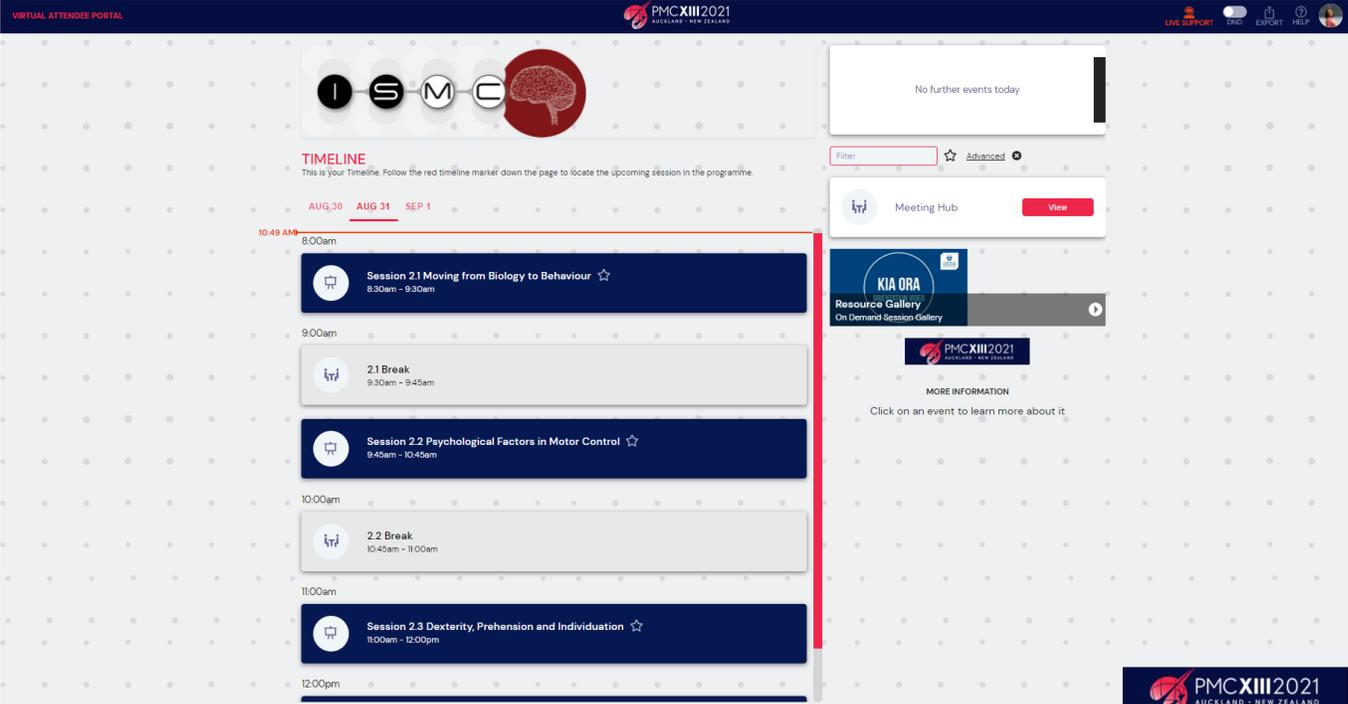# Presenter Instructions

Thank you for being part of our virtual event! We're using the OnAIR Virtual Platform, and it is quite straightforward to join your session as a presenter.

When you join your session, you will be brought into a presentation environment where presenters broadcast their presentations, answer Live Q&A questions.

Every session will have a "Chairperson" who will be managing the flow of the presentation and Q&As.

Logging in to the OnAIR Portal

Your event organiser will send you an email with your personalized link to log into the OnAIR portal. Please keep this email handy so you can easily log into OnAIR whenever you need.

When you log into the OnAIR Portal, you will see the timeline of all scheduled sessions, and depending on the program you are participating in, other networking, poster presentation and virtual exhibition options.

Session Length

Please join your session **no later than 15 minutes prior** to the session start time.

This allows us to brief you and iron out any technical issues before the presentations begin.

The amount of time allocated for your presentation will depend on the type of paper you are presenting:

> **Journal Track** Presenters – 5 minutes
>
> **Full Paper** Presenters – 5 minutes
>
> **Short Paper** Presenters – 3 minutes

You will be kept strictly to time.

Questions will be held to the end of the session, so when you're done presenting, please stay in the session.

Joining Your Session

1. 15min prior to the start time, locate your session on your platform timeline and click the **Preview/Join** button. This will bring you in to the Presenter/Session Chair View for your session
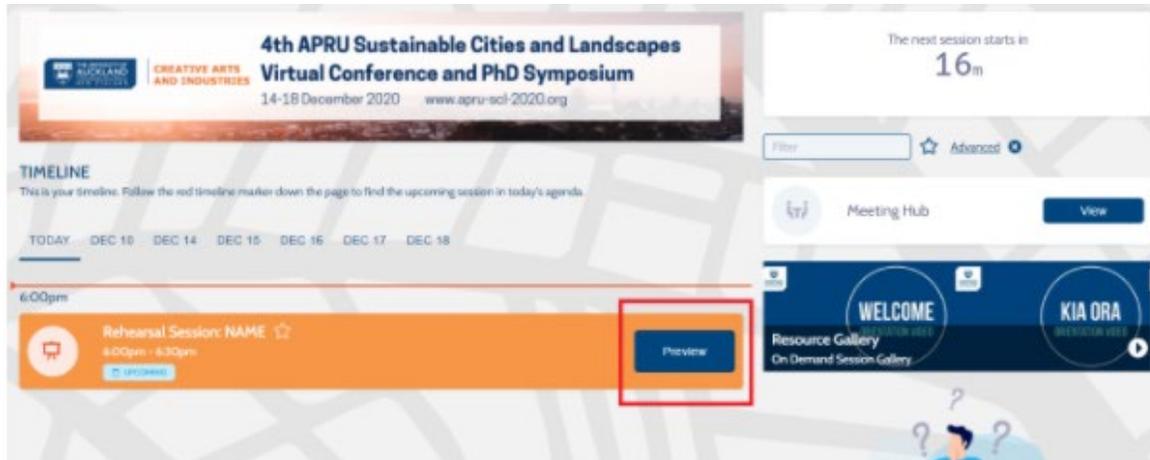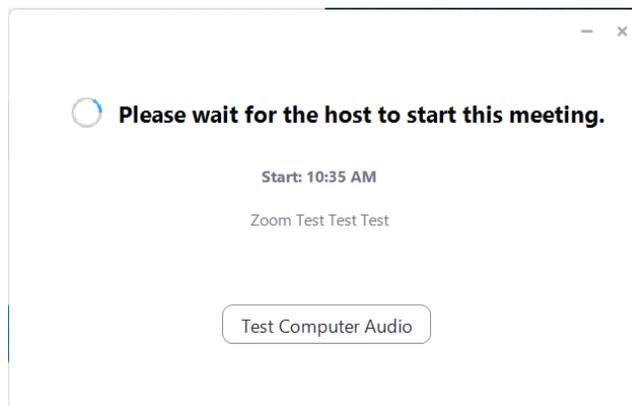

2. Click on the **Join as Panelist** button. This will launch the zoom application from where the session will take place for presenters and session chairs.
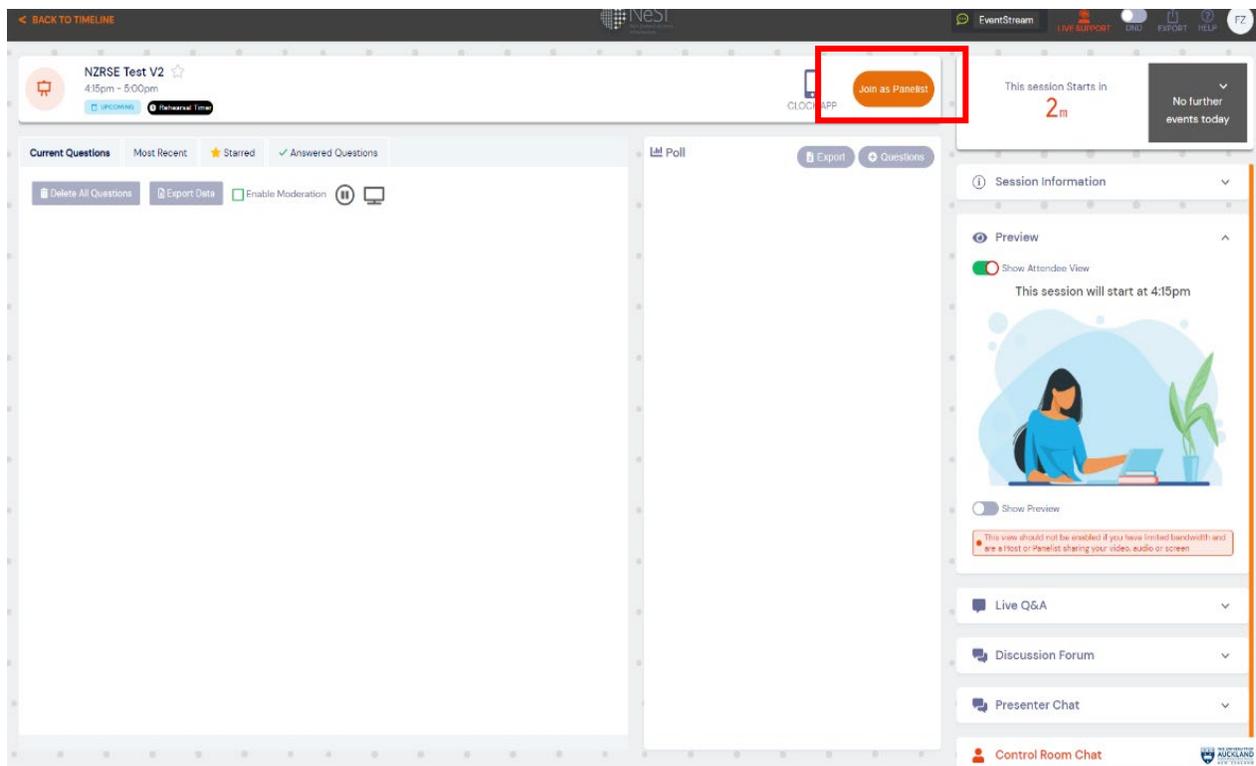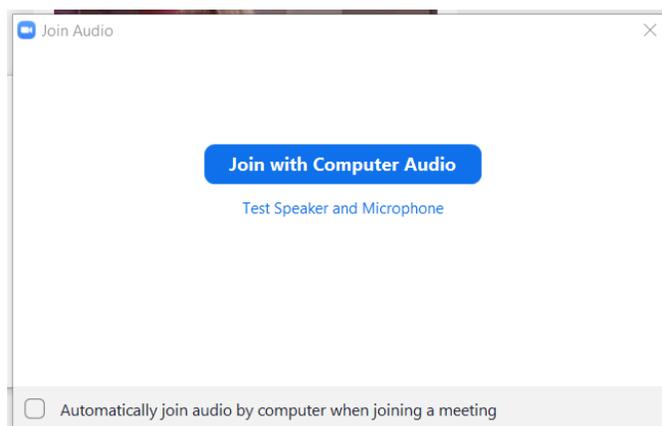
3. Clicking 'Join As Panellist' will launch the Zoom Meeting. Select the **'Open Zoom Meetings'** button:
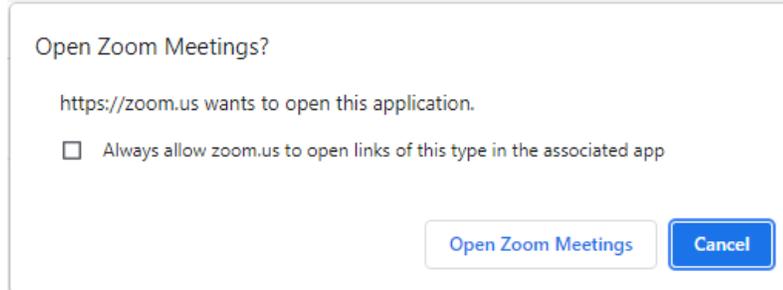
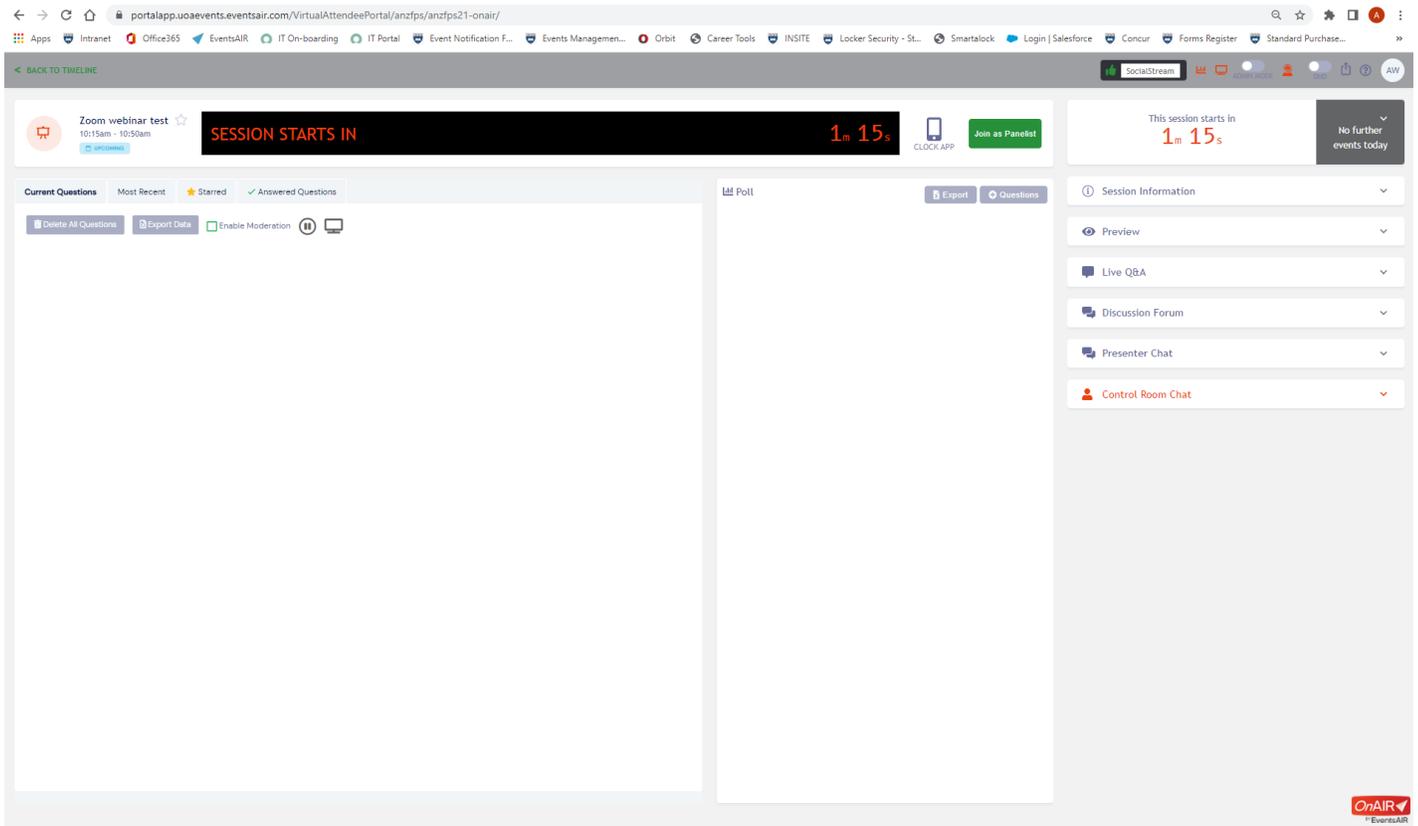Please note, if you join before the Host, you may see this message:

4. Select **'Join with Computer Audio'**


You will then be successfully in the meeting.

We advise having **two monitors minimum** with the platform available on one monitor, and the zoom application showing on the second. If sharing slides, these can be shown on a third monitor, or show instead of the platform.

# What You Will Do to Present Your Session

Presentation Functions

- **Session Information** – Information the presentations and authors all delegates can see this.
- **Preview** – This option displays both the attendee view and a preview of the current presentation. Note that the previews are only available when a Broadcast is active and will result in you showing in the zoom meeting twice. *It is not recommended you use this feature*
- **Live Q&A** – where you and the attendees can submit typed Q&A
- **Discussion Forum** – This is the informal text chat area for attendees and presenters to have conversations before and during a session
- **Presenter Chat** – This is a private chat area for all hosts, presenters, and other event staff in the current session.
- **Control Room Chat** – This is a private chat area for all presenters and the event organisers.
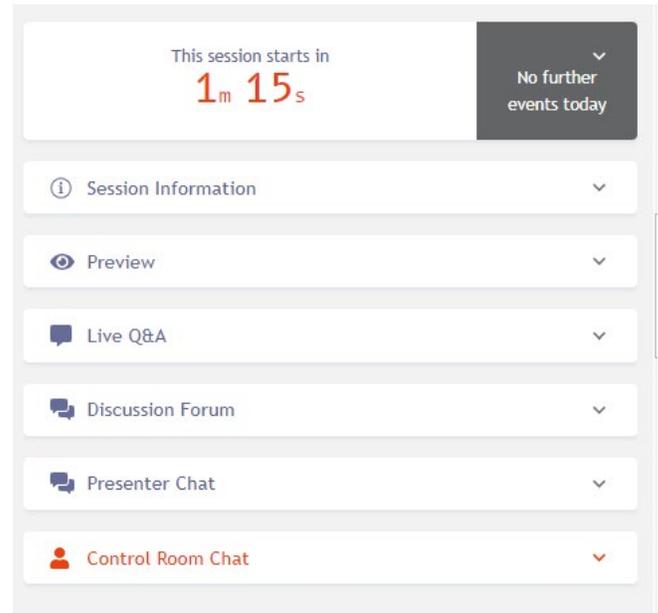
Live Q&A

Live Q&A is where you can view incoming questions from the session 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
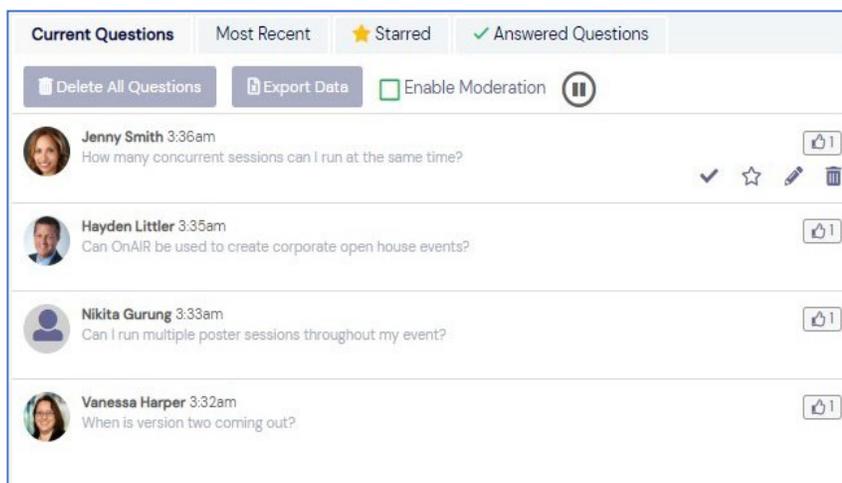
When the Session Finishes

When the session finishes, zoom within the platform will shut down immediately. The zoom application will stay open, with anyone who has joined directly in the zoom app still present. END the zoom meeting. On the virtual platform, return to the timeline.