



**CONFERENCE
DESIGN**

Online Conference Guide OnAir Platform

DELEGATE GUIDE

Important Information

Below are the most important rules to follow, to ensure you have the best online conference experience as a delegate.



USE A DESKTOP COMPUTER OR LAPTOP

The online conference platform is not designed to be accessed from mobile phone or tablet devices.

You will need to have access to a desktop computer or laptop to successfully log into the platform and watch sessions.



USE GOOGLE CHROME

Please make sure you log into the platform using CHROME. Other internet browsers such as, Firefox, Microsoft Edge, Safari etc **DO NOT** support presenting within the OnAir platform. If you do not have Chrome installed, please download and install it prior to the start of the conference.

[Click Here to install Chrome](#)



STABLE INTERNET CONNECTION

Make sure you have a stable internet connection (2Mbps upload, 4Mbps download or better). If possible, use a wired internet cable for stronger and more reliable connection.

You can test your Internet connection speed at [SpeedTest.net](https://www.speedtest.net)



TEST YOUR CAMERA & MICROPHONE

Please ensure you have tested your microphone and webcam settings. We strongly encourage using a headset with an inbuilt microphone for the best audio.

Accessing the Online Sessions

If you intend to experience and engage in the Online Conference platform from your **work computer/laptop** please ensure that your **workplace firewall** does not block access to the sessions and networking functions. You should check access with your IT department as early as possible as it may take a few days or weeks for your request to be processed.

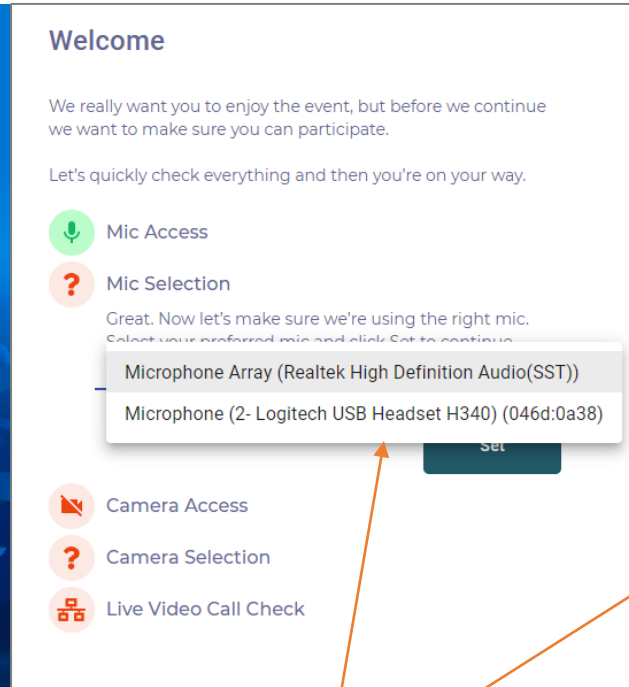
Below is a list of all the streaming platforms that will be used during the Online Conference. Your IT department will need to **allow** these programs to enable you to access the online events.

- Twilio
- Vonage
- Vimeo
- Zoom
- AirCast
 - livefeed.aircastcdn.com
 - studio.aircastcdn.com
 - hls.aircastcdn.com
 - live.aircastcdn.com

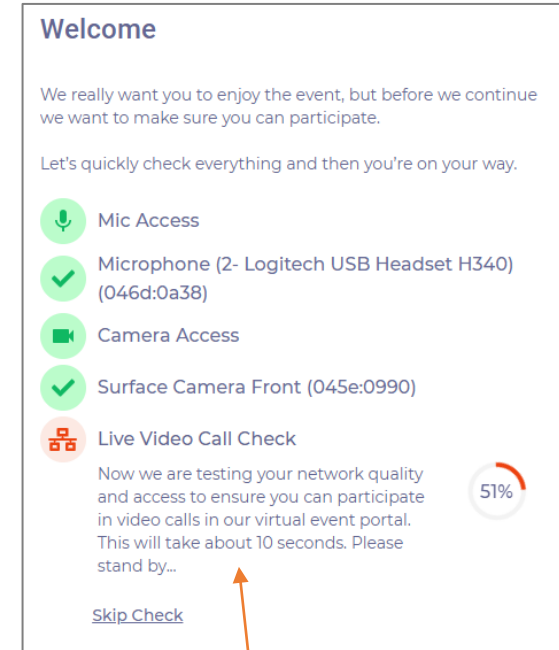
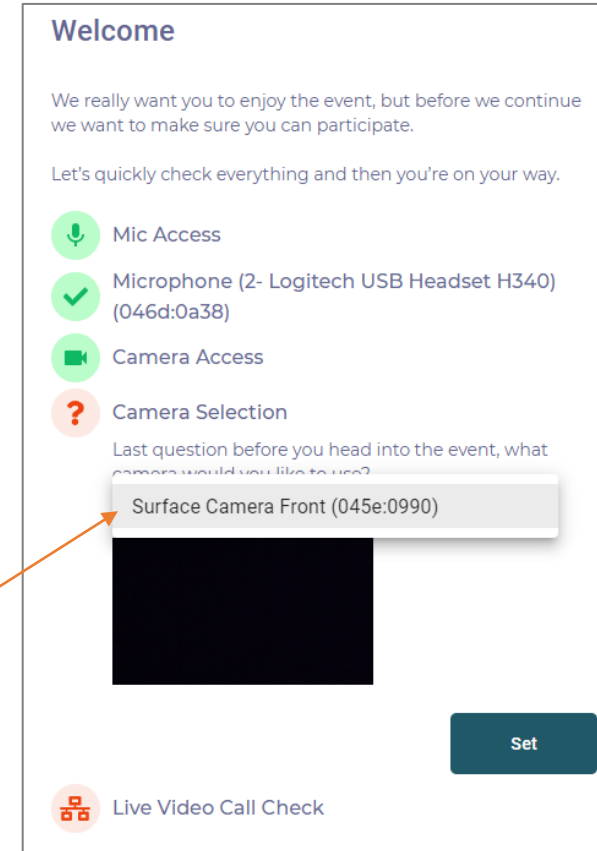
NOTE: If you have issues with connecting to the platform and/or sessions during the conference. You may need to use your mobile data hotspot or participate from a private (home) network. You can always log a live support ticket to get help with any issues you may have.

Logging In

When you first log in, you will be prompted to select your microphone and camera. Your microphone and camera will only be used, when you attend meetings in the Meeting Hub.



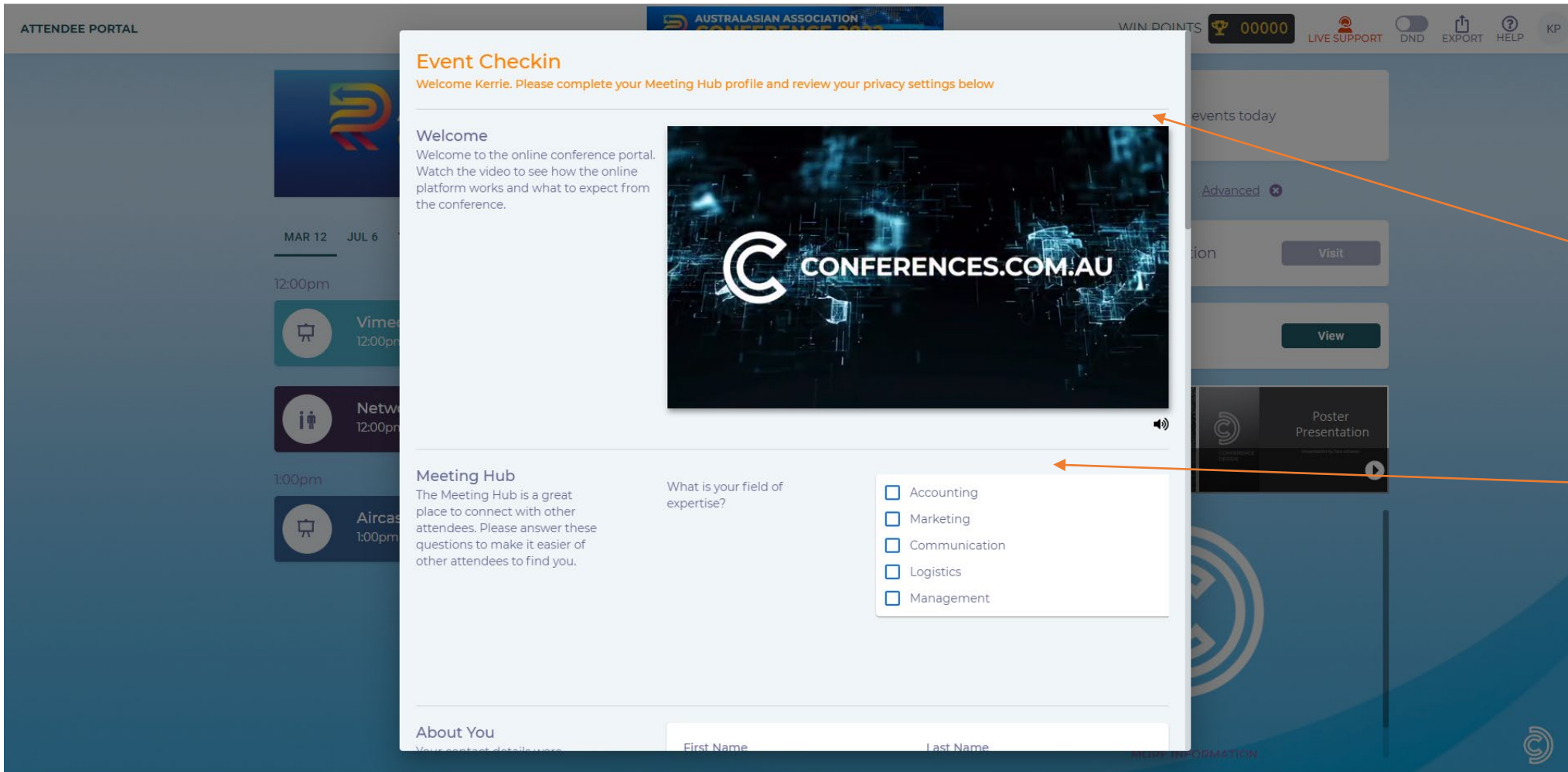
If you have multiple camera's and microphones plugged into your computer, you will have to select the correct one using the drop down option



The platform also performs a network quality test, which tests if you have access to participate in live video calls through the platform.

Welcome & Profile Settings

Once you log into the online portal you will be prompted to review and update your profile and device settings.



There is also a welcome video with an overview of the platform for you to watch at anytime.

MEETING HUB
If enabled, you can answer questions for other delegates to learn more about you via the meeting hub.

Welcome & Profile Settings

About You

Your contact details were provided as part of your registration

First Name

Kerrie

Last Name

Pursell

Organization

Association Design

Email

kerrie@associationdesign.com.au

Profile

Update your photo, bio and social media here

Profile Picture

Upload

Capture

Delete

About me

Tell us a bit about yourself

My Social Media Channels

f

Insert your Facebook account URL

in

Insert your LinkedIn profile account URL

tw

Insert your Twitter account URL

ig

Insert your Instagram account URL

Time Zone

Please let us know what time zone you are in and we will adjust your timeline

Time Zone

Use browser time zone

ABOUT YOU

Information listed here, is pulled directly from your registration and cannot be updated.

PROFILE

You can upload a profile picture, add a biography and social media links that can be shared via the Meeting Hub

TIME ZONE

You can change the time zone for your log in. This will change all sessions times to reflect your time zone.

Password

Update your password here

Update Password

Privacy

How do you want to appear to other attendees

Virtual Name Badge

☐

KP

Kerrie Pursell

Association Design

☒

KP

Kerrie P

Enhanced Accessibility

☐ Enable Enhanced Accessibility (keyboard navigation, focus highlight, screen reader compatibility and high contrast colors)

Meeting Hub

When you connect with other attendees your contact details will be shared. You can decide what information you want to share.

Contact Information to Share

☒ Association Design

☒ kerrie@associationdesign.com.au

☒ Social Media Profiles

Media Settings

You can check that your media settings are correct and update them if needed.

Microphone

Microphone Array (Realtek High Definition Audio)

Camera

Surface Camera Front (045e:0990)

Change Settings

Update and Close

PASSWORD

If needed, you can update your password here.

PRIVACY

You can choose how your name and information is displayed in the meeting hub.

MEETING HUB

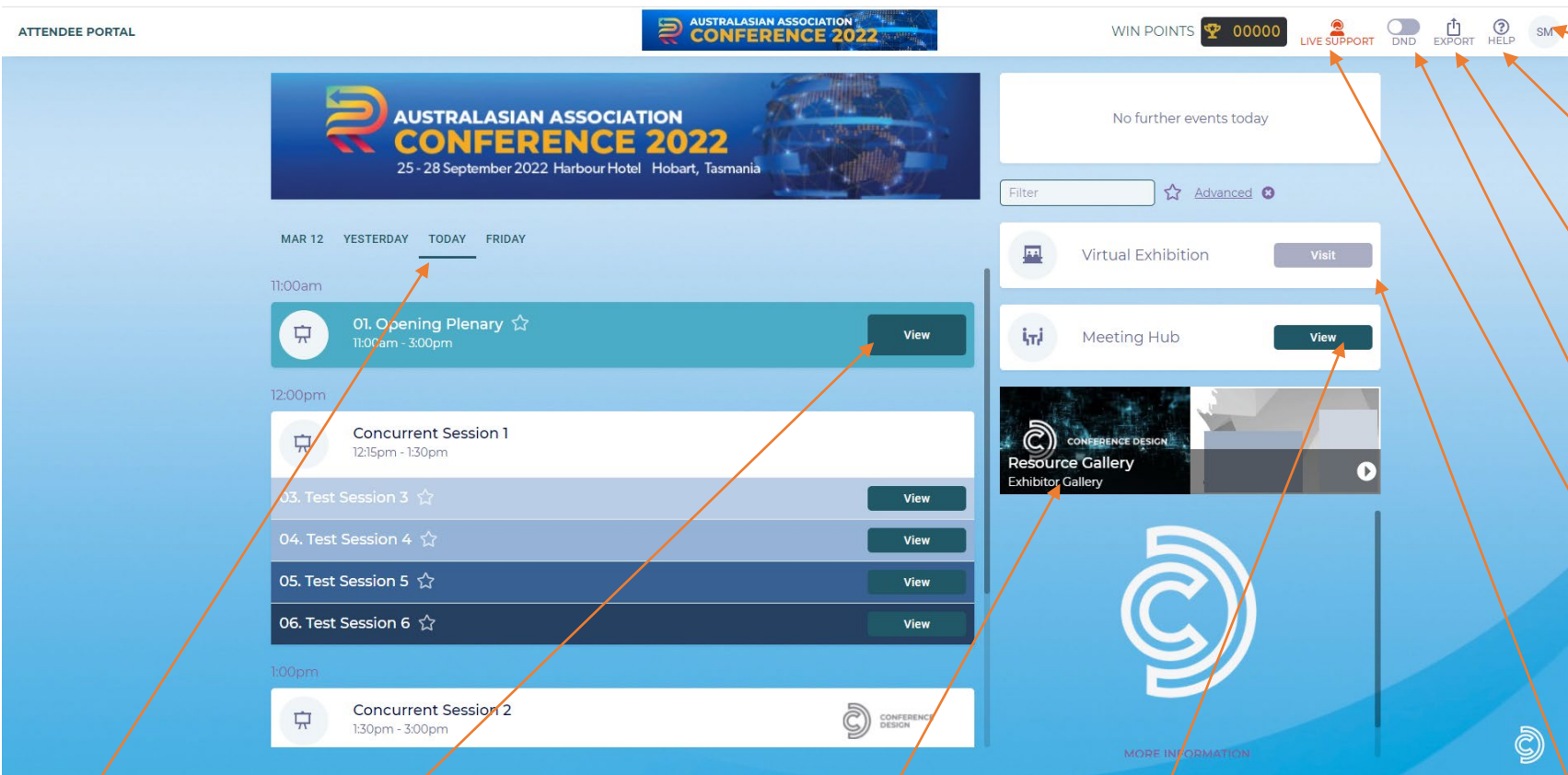
You can choose which information you would like made available to your connections in the meeting hub.

MEDIA SETTINGS

If you need to update your media settings, such as choosing a new microphone or camera you can select them here.

Online Conference Portal

When you've finished setting up, you will come to the Online Conference Portal.



PROFILE

Click the circle in the top right hand corner to update your details, time zone and camera and microphone settings.

HELP

The help button is complete with the FAQs on the conference and using the portal

EXPORT

If you make any notes during sessions, you will be able to export them here. Notes are exported and sent to your email.

DO NOT DISTURB

When DND is turned on, you will not receive any calls or messages from other delegates

LIVE SUPPORT

If you are experiencing any technical difficulties, you can log a ticket with live support and a member of the conference technical team will be able to assist.

CONFERENCE DAYS

Click on each day to view the sessions happening on the selected day.

TIMELINE

All conference sessions will appear here. To view a session overview and presenter biography, click on the preview button.

RESOURCE GALLERY

View additional conference materials such as exhibitor hand outs, poster sessions and/or lightning talks.

MEETING HUB

Connect with fellow delegates through the Meeting Hub. You can send chats, video call and schedule meetings.

VIRTUAL EXHIBITION

Visit the Conference's Sponsors & Exhibitors. Meet with their representatives, download brochures and more.

Win Points & Filtering Sessions

Throughout the conference you will be able to earn points for completing certain tasks.

The screenshot shows the 'ATTENDEE PORTAL' for the 'AUSTRALASIAN ASSOCIATION CONFERENCE 2022' (25-28 September 2022, Harbour Hotel Hobart, Tasmania). At the top right, a 'WIN POINTS' section shows a trophy icon and '00000' points, with links for 'LIVE SUPPORT', 'DND', 'EXPORT', 'HELP', and 'SM'. Below this is a 'Filter' box with a star icon and the word 'Advanced'. The main content area lists sessions, including '01. Opening Plenary' (11:00am - 3:00pm) with a star icon. An 'Advanced Search' modal is open, showing fields for 'Type', 'Keyword', 'Date', and 'Time' (with options: Morning, Afternoon, Evening). Two inset panels show the 'WIN POINTS' dashboard: the left one shows '0 POINTS' and '0 GOALS' with a 'NO CURRENT RANKING' message; the right one shows a list of tasks to earn points, such as 'Be one of the first 10 people to meet with an exhibitor' (200 POINTS) and 'Test Question #1' (10 POINTS).

Select WIN POINTS to be shown the dashboard and goals. The more points you earn, the more tickets you get for the prize draw. *

FILTER
You can filter by keywords or author name.

FAVOURITES 
You can 'favourite' a session you wish to attend by clicking the star next to the session. To view your favourited session, click the star next to the filter box.

ADVANCED SEARCH
You can advance search the program by presentation type, keywords, date or time of presentation.

Joining a Session

Once you're ready to join a session, select which one you want from the options below.

The screenshot displays the 'ATTENDEE PORTAL' for the 'AUSTRALASIAN ASSOCIATION CONFERENCE 2022'. The header includes the event title, dates (25-28 September 2022), location (Harbour Hotel Hobart, Tasmania), and user metrics (WIN POINTS 00000, LIVE SUPPORT, DND, EXPORT, HELP, SM). The main content area shows a session schedule for 'TODAY' (MAR 12). The schedule is organized by time slots: 11:00am, 12:00pm, and 1:00pm. An orange arrow points to the '01. Opening Plenary' session at 11:00am. The 12:00pm slot features 'Concurrent Session 1' and a list of test sessions (03, 04, 05, 06). The 1:00pm slot features 'Concurrent Session 2'. On the right side, there are buttons for 'Virtual Exhibition' and 'Meeting Hub', and a 'Resource Gallery' section with a play button icon. A large 'C' logo is visible in the bottom right corner.

ATTENDEE PORTAL

AUSTRALASIAN ASSOCIATION
CONFERENCE 2022

WIN POINTS 00000

LIVE SUPPORT

DND

EXPORT

HELP

SM

AUSTRALASIAN ASSOCIATION
CONFERENCE 2022
25 - 28 September 2022 Harbour Hotel Hobart, Tasmania

MAR 12 YESTERDAY TODAY FRIDAY

11:00am

01. Opening Plenary ☆
11:00am - 3:00pm View

12:00pm

Concurrent Session 1
12:15pm - 1:30pm

03. Test Session 3 ☆ View

04. Test Session 4 ☆ View

05. Test Session 5 ☆ View

06. Test Session 6 ☆ View

1:00pm

Concurrent Session 2
1:30pm - 3:00pm

CONFERENCE DESIGN

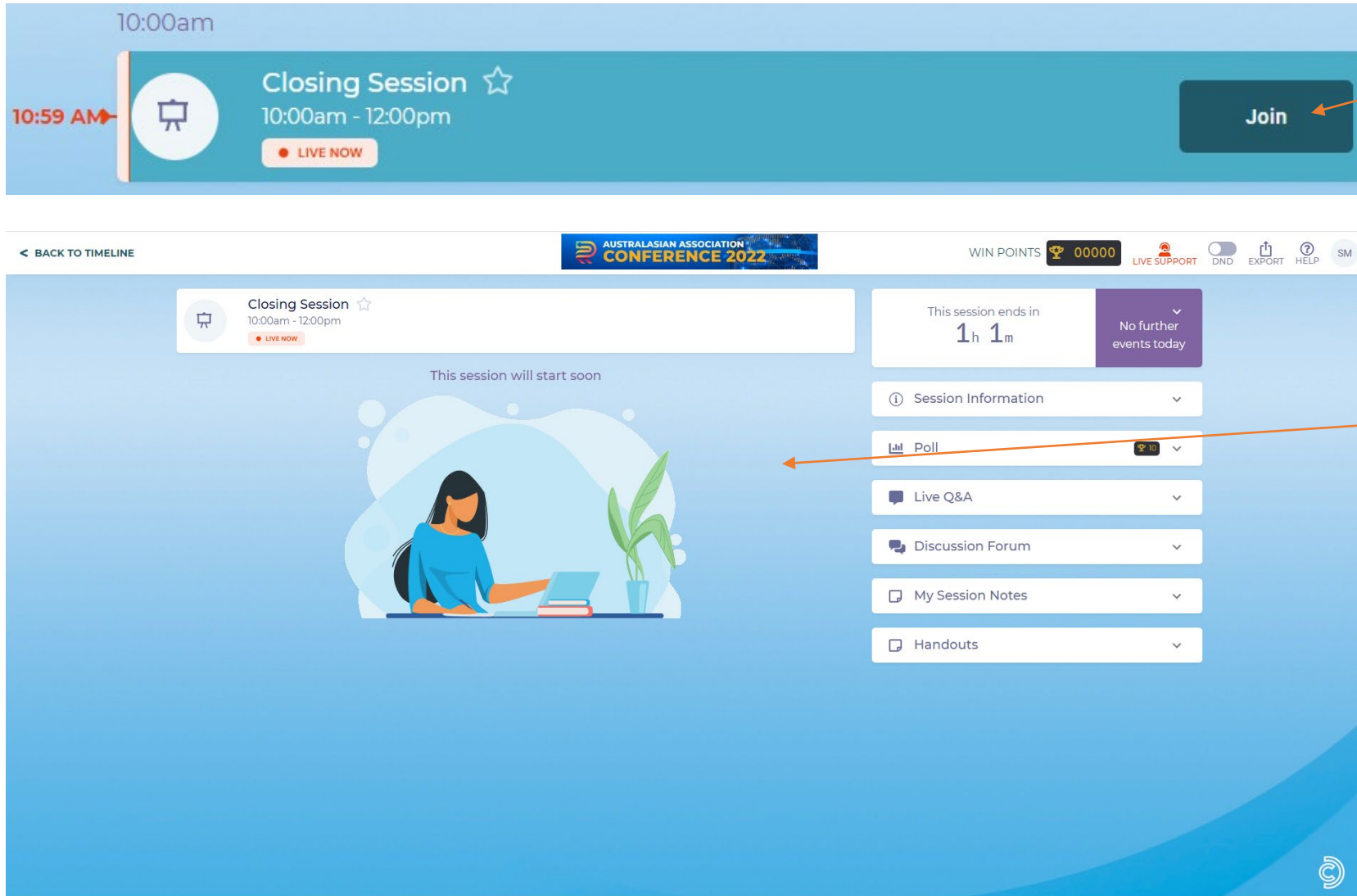
Virtual Exhibition Visit

Meeting Hub View

CONFERENCE DESIGN
Resource Gallery
Exhibitor Gallery

MORE INFORMATION

Joining a Session



When the session is live you can click the JOIN button to enter the session.

If you enter the session before the session is live the button will say PREVIEW instead.

If the session is not yet live, you will see this view.

As soon as the session begins, a video will automatically appear.

When the session is live, this is what you will see.

When the session is live, this is what you will see.

HANDOUTS

Presentation handouts and abstracts will be available to view and/or download here.

HANDOUTS

Presentation handouts and abstracts will be available to view and/or download here.

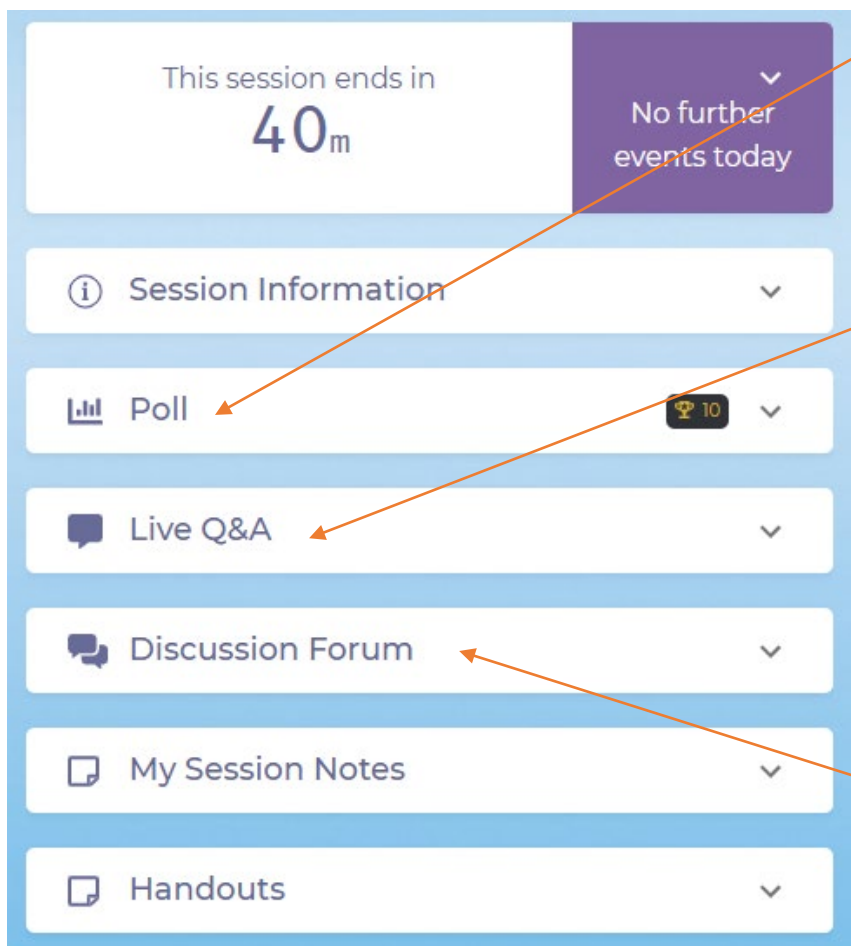
SESSION INFORMATION

Click here to view session information, presentation title, authors and their biographies.

SESSION NOTES

You can take notes during the session here and then use the export function in the main timeline to export to your email.

Live Q&A, Polling



This session ends in **40m** No further events today

Session Information

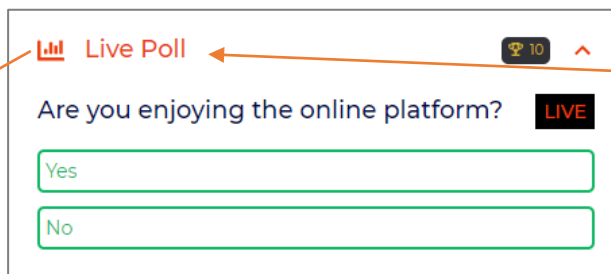
Poll

Live Q&A

Discussion Forum

My Session Notes

Handouts



Live Poll

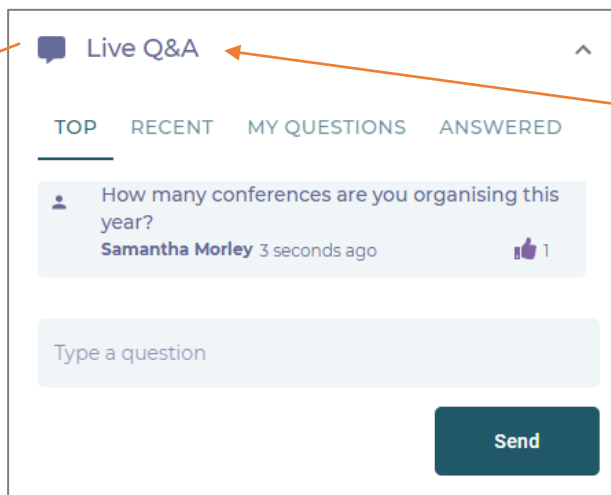
Are you enjoying the online platform? **LIVE**

Yes

No

LIVE POLL

If enabled, Live Poll questions will appear here when made live by the session host.



Live Q&A

TOP RECENT MY QUESTIONS ANSWERED

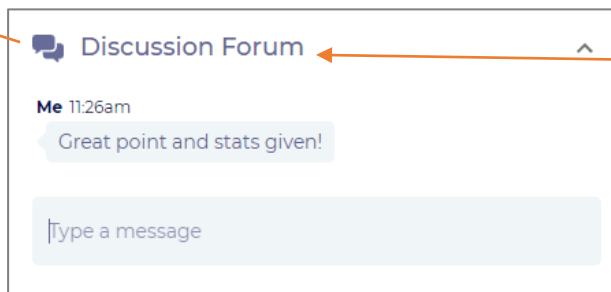
How many conferences are you organising this year?
Samantha Morley 3 seconds ago 1

Type a question

Send

LIVE Q&A

Live Q&A is available throughout the session for you to ask presenters a question. Presenters will either answer your questions verbally or via text.



Discussion Forum

Me 11:26am

Great point and stats given!

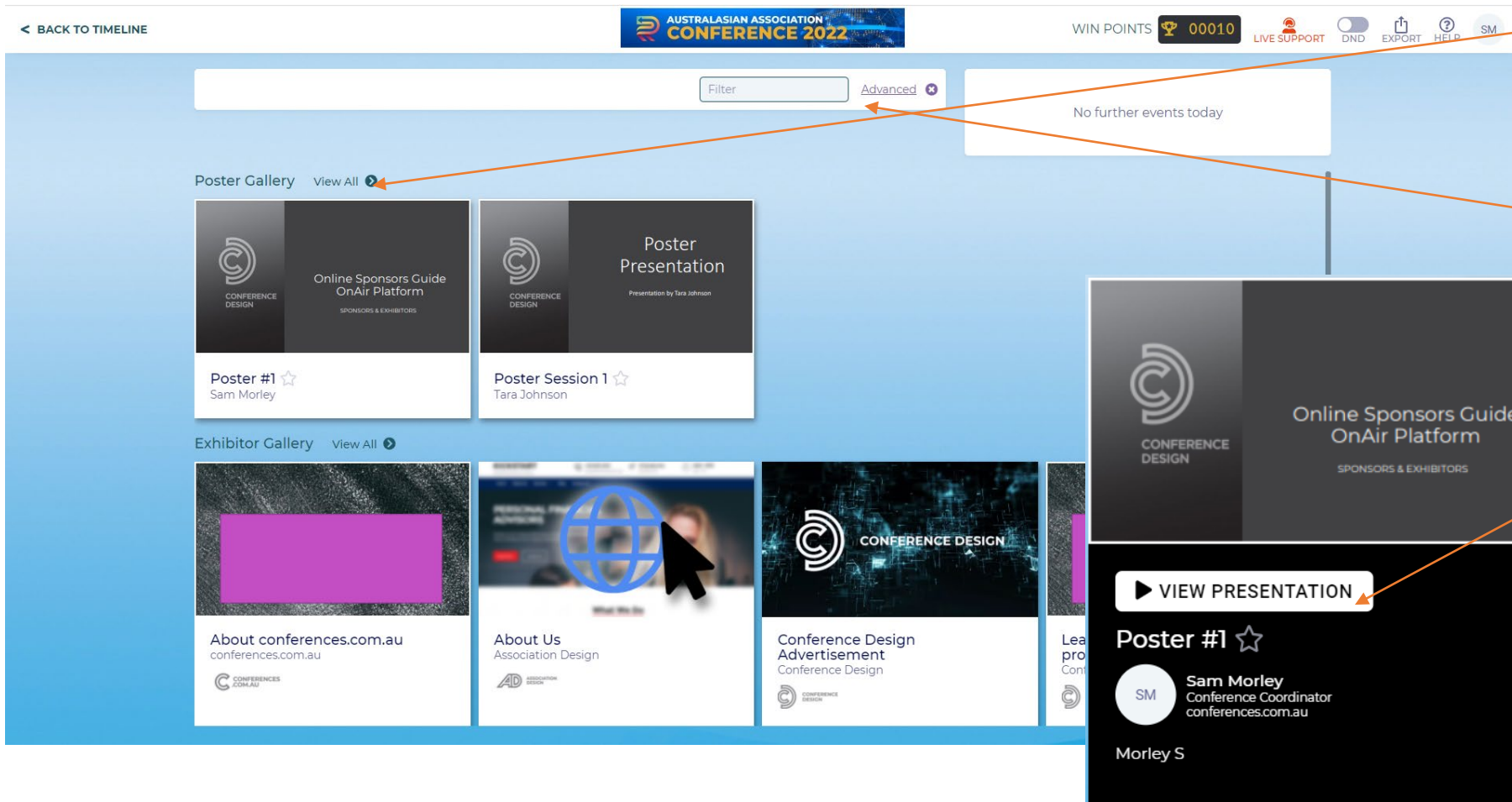
Type a message

DISCUSSION FORUM

This is where you can post comments on the presentation and engage with other delegates. Any questions posted in the discussion forum will not be answered.

Resource Gallery

The resource gallery is where you can view additional conference materials such as ePosters and sponsor/exhibitor brochures and videos.



GALLERY

To view each gallery in full, click the View all button.

FILTER

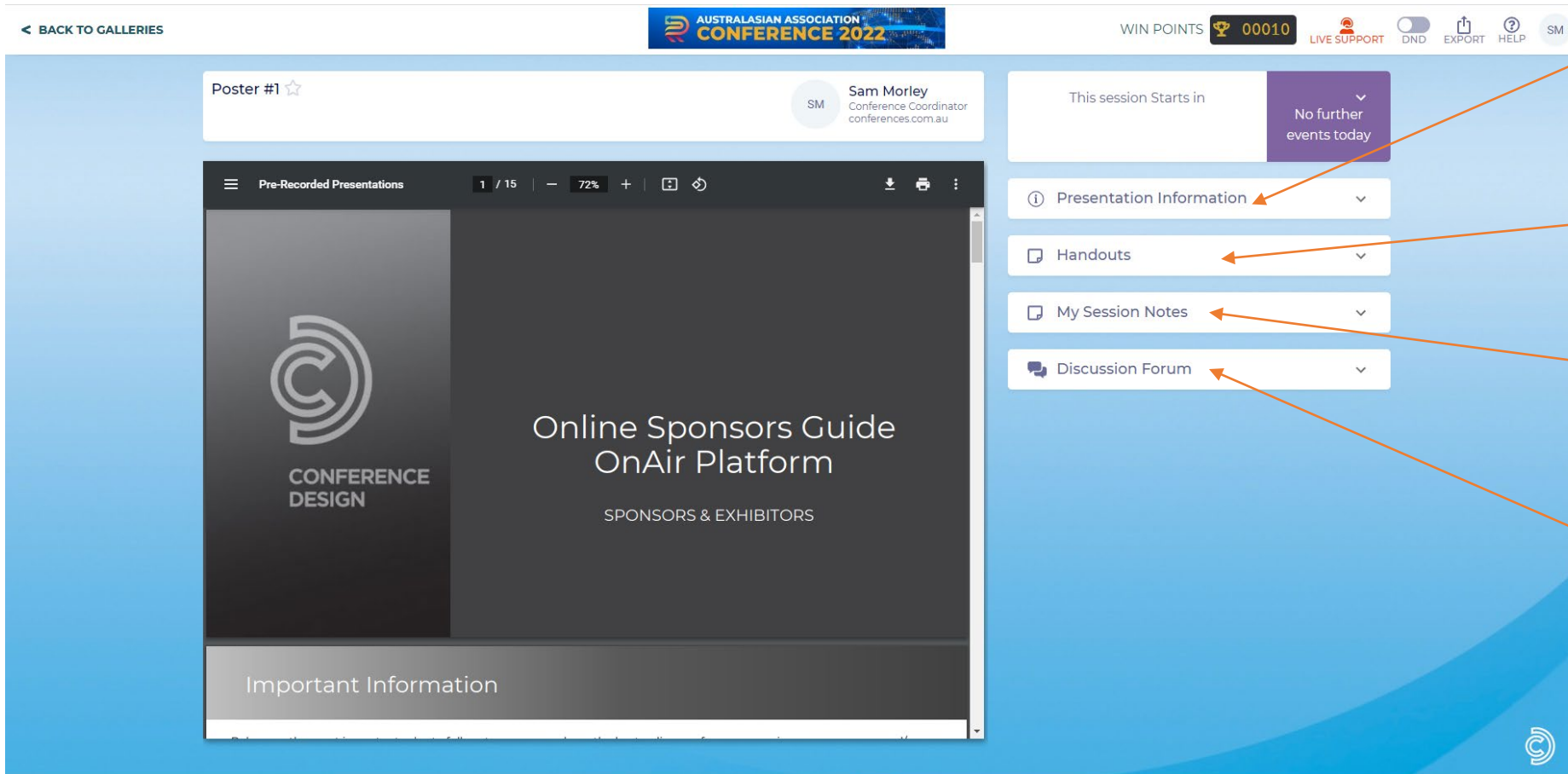
Browse the resource gallery or filter by presentation type or author

VIEW MATERIALS

Hover over the poster or brochure you wish to view and click the View button. This will open the material in full view.

Resource Gallery | Viewing an ePoster

ePosters can either be a static PDF poster or even a short video to watch.



PRESENTATION INFORMATION

Presentation information can be viewed here. This will show presenter names and biographies.

HANDOUTS

Presentation handouts and abstracts will be available to view and/or download here.

SESSION NOTES

You can take notes whilst viewing posters and export them using the export function in the timeline.

DISCUSSION FORUM

Leave comments for the authors via the Discussion Forum.

Resource Gallery | Viewing Sponsor/Exhibitor Content

Any promotional material uploaded to a sponsor or exhibitors booth will appear in the Exhibitor Gallery.

The screenshot displays the 'Exhibitor Gallery' interface. At the top, there's a navigation bar with a 'BACK TO GALLERIES' link, a 'AUSTRALASIAN ASSOCIATION CONFERENCE 2022' banner, and user information including 'WIN POINTS 00010', 'LIVE SUPPORT', 'DND', 'EXPORT', 'HELP', and 'SM'. Below the navigation bar is a search filter section with a 'Filter' button and an 'Advanced' toggle. A message box states 'No further events today'. The main area is titled 'Exhibitor Gallery' and contains several promotional cards. A modal window is open over one of the cards, titled 'Conference Design Advertisement'. The modal has a 'Play' button and a 'VISIT EXHIBITOR' button. The cards in the gallery include: 'About conferences.com.au', 'About Us Association Design', 'Learn more about our new products!', 'Meet our team Conference Design', 'Our website Conference Design', and 'View our website! conferences.com.au'. The modal window also displays contact information for 'Conference Design'.

Exhibitor Gallery

Filter Advanced

No further events today

VIEW CONTENT

Hover over anything in the Exhibitor Gallery. Depending on the content, you will be prompted to view a PDF, play a video or visit a website.

VISIT EXHIBITOR

By clicking the Visit Exhibitor button, you will be taken directly to their virtual exhibition booth.

Meeting Hub

During registration, you had the option to opt in to be included in the Meeting Hub.

ATTENDEE PORTAL

AUSTRALASIAN ASSOCIATION
CONFERENCE 2022

WIN POINTS 00010

LIVE SUPPORT

DND

EXPORT

HELP

SM

AUSTRALASIAN ASSOCIATION
CONFERENCE 2022

25 - 28 September 2022 Harbour Hotel Hobart, Tasmania

JUL 6

YESTERDAY

TODAY

TOMORROW

11:00am

01. Opening Plenary ☆
11:00am - 3:00pm

View

12:00pm

Concurrent Session 1
12:15pm - 1:30pm

03. Test Session 3 ☆

View

04. Test Session 4 ☆

View

05. Test Session 5 ☆

View

06. Test Session 6 ☆

View

1:00pm

Concurrent Session 2
1:30pm - 3:00pm

No further events today

Filter

☆ Advanced ✕

Virtual Exhibition

Visit

Meeting Hub

View

CONFERENCE DESIGN
Resource Gallery
Exhibitor Gallery

Poster Presentation
Presentations by Test Stream

MORE INFORMATION

The Meeting Hub allows you to make connections with other delegates, sponsors and presenters.

You can schedule meetings, live chat and live call each other anytime when the OnAIR platform is open.

Meeting Hub Connections

DC

David C

Kylie Crawford

Conference Manager

Conference Design

BG

Ben G

LW

Lucy Woodward

Conference Design

Filter on name or organization

ONLINE NOW

Advanced

PENDING

INVITATIONS

Advanced Search

CONTACT

PROFILE

First Name

Last Name

Position

Organization

State

Country

Order By

Clear

Search

WIN POINTS

00010

ADMIN MODE

DND

AG

No further events today

LW

Lucy Woodward

Conference Design

10

Connect

Call

Chat

Message

Meeting

Notes

Details

Video Call Inactive

Lucy Woodward

Amelia Griggs

Video Call

Call Lucy

ADVANCED SEARCH

You can search delegate names, or use the Advanced Filter option to filter by organisation, state, country etc.

CONNECT

You can send a connection request to anyone in the Meeting Hub. They will receive a notification with the option to accept.

Meeting Hub Calls, Live Chats & Meetings

ATTENDEES

Filter on name or organization ☐ ONLINE NOW **Advanced**

- DC David C
- Kylie Crawford
Conference Manager
Conference Design
- BG Ben G

CONNECTIONS

1 PENDING 4m 44s

- LW Lucy Woodward
Conference Design

1 INVITATIONS 0m 21s

- CB Chelsea B

WIN POINTS 00010 **ADMIN MODE** **DND** **AG**

The next session Starts in 2m

Chelsea B [Remove Connection](#)

Call Chat Message Meeting Notes Details

Video Call Inactive

Chelsea B

Amelia Griggs

☒ Video Call

Call Chelsea

PENDING CONNECTIONS

Pending Connections are when you have sent someone a connection request

INVITATIONS

Invitations is when someone has sent you a connection request.

CONNECTIONS

Once you have accepted a request, or someone has requested yours, they will appear in the connections section.

You can call them, live chat, send messages and schedule a meeting through your connection.

Virtual Exhibition

< BACK TO TIMELINE

AUSTRALASIAN ASSOCIATION
CONFERENCE 2022

WIN POINTS 00110

LIVE SUPPORT DND EXPORT HELP SM

EXHIBITOR

Filter ☆ Advanced

GOLD

Conference Design ☆
Over the past 30-years more than 500 Australasian organisations have partnered with Conference Design to deliver effective, efficient, creative, and professional business events...

AG NS +1

Meet

EXHIBITORS

AD ASSOCIATION DESIGN
Association Design provides management and administrative services to associations looking to move to the next level. We streamline processes and provide support to give your association a platform for growth...

JS

View

conferences.com.au ☆
Over the past 30-years more than 500 Australasian organisations have partnered with conferences.com.au to deliver effective, efficient, creative, and professional business events...

TJ SM

View

No further events today

Click on an exhibitor to learn more about it

MORE INFORMATION

SPONSORS & EXHIBITORS

All Sponsors & Exhibitors online booths will be displayed here. Booths will be ranked by level of sponsorship followed by alphabetical order.

PROFILES

The sponsor/exhibitor company profile, logo and representatives are listed here.

FILTER, FAVOURITES & SEARCH

You can favourite, filter and advanced search exhibition listings by organisation, state, or category.

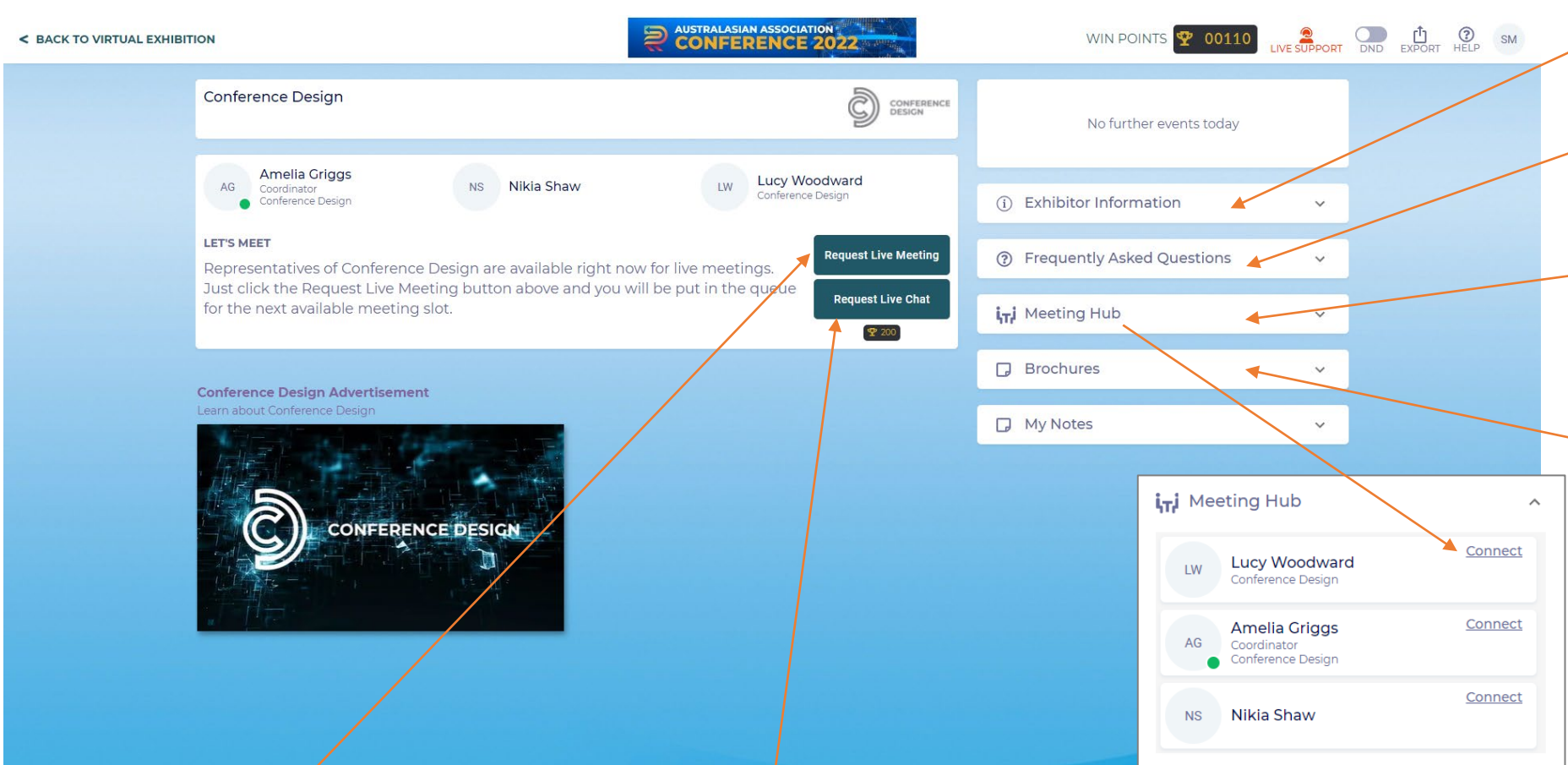
MEET AN EXHIBITOR

When a representative is online and available for a meeting, they will have a green dot next to their name. and The button will display MEET rather than VIEW

VIEW AN EXHIBITOR

If a representative is not online, you can still VIEW their booth and look through their brochures and send them a meeting connection.

Online Exhibitor Stand



EXHIBITOR INFORMATION

Delegates can view your exhibitor information, FAQs, and brochures.

FAQs

Exhibitors can provide frequently asked questions for delegates to view.

MEETING HUB

You can send a Meeting Hub connection request to any exhibitor staff representative.

BROCHURES

Any promotional materials such as brochures, videos and links will appear here for you to view.

REQUEST LIVE MEETING

You can meet available exhibitors via video call function. You will need a working camera and microphone.

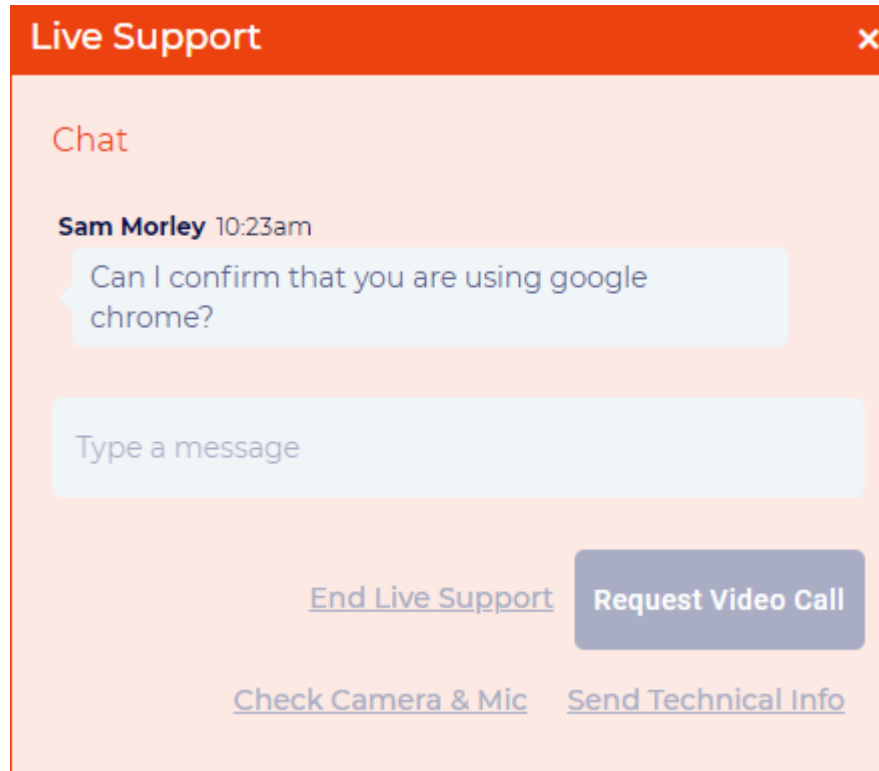
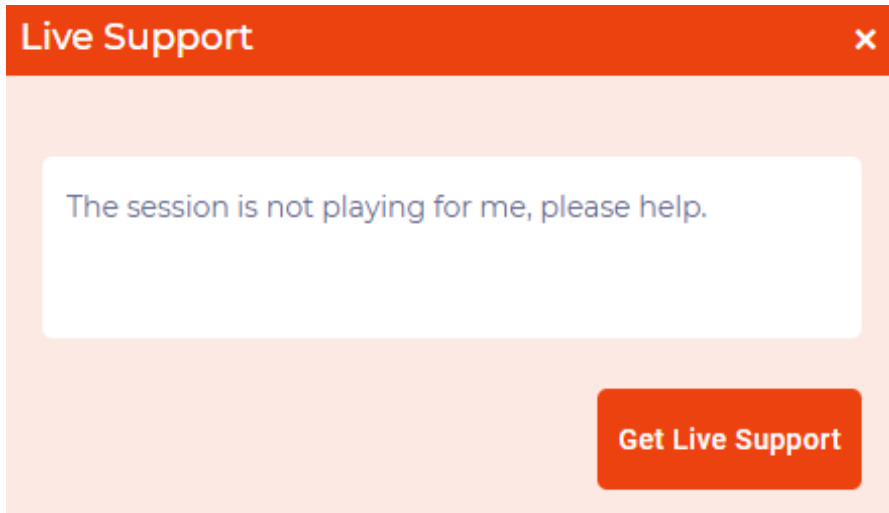
REQUEST LIVE CHAT

You can meet available exhibitors via live chat function. You can talk to them via text.



Live Support

If you experience any technical difficulties or have questions about the conference, please log a ticket with Live Support by clicking the red icon in the top right hand corner.



LIVE SUPPORT CHAT

A member of the conference team will respond to your ticket. You will be able to chat with them via text or video call.

Session Recordings

Session recordings will be available to view after the conference. To view a session recording, click into the session and click the play button at the top of the right hand of the menu.

The screenshot displays the user interface for the Australasian Association Conference 2022. At the top, there is a navigation bar with a 'BACK TO TIMELINE' link, the conference logo, and user information including 'WIN POINTS 00010', 'LIVE SUPPORT', 'DND', 'EXPORT', 'HELP', and 'SM'. The main content area is divided into two sections. On the left, a card for the 'Closing Session' (10:00am - 12:00pm) is shown, followed by a large illustration of a person working on a laptop with the text 'SESSION ENDED' and 'This session has finished'. On the right, a vertical menu contains several options: 'This session has finished' (with a dropdown arrow), 'Session Recording' (with a 'Play' button), 'Session Information' (with a dropdown arrow), 'Poll' (with a dropdown arrow and a '10' indicator), 'Live Q&A' (with a dropdown arrow), 'Discussion Forum' (with a dropdown arrow), 'My Session Notes' (with a dropdown arrow), and 'Handouts' (with a dropdown arrow). An orange arrow points from the 'Play' button in the 'Session Recording' menu item to the right-hand text block.

SESSION RECORDINGS
Click on the play button to watch the recording in the platform.

NOTE: Check the conference website to confirm which session recordings will be available and for how long.