



**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.

# 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.



**Welcome**

We really want you to enjoy the event, but before we continue we want to make sure you can participate.

Let's quickly check everything and then you're on your way.

- Mic Access
- Mic Selection**  
Great. Now let's make sure we're using the right mic. Select your preferred mic and click Set to continue.  
Microphone Array (Realtek High Definition Audio(SST))  
Microphone (2- Logitech USB Headset H340) (046d:0a38) [Set]
- Camera Access
- Camera Selection
- Live Video Call Check

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

**Welcome**

We really want you to enjoy the event, but before we continue we want to make sure you can participate.

Let's quickly check everything and then you're on your way.

- Mic Access
- Microphone (2- Logitech USB Headset H340) (046d:0a38)
- Camera Access
- Camera Selection**  
Last question before you head into the event, what camera would you like to use?  
Surface Camera Front (045e:0990) [Set]
- Live Video Call Check

**Welcome**

We really want you to enjoy the event, but before we continue we want to make sure you can participate.

Let's quickly check everything and then you're on your way.

- Mic Access
- Microphone (2- Logitech USB Headset H340) (046d:0a38)
- Camera Access
- Surface Camera Front (045e:0990)
- Live Video Call Check**  
Now we are testing your network quality and access to ensure you can participate in video calls in our virtual event portal. This will take about 10 seconds. Please stand by... [51%]  
[Skip Check]

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.

**Event Checkin**  
Welcome Kerrie. Please complete your Meeting Hub profile and review your privacy settings below

**Welcome**  
Welcome to the online conference portal. Watch the video to see how the online platform works and what to expect from the conference.

**Meeting Hub**  
The Meeting Hub is a great place to connect with other attendees. Please answer these questions to make it easier of other attendees to find you.

What is your field of expertise?

- Accounting
- Marketing
- Communication
- Logistics
- Management

**About You**  
Your contact details here

First Name \_\_\_\_\_ Last Name \_\_\_\_\_

**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:  
Facebook: Insert your Facebook account URL  
LinkedIn: Insert your LinkedIn profile account URL  
Twitter: Insert your Twitter account URL  
Instagram: Insert your Instagram account URL

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

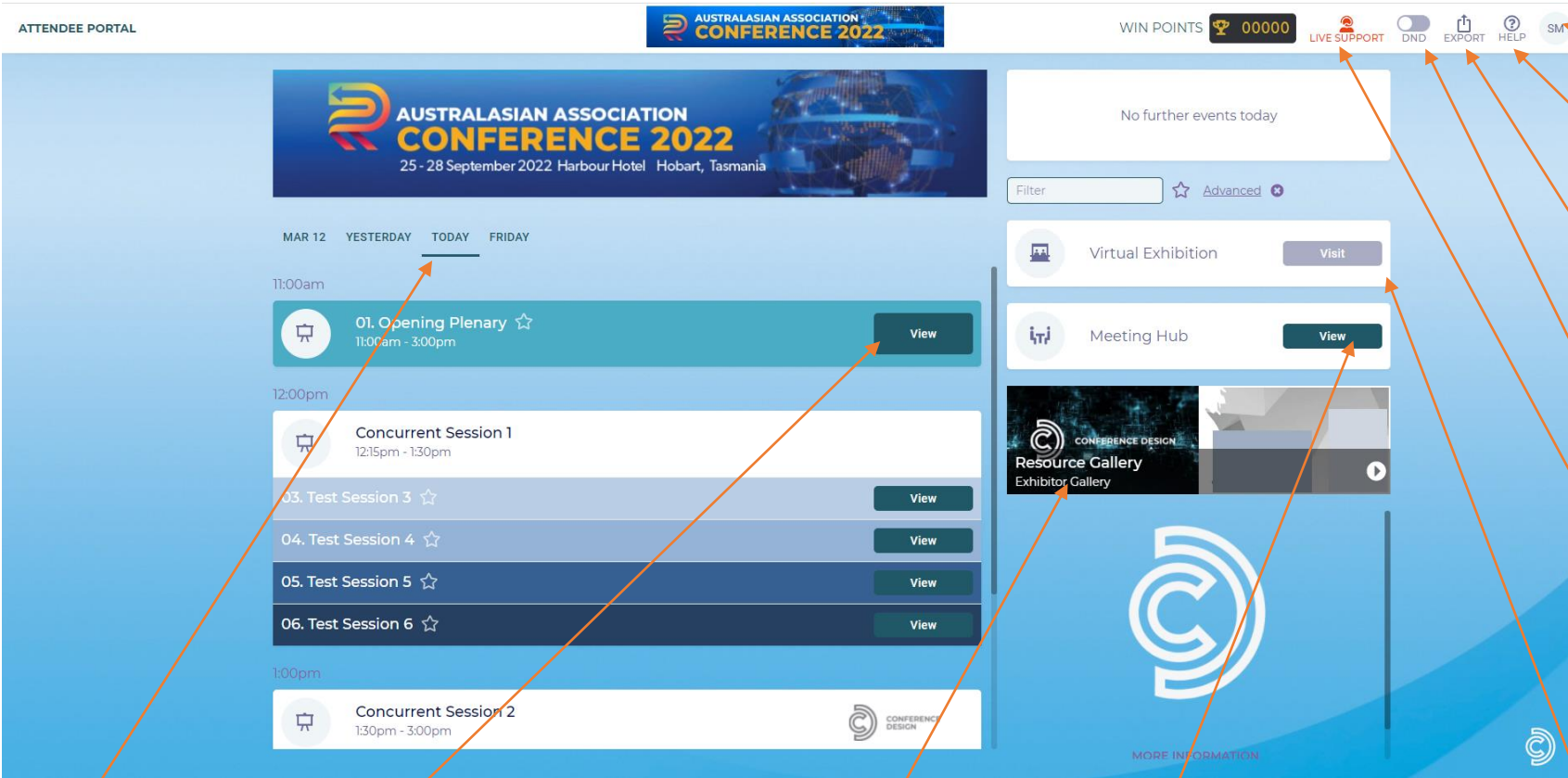
You can choose which information you would like made available to your connections in the meeting hub.

## 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 displays the 'ATTENDEE PORTAL' for the 'AUSTRALASIAN ASSOCIATION CONFERENCE 2022' (25-28 September 2022, Harbour Hotel Hobart, Tasmania). At the top right, a 'WIN POINTS' badge shows '00000'. Below the header, a navigation bar includes 'MAR 12', 'JUL 6', 'YESTERDAY', and 'TOMORROW'. The main content area features a 'Virtual Exhibition' and a 'Meeting Hub' section. A session titled '01. Opening Plenary' (11:00am - 3:00pm) is highlighted with a star icon. An 'Advanced Search' modal is open, showing filters for Type, Keyword, Date, and Time (Morning, Afternoon, Evening). Two inset panels show the 'WIN POINTS' dashboard: one with '0 POINTS' and '0 GOALS', and another with a list of tasks 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.

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

No further events today

Filter ☆ [Advanced](#)

Virtual Exhibition [Visit](#)

Meeting Hub [View](#)

CONFERENCE DESIGN  
Resource Gallery  
Exhibitor Gallery

MORE INFORMATION

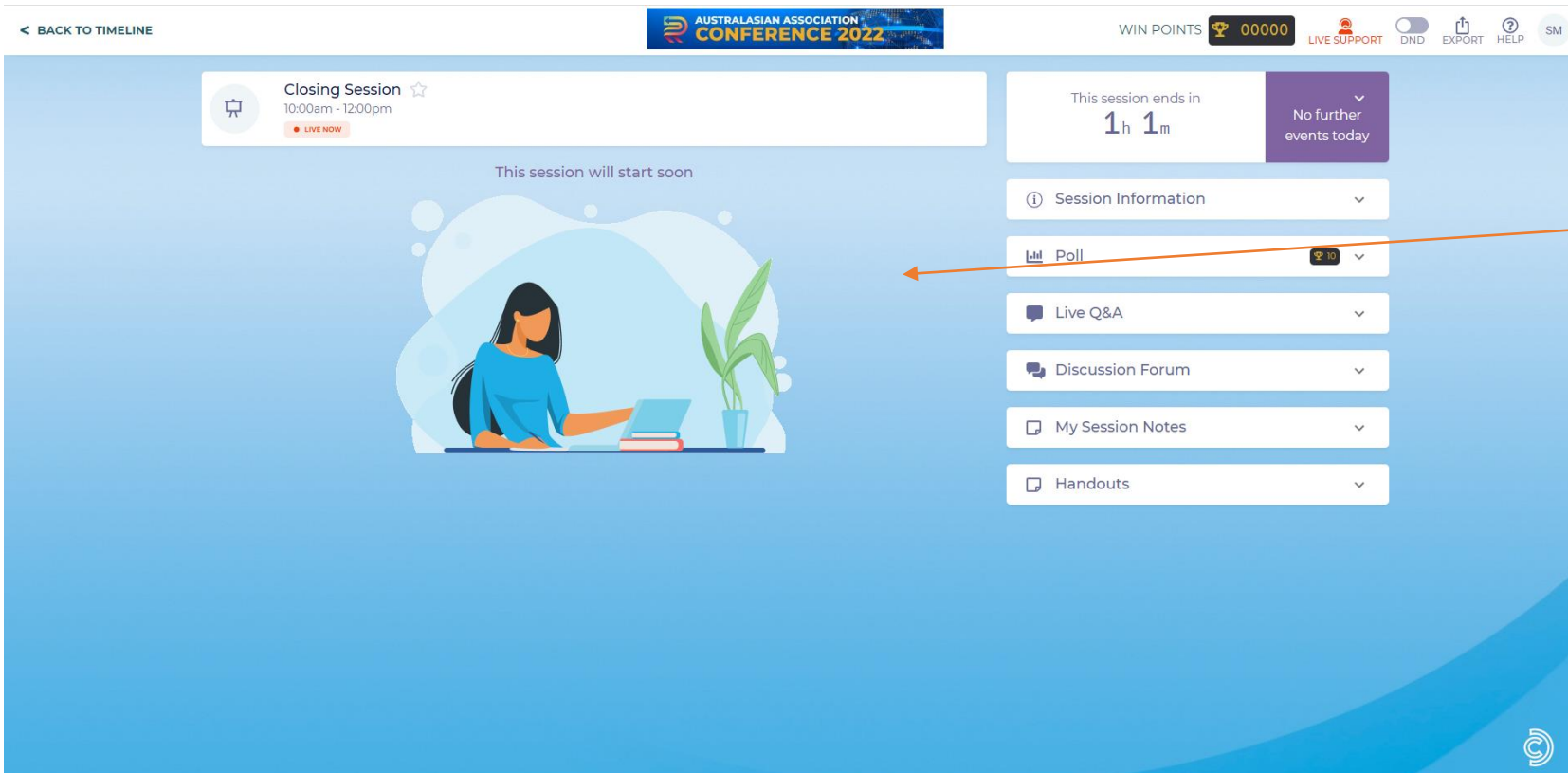


# Joining a Session



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.

# Session Information, Handouts & Notes

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

## 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.

## HANDOUTS

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

# 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!

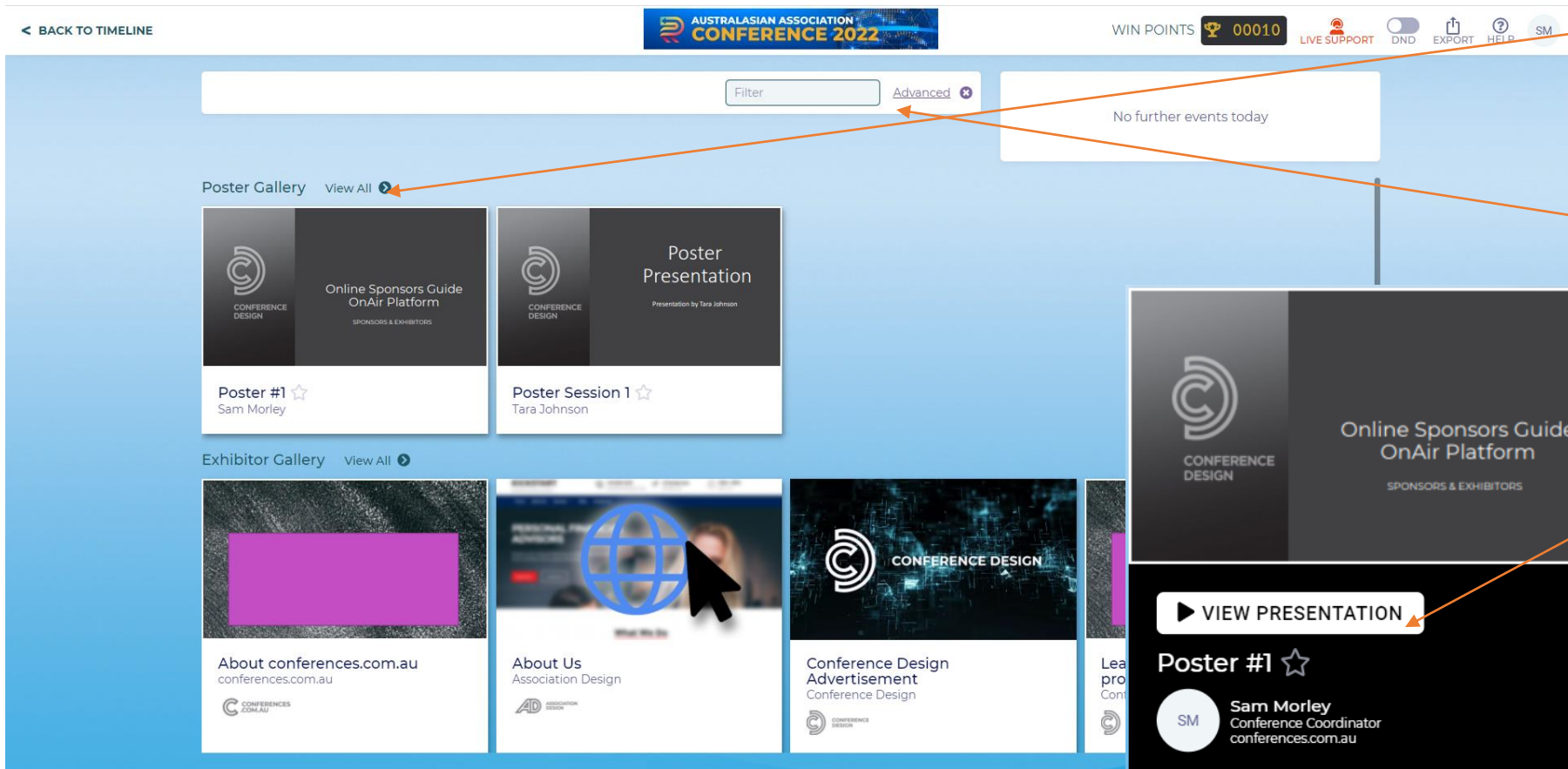
Type a message

## 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

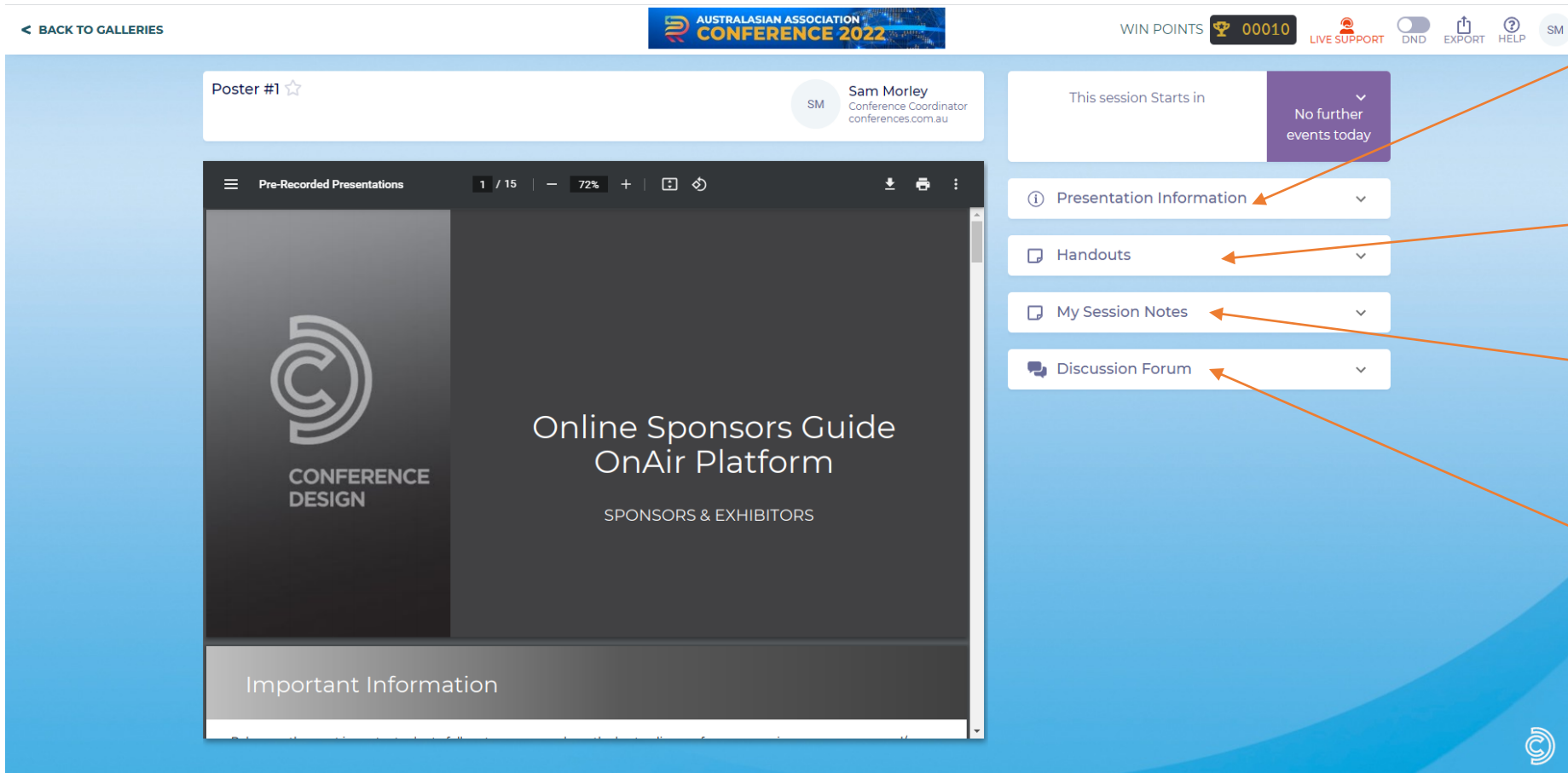
Browse the resource gallery or filter by presentation type or author

## 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.

← BACK TO GALLERIES

AUSTRALASIAN ASSOCIATION CONFERENCE 2022

WIN POINTS 00010 LIVE SUPPORT DND EXPORT HELP SM

Filter Advanced

No further events today

Exhibitor Gallery

About conferences.com.au  
conferences.com.au

About Us  
Association Design

Learn more about our new products!  
Conference Design

Learn more about our products  
conferences.com.au

Meet our team  
Conference Design

Our website  
Conference Design

View our website!  
conferences.com.au

Conference Design Advertisement  
Learn about Conference Design  
Conference Design

Play VISIT EXHIBITOR

## 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.

The screenshot shows the 'ATTENDEE PORTAL' for the 'AUSTRALASIAN ASSOCIATION CONFERENCE 2022' (25-28 September 2022, Harbour Hotel Hobart, Tasmania). The interface includes a top navigation bar with 'WIN POINTS 00010', 'LIVE SUPPORT', 'DND', 'EXPORT', 'HELP', and 'SM'. A main banner displays the conference logo and dates. Below this, a timeline shows sessions for 'JUL 6', with 'YESTERDAY' selected. Sessions include '01. Opening Plenary' (11:00am - 3:00pm), 'Concurrent Session 1' (12:15pm - 1:30pm), '03. Test Session 3', '04. Test Session 4', '05. Test Session 5', '06. Test Session 6', and 'Concurrent Session 2' (1:30pm - 3:00pm). A right-hand sidebar contains a 'No further events today' message, a 'Filter' dropdown set to 'Advanced', and a 'Meeting Hub' card with a 'View' button. Below the sidebar are sections for 'Resource Gallery' and 'Poster Presentation'. A large 'C' logo is at the bottom of the sidebar area.

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

← BACK TO TIMELINE

AUSTRALASIAN ASSOCIATION CONFERENCE 2022

WIN POINTS 00010

ADMIN MODE DND

AG

ATTENDEES

Filter on name or organization ONLINE NOW

DC David C

Kylie Crawford  
Conference Manager  
Conference Design

BG Ben G

LW Lucy Woodward  
Conference Design

CONNECTIONS

PENDING

INVITATIONS

Advanced Search

Advanced Search

CONTACT PROFILE

First Name

Last Name

Position

Organization

State

Country

Order By

Clear Search

Lucy Woodward  
Conference Design

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

The screenshot displays the Meeting Hub interface for the Australasian Association Conference 2022. At the top, there is a navigation bar with a 'BACK TO TIMELINE' button, the conference logo, and a 'WIN POINTS' section showing 00010. The main area is divided into several sections:

- ATTENDEES:** A list of attendees with a filter box and an 'ONLINE NOW' toggle. Attendees listed include David C (DC), Kylie Crawford (Conference Manager, Conference Design), and Ben G (BG).
- CONNECTIONS:** A section with two sub-sections: 'PENDING' (1 connection) and 'INVITATIONS' (1 connection). The pending connection is Lucy Woodward (LW, Conference Design) with a timer of 4m 44s. The invitation is from Chelsea B (CB).
- Connection Detail View:** A pop-up window for Chelsea B (CB) showing options to 'Call', 'Chat', 'Message', 'Meeting', 'Notes', and 'Details'. Below these options, there is a video call window showing 'Chelsea B' and 'Amelia Criggs' with a 'Video Call Inactive' status and a 'Video Call' toggle. A 'Call Chelsea' button is at the bottom.

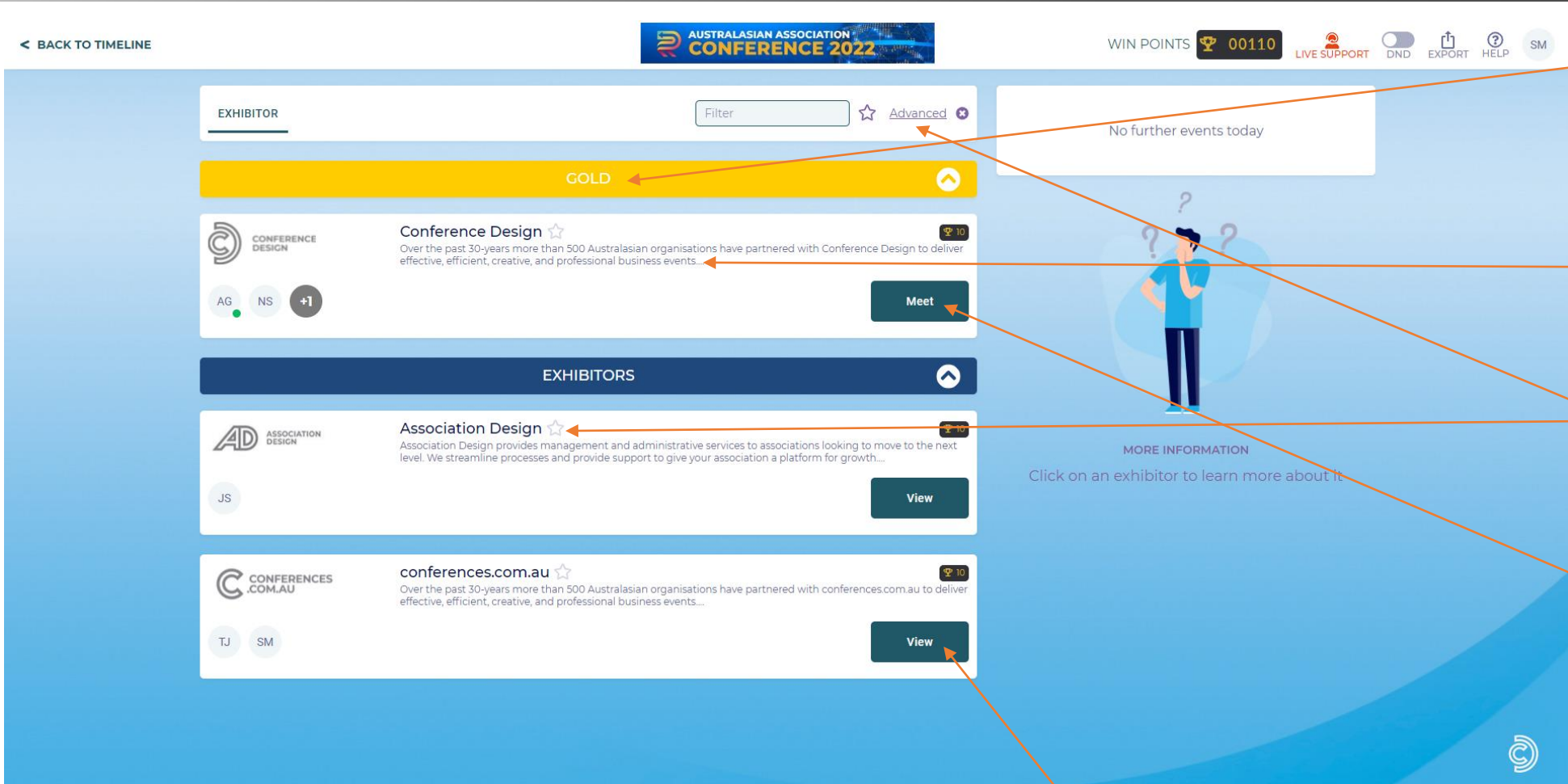
**PENDING CONNECTIONS**  
Pending Connections are when you have sent someone a connection request

**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



## 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.

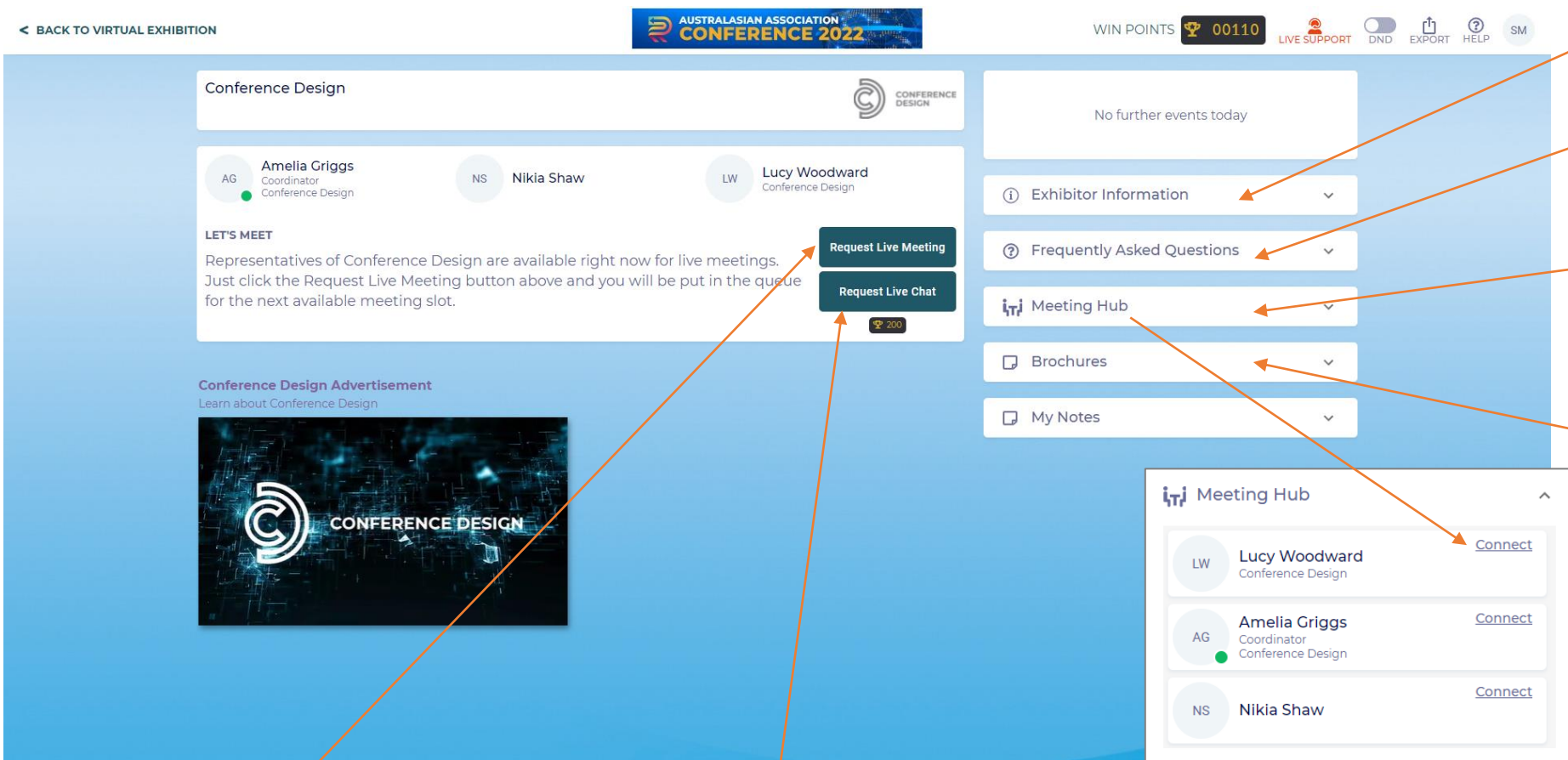
## MEET AN EXHIBITOR

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.

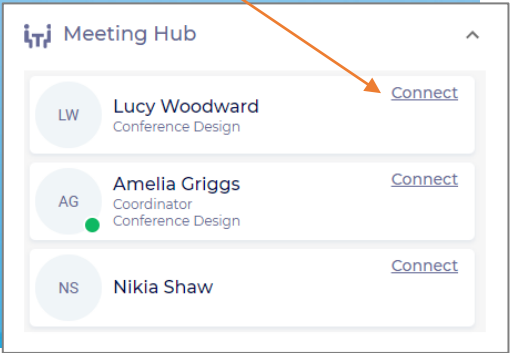
**FAQs**  
Exhibitors can provide frequently asked questions for delegates to view.

**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** ✕

The session is not playing for me, please help.

**Get Live Support**

**Live Support** ✕

Chat

**Sam Morley** 10:23am

Can I confirm that you are using google chrome?

Type a message

[End Live Support](#) **Request Video Call**

[Check Camera & Mic](#) [Send Technical Info](#)

**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 shows the conference interface for the 'Closing Session' (10:00am - 12:00pm). The main area displays 'SESSION ENDED' and 'This session has finished' with an illustration of a person working at a laptop. On the right, a menu contains several options: 'Session Recording' with a 'Play' button, 'Session Information', 'Poll' (with 10 points), 'Live Q&A', 'Discussion Forum', 'My Session Notes', and 'Handouts'. The top navigation bar includes 'BACK TO TIMELINE', the conference logo 'AUSTRALASIAN ASSOCIATION CONFERENCE 2022', 'WIN POINTS 00010', and icons for 'LIVE SUPPORT', 'DND', 'EXPORT', 'HELP', and 'SM'.

**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.