



## Virtual Event – Guide for poster presenters

Browser – To access the portal you will be sent a link and all you need is a good internet connection. You must use Google Chrome web browser for all of the features of the portal to work properly. This can be downloaded for free here:

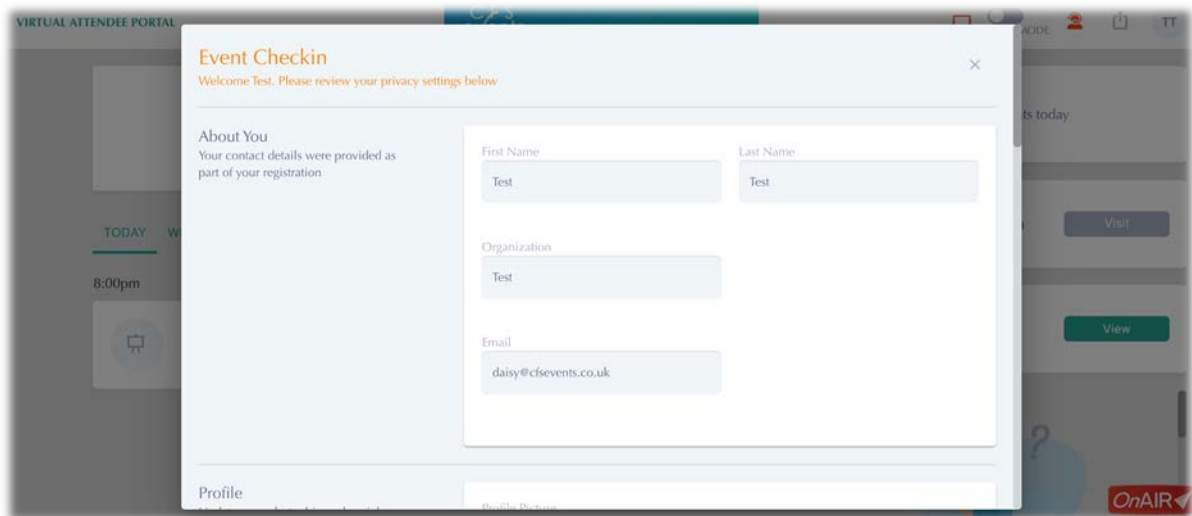
[https://www.google.co.uk/chrome/?brand=CHBD&gclid=Cj0KCQjwuJz3BRDTARIsAMg-HxWxMynLvdYCYs9Iofu7YDRBxBmlGIOIYwirE\\_UvjvZQzQhRtdS7KSoaAtALEALw\\_wcB&gclsrc=aw.ds](https://www.google.co.uk/chrome/?brand=CHBD&gclid=Cj0KCQjwuJz3BRDTARIsAMg-HxWxMynLvdYCYs9Iofu7YDRBxBmlGIOIYwirE_UvjvZQzQhRtdS7KSoaAtALEALw_wcB&gclsrc=aw.ds)

### **How to log in**

You will receive an email with a unique link to log in to the meeting portal. When you wish to access the meeting, simply click this link:

Click here to access the meeting [OnAIR Virtual Event Portal](#)

You will be shown your profile:



Here you can:

- Add a profile picture or some information about yourself
- Choose how you would like your name and organisation to appear to other delegates
- Adjust your media settings

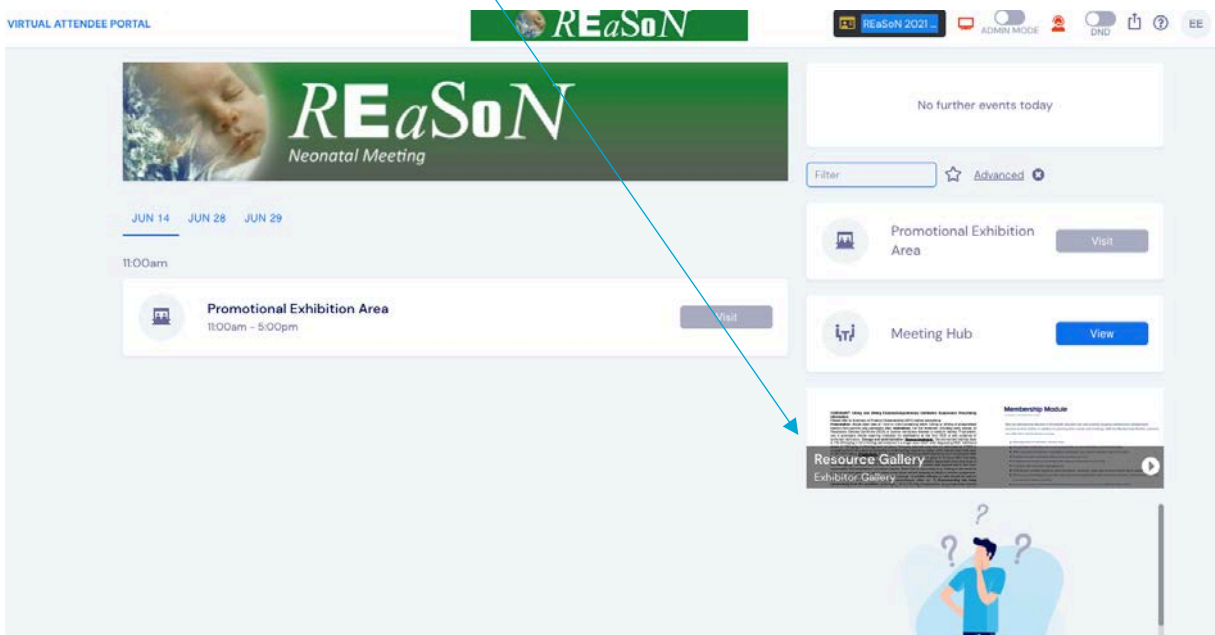
Click the x in the top right corner to save and exit.



You can get back here at any point by selecting your initials (or profile picture) in the top right corner and choose 'my settings'.

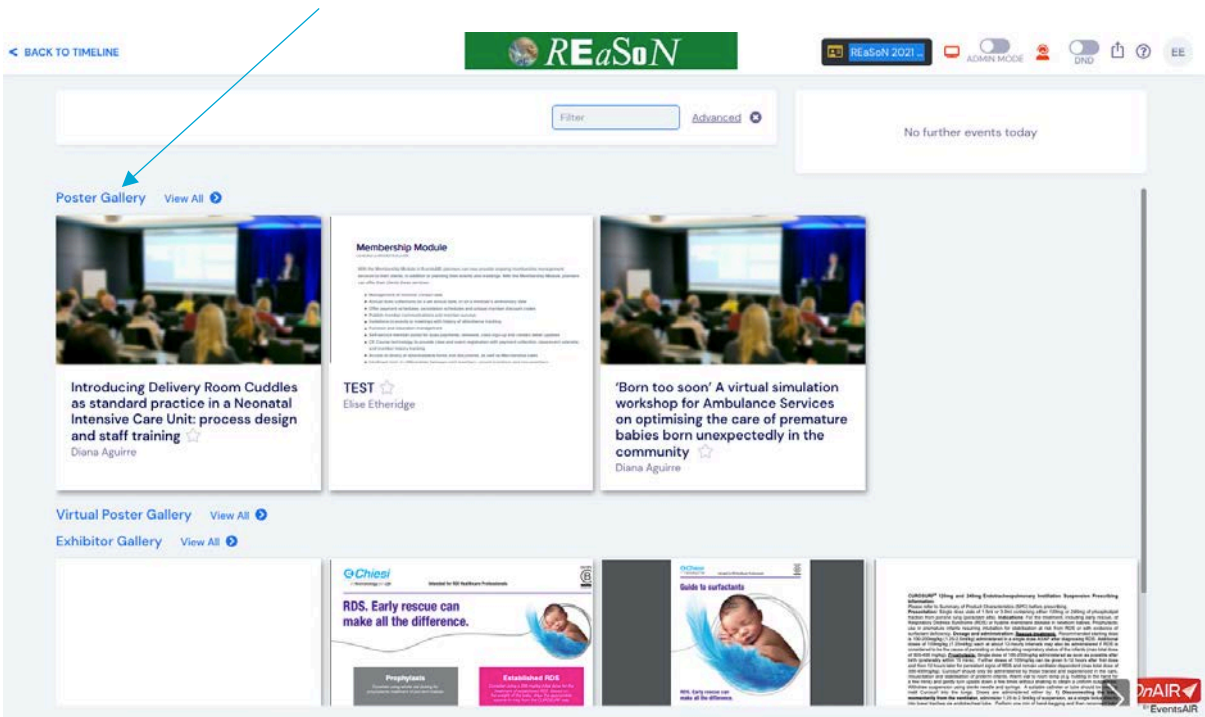


Please click on the Resource Gallery

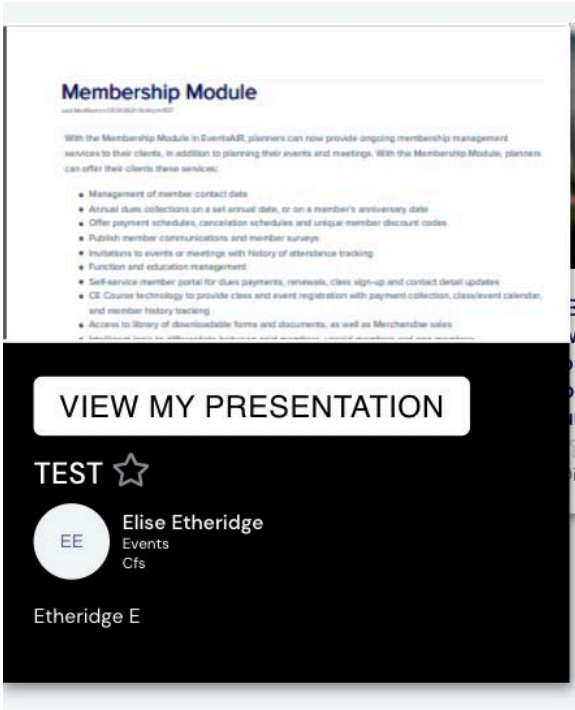




Now click on poster gallery

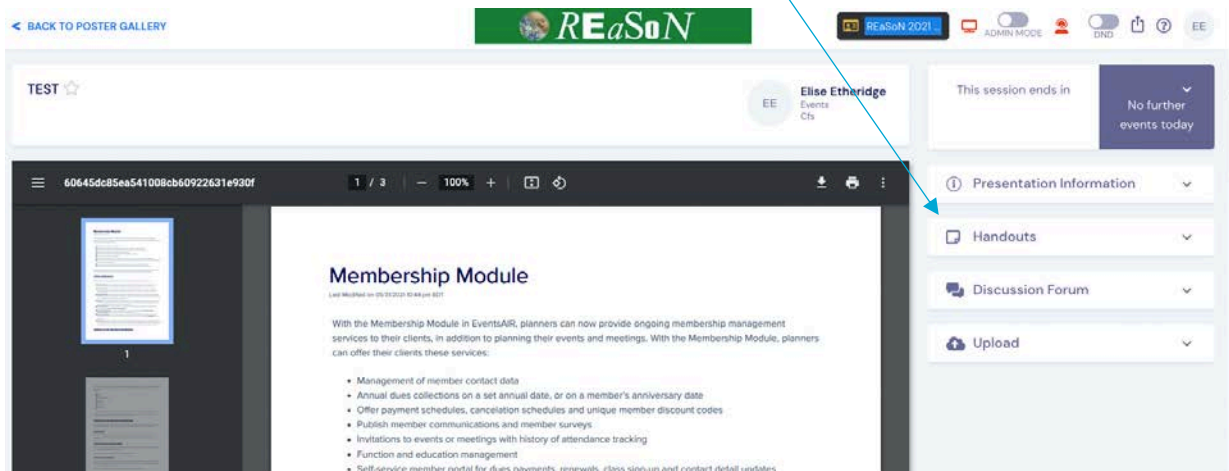


Find your presentation and click: view my presentation

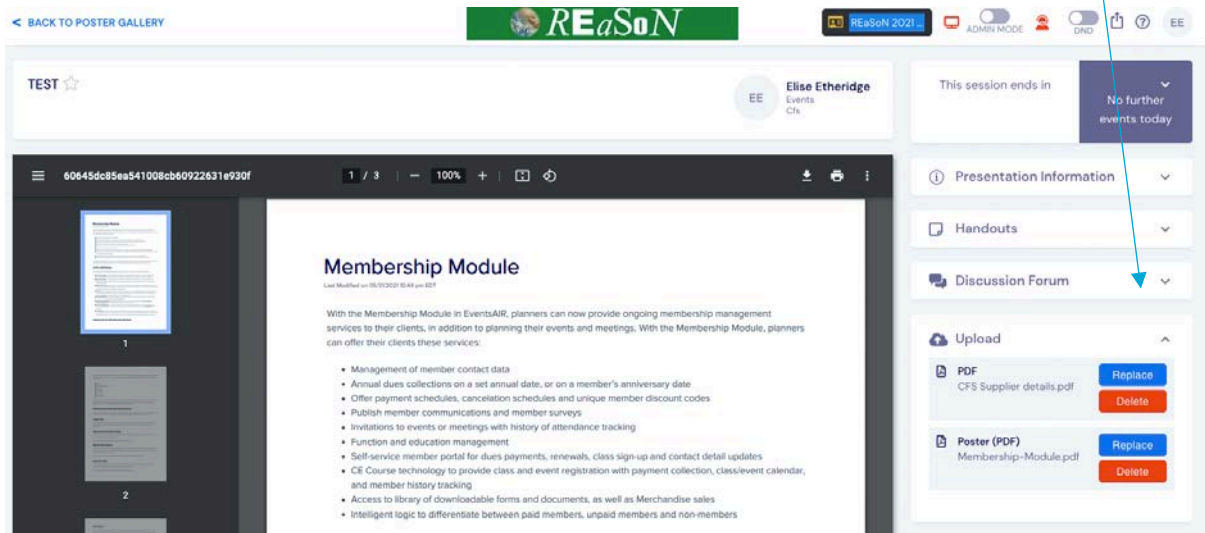




Your current uploaded documents will appear in 'Handouts' – click the drop down arrow

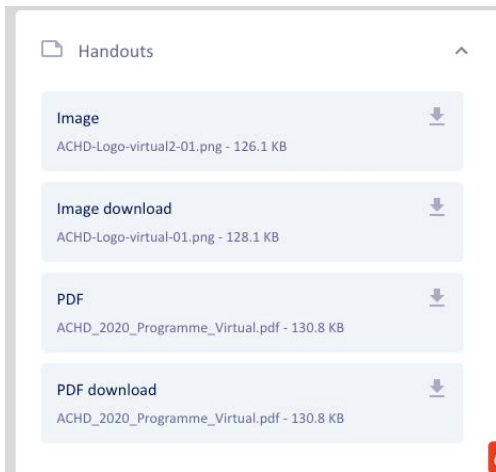


To add your final poster, 90 second video or remove any current documents – click 'upload' and you will be able to delete/replace documents here

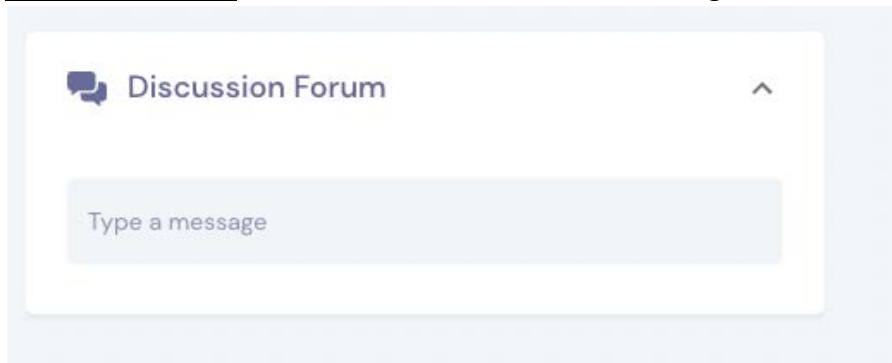




**Handouts:** your poster, abstract and any graphs and images you included with your submission will appear here as a downloadable document for delegates.

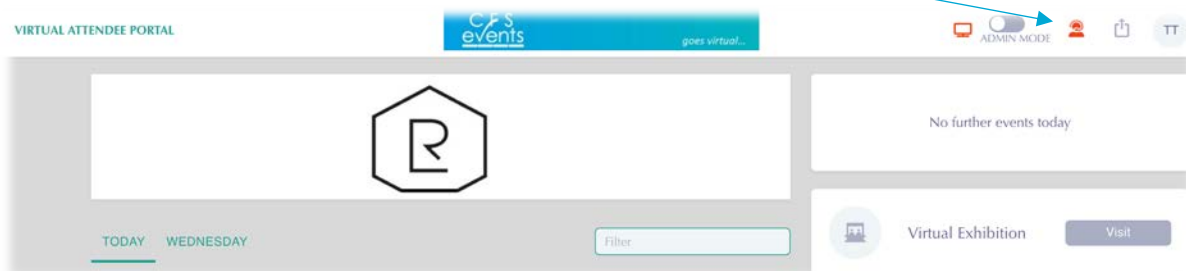


**Discussion forum:** the discussion forum will allow delegates to discuss the poster

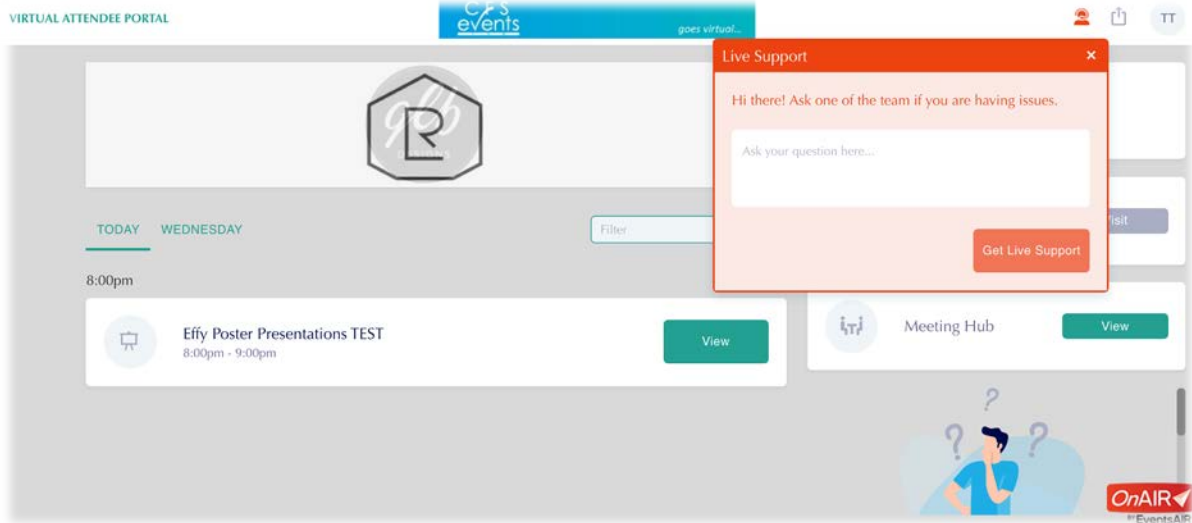


### **Help on the day**

Click the red 'person' icon on the top right of the screen



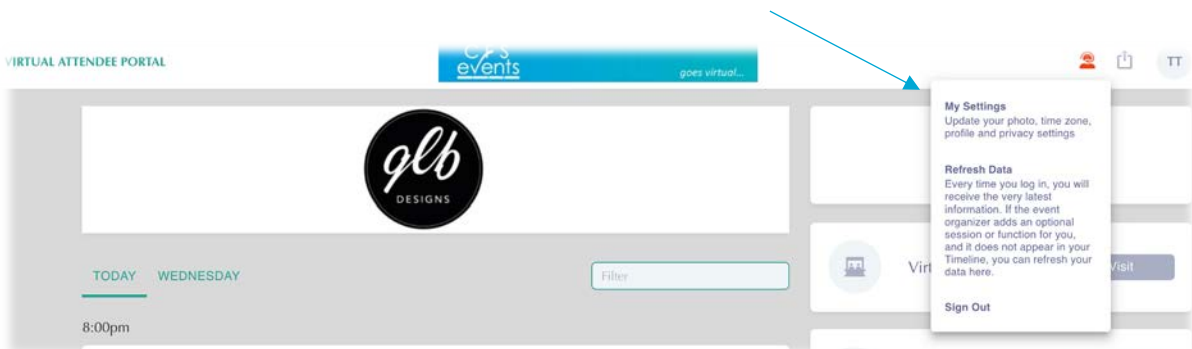
You can then type your question or issue and one of the team will be able to assist you.



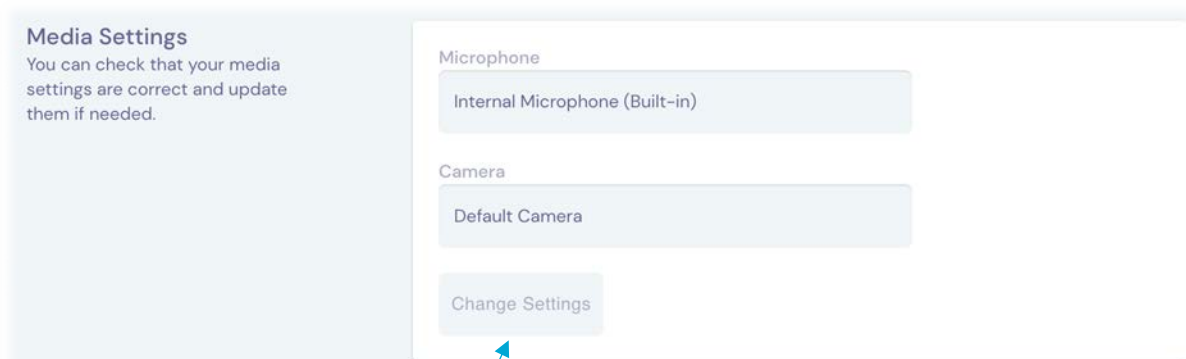
If we cannot solve your issue using the chat function we can switch to a virtual video call and help you that way. Alternatively, please call the office on +44 (0)1438 751519.

### **If you haven't got sound or if your camera isn't working**

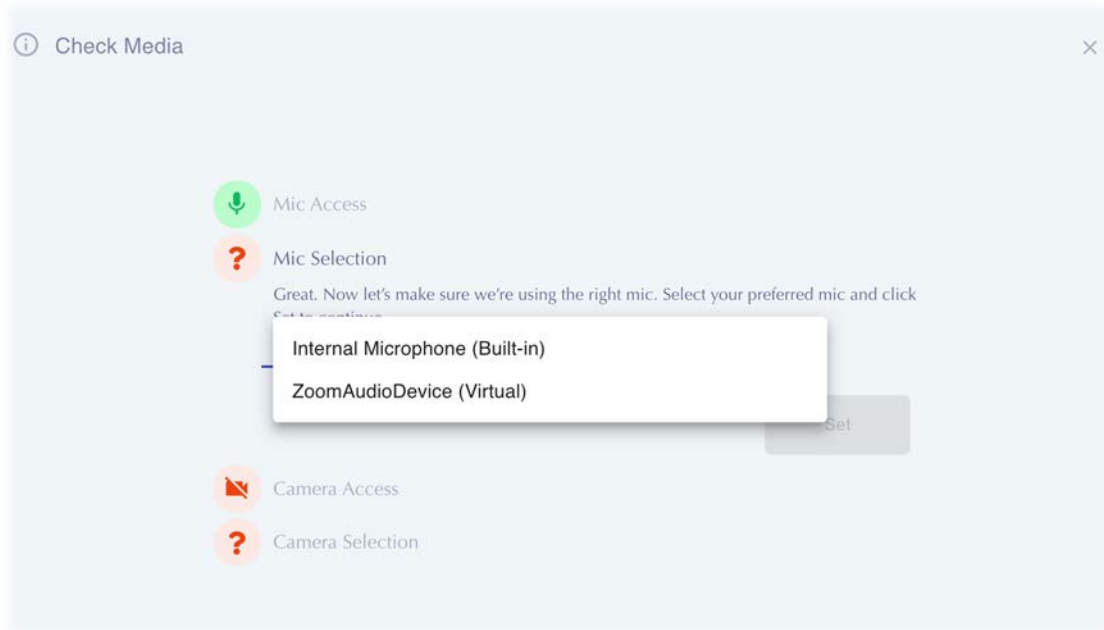
Click on your initials on the top right corner and click my settings



Scroll down to the bottom:



Click on the change settings button



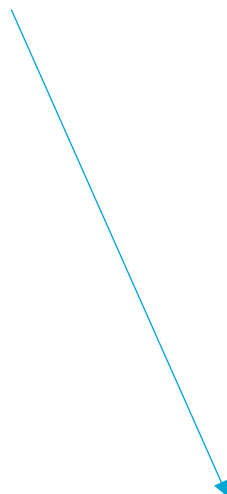
Choose:

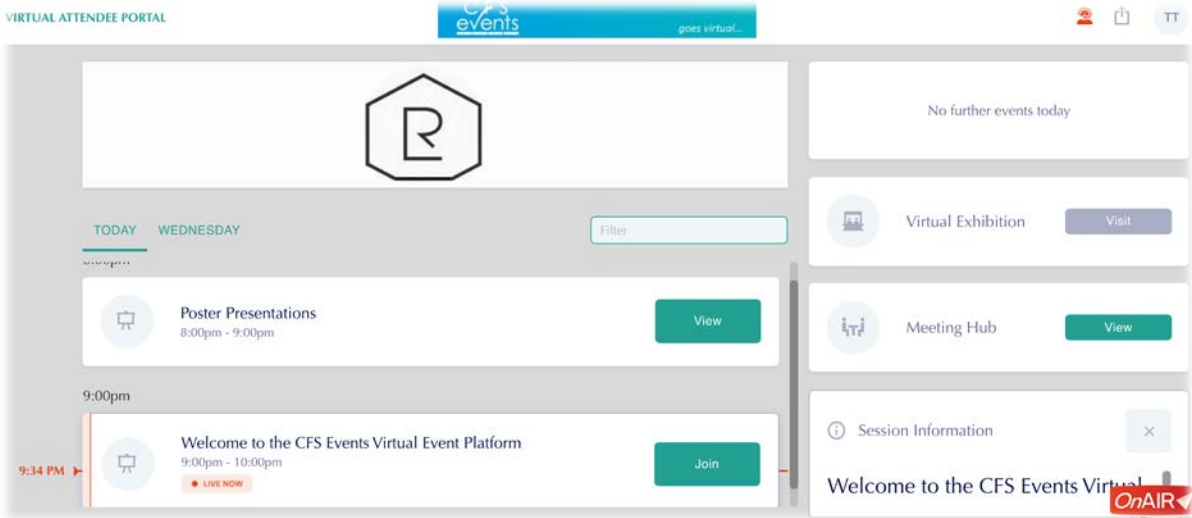
- Internal Microphone (Built-in)
- Default Camera



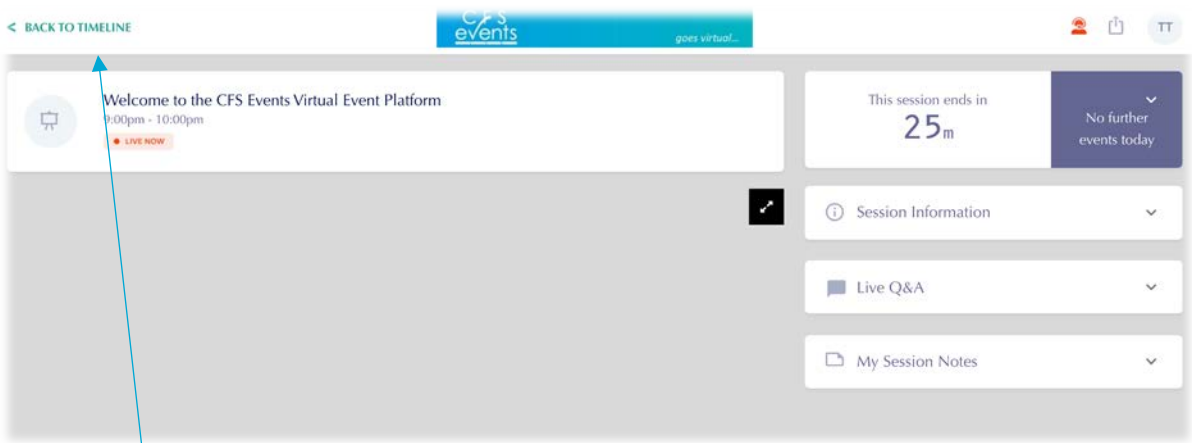
### Accessing Sessions

At the time of the presentation click on the join button



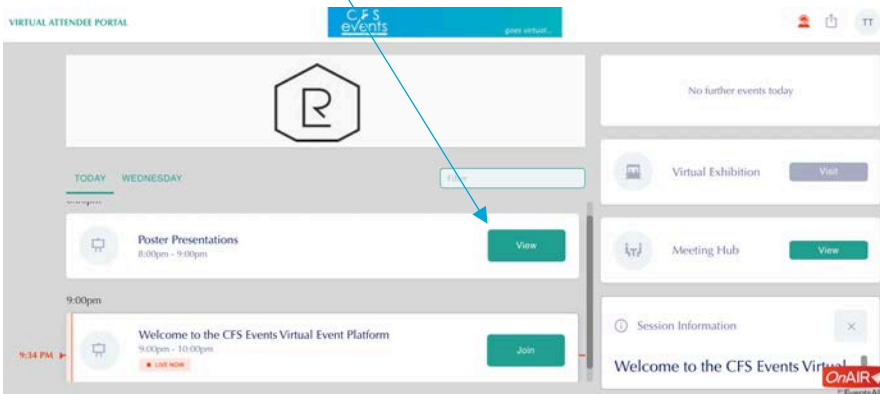


You will be taken to the presentation. A video box should open automatically. It may ask you to join with computer audio – you need to do this in order to hear the presenter – they will not be able to hear you.



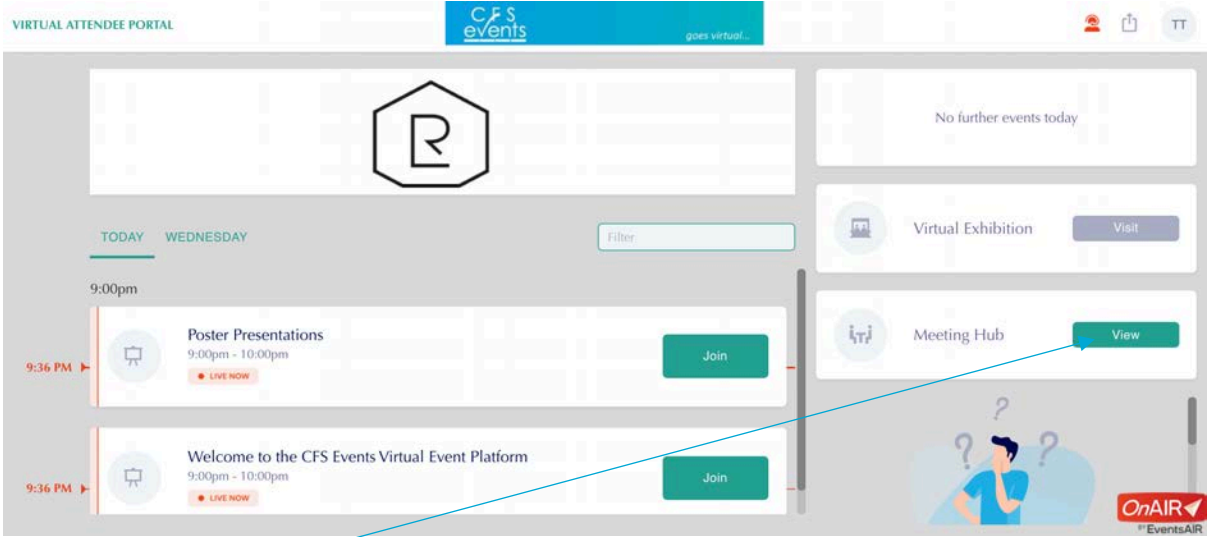
Click 'back to timeline' to return to the timeline.

You can click on the 'View' button outside of a session time to find out more information about that session.



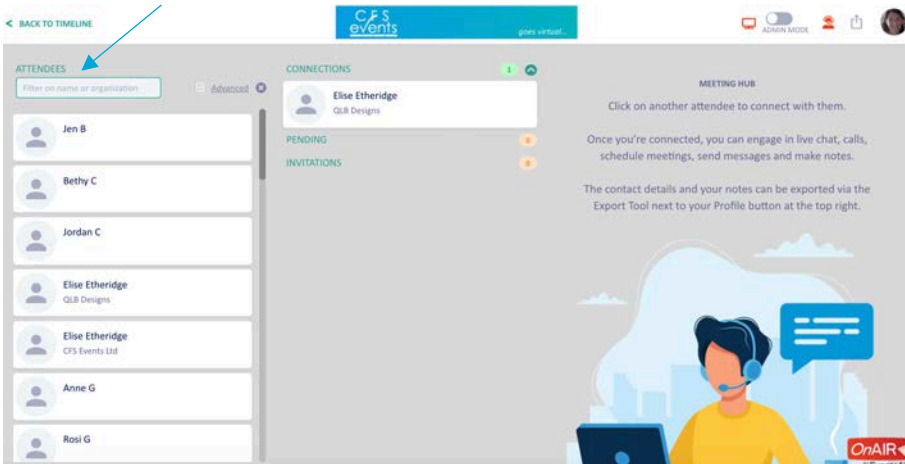
## Meeting Hub





You can use the meeting hub to connect with delegates, speakers and exhibitors throughout the meeting.

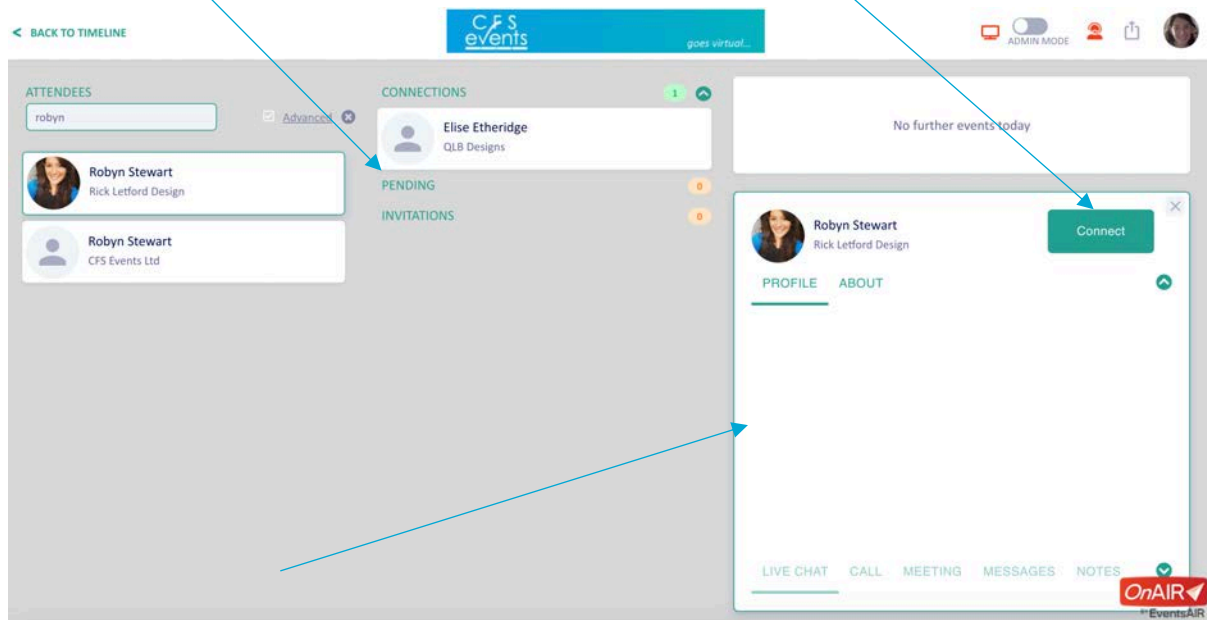
Enter the name of the person you would like to connect with:





Click on the attendee's name and then click connect (you will not be able speak with the attendee until they have accepted your request).

You will find pending invitations you have sent, and invitation request attendees have sent to you here.



Once the attendee has accepted your request, you will be able to communicate with them via the connect tabs:

Live chat: live chat function that allows you to have a text chat with the attendee

Call: this function allows you to have a live video call with the attendee

Meeting: this function allows you to schedule a meeting at a later time during the event

Messages: this function allows you to send a message to the attendee

Notes: this function allows you to write notes that can later be exported

You will be able to export the attendees (that you have made a connection with) contact details after the conference.