confusing.
- Show Preview is a way for you to take a quick preview of what your current broadcasted screen would look like

to an attendee

Discussion Forum (Optional)

The discussion forum is a chat function for both you and your attendees to use before or during your presentation.



Presenter Chat

If you have more than one presenter in your session, you can use Presenter Chat to have casual chat conversations before or during your session.

Control Room Chat

If the event organizer has staff managing and monitoring the event, they will be in the virtual Control Room. This chat lets you have a chat conversation with the staff keeping an eye on your session.

When your session is live

The screenshot shows the OnAIR presenter interface. At the top, there's a navigation bar with 'greenbrook.gb EVENTS AND MEETINGS' and 'ADMIN MODE'. The main content area is divided into several sections:

- Session Header:** Displays the session title 'Opening Session: The Importance of Hybrid Meetings', a 'LIVE' indicator, and a timer showing '40m 38s'. A 'Join as Host' button is present.
- Current Questions:** A panel with filters for 'Most Recent', 'Starred', and 'Answered Questions'. It includes controls for 'Delete All Questions', 'Export Data', and 'Enable Moderation'. Three questions are listed:
 - Thomas Grey 8:19am: 'How can I leverage the Version 2 technology for our virtual events and programs? I have Version 1 already installed and operational.'
 - Tom Green 8:17am: 'If I need to add two more users, is that possible with the current release?'
 - Jenny Smith 8:16am: 'When will OnAIR Version 2 be released?'
- Poll:** A section titled 'Poll' with 'Export' and 'Questions' buttons. The poll question is 'Are you currently using OnAIR for virtual events?'. It shows '2 votes' and '17m 34s' remaining. Results are displayed as:
 - 50% Yes
 - 0% No
 - 50% Possibly in the next six months
- Session Information:** A sidebar on the right with a dropdown menu containing 'Session Information', 'Preview', 'Discussion Forum', 'Presenter Chat', and 'Control Room Chat'.

When your session is live, you'll see different things in your presenter view. While activity may be occurring over to the right-hand side of the screen, such as Discussion Forum or chats, you will want to keep your eye on the main area of your presenter view which are showing:

- Your Session Live Indicator and the time, showing the remaining time for your session
- Live questions appearing in the Live Q&A Panel. When you're answering questions, you may need to check the questions you have already answered if you don't have a Q&A moderator assisting you
- Results from your Live Poll. You'll want to end the poll and share results at some point in your presentation.

Suggestions

Preparation

Spend time becoming comfortable with OnAIR, testing the Presenter View, sharing screens, showing videos and being comfortable with turning on your audio and video. Test your web cam software to test your camera and lighting in advance. Keep your webcam at eye level, and make sure you and your office look professional and inviting.

Be early

Arrive at your office or studio with plenty of time, and have your presentations and videos queued up and ready to present. You should always connect with the virtual event producer/manager ahead of time to perform sound and video checks.

Focus

Remove distractions and turn off your phone, email, Skype, Slack, or any other background programs on your computer. **This is also very important so that you're not overloading your computer system and bandwidth.**

Relax

Remember why you like speaking in front of people – you have a message to share.

Less is more

Use bullet points and keep sentences short and specific. Your presentation slides are there to help drive your message, not BE the message. Be sure your presentation finishes on time or slightly early. You don't need to say everything — just the most important things.

Look at the camera

Speak to the camera and smile.

Be animated

Try to avoid appearing stiff and mechanical. Consider presenting while standing, using hand motions and speaking with energy and passion.

Be engaged

Find a way to connect with your audience. Using the Live Q&A and Live Poll functions if possible. Answer questions live if you have time, and always use their name — that is another way to engage and connect with your attendees.
