

Guidelines for Participating in the Conference (over AIRMEET)

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REGISTRATION PROCESS

1. Please click on the event registration link provided on the conference website to register.
2. Upon successful registration, you will receive a confirmation email with an option to save the event in your calendar and another mail giving link for modifying your registration details.
3. You will also receive a reminder email at 10am IST on each day of event sessions with the joining link.
4. **Speakers will receive personalised joining links for their sessions.**

JOINING THE WEBINAR

1. Links to join the conference sessions are provided on [Program Brochure and Schedule](#) tab on the event website. Each Session is configured as an independent “event” in the conference online tool- AIRMEET.
2. Please click on the joining link provided in the program schedule tab, at the appointed time of the conference session. This link will take you to the corresponding “event” in the online conference tool–AIRMEET.
3. Please fill up your details on the AIRMEET tool and “Enter” the event.
4. It is recommended to join the conference session through your laptop/desktop to enjoy all the features of the AIRMEET tool.
5. Participants joining Airmeet through mobile/tablets shall have limited experience. They will only be able to consume the LIVE sessions in broadcast mode. They can participate in Chat.
6. The tool works best on Google Chrome.
7. Make sure all other online conference/meeting applications are closed on your machine before joining AIRMEET.
8. For firewall issues please follow instructions given [at link here](#).
9. Use stable (broadband) internet connection. Using a Mobile Connection hotspot is not recommended.
10. Allow Mic and Camera permissions to enable audio/video interactions.
11. In case of systems with multiple cameras, please ensure that you test the mic and camera setup.
12. It is advised not to use Bluetooth headphones; at times you may face challenges if the right input permissions are not given.

ONLINE CONNECTIVITY

1. You can check the quality of your connection from the WiFi icon on the screen.
2. If the audio is breaking or if Video is freezing you may have a connection issue. Switch to Lite Mode by choosing the option in “Help”. You can toggle between Lite and regular mode. Lite mode will reduce the load on your bandwidth and give a clearer experience.
3. You may contact tech support team during the webinar using the “?” button or typing your problem in the chat window.

PROCESS FLOW FOR SPEAKERS

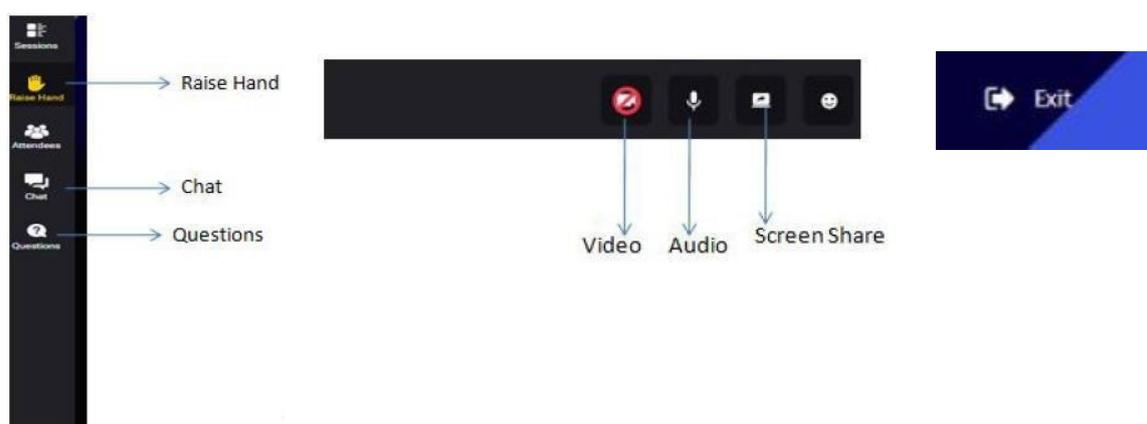
Joining the Webinar:

1. Kindly join only through a laptop/desktop preferably using Google Chrome. Use the latest version of browser: **Google Chrome**. Speakers are advised to use the link to login using **incognito mode** of Google Chrome.
2. Please use the personalised speaker link for joining the event.
3. Speakers are advised to participate in the event using earphones/headphones. This will ensure all background noise/echo is eliminated from the meeting.

Navigating the Tool for Speakers:

1. After joining/login, speakers will enter the Attendees/Social Lounge. Speakers will see a tab at the top right of their screen saying **"Go to Back stage"**. Click on this to go back stage (equivalent of Speakers' Lounge). Speakers are advised to stay back stage until the host declares that the session has started. Any conversation that they have backstage is not audible to the attendees.
2. Before the session starts, a countdown will be triggered to let you know you will be going "LIVE". It is expected that all speakers are available backstage before the countdown begins. The countdown will be visible at the lower left corner of your screen and upon its reaching 00:00:00 all speakers will GO LIVE and will be audible and visible to the Attendees. Webinar status will be displayed as LIVE.
3. Speakers can enable/disable their audio and video, using the 'mic' and 'video camera' icons at the bottom centre of the screen respectively.
4. A Speaker can make presentations by sharing their screen using the 'screen share' icon available at the bottom of their screen. Note- speaker has to manually stop their screen share before handing over screen to another speaker.
5. Only one person can share a screen at a time (either speaker or attendee in speakers' zone).
6. When the session is live, discussions amongst the speakers and host can be heard by all the attendees. For private discussions, a formal session break has to be initiated by the host only upon which speakers can carry out their discussions in the backstage area. The host can also bring back the speakers onstage. The attendees will be able to enjoy Social Lounge facilities during all such breaks.
7. If an attendee (not a speaker) wants to speak in a session, they have to be promoted to the stage by the host. The attendee needs to raise their hand for this. The raised hand request will be visible to the speakers and the host. Multiple attendees can raise their hands, but only one attendee can be brought on stage at a time.
8. Speaker can view messages on the chat and questions asked by the attendees and can respond via Chat or LIVE via Audio.
9. If anything inappropriate is written either in Questions or in Chat, only the host can remove/hide the message/question.
10. All speakers or any joined attendee should keep their mic mute if they are not speaking to avoid disturbing the session. Speakers must ensure that their microphones are ON when they are speaking.

Icons as visible on your screen:



PROCESS FLOW FOR ATTENDEES:

1. **SOCIAL LOUNGE:** After joining/login, before the session has gone LIVE, the attendees need to grab a seat. Clicking on 'Take a Seat' or the virtual seat itself lets attendees join a virtual table and talk to other attendees on that table via audio and video. Please make sure you have granted mic and camera access to be able to converse with your fellow attendees. Conversation on one table can be held only among the attendees at the same table. One can move from a vacant seat on one table to another. This is the **Social Lounge feature of the tool. It is available only when a session is NOT LIVE.**
2. If one joins after a session is already LIVE, they are automatically taken into the session.
3. Once a session has gone LIVE, general conversations among all attendees or privately can be held through the 'Chat' option.
4. The attendees can ask questions to speakers through the 'Question' option available during the session. Attendees are urged to use this option only for asking questions. All questions posed shall be visible in the question window. Other participants can endorse questions asked by others by clicking on "upvote" button for the question. Upvoting promotes the question in priority.
5. Questions that have been addressed are marked as answered by the host.
6. Attendees can use 'Raise Hand' to request the Host to invite them to the stage to share their thoughts with the audience. On coming on stage, a mic and video button strip will become visible on the bottom screen of the attendee. The attendee must switch on their MIC (and Camera) for speaking. They are audible and visible to the entire audience.
7. Attendees can share their screen only when they have been invited to the stage by the host.
8. Only one person can share a screen at a time (either speaker or attendee). Also, anyone sharing screen will have to stop screen sharing before another speaker/attendee can share screen.
9. Please make sure you have granted mic and camera permissions at the time of joining the conference. Attendees who have been promoted to stage may 'withdraw' after their interaction is over.

10. Attendees can enable/disable their audio and video, using the 'mic' and 'video camera' icons at the bottom respectively, after they raise hand.
11. All speakers or any joined attendee should keep their mic mute if they are not speaking to avoid disturbing the session. Speakers must ensure that their microphones are ON when they are speaking.

ATTENDING USING MOBILE DEVICES (phone/tablet etc.)

Attendees joining over phone can only "view" the conference and chat. They cannot pose questions or raise hand and therefore cannot interact in the conference. Social lounge feature is also not available to them.

COMMENTS DURING SESSIONS:

Attendees can express their opinions on the webinar through emoticons given at the bottom of the screen. They can also participate in online polls conducted by the meeting host.

FREQUENTLY ASKED QUESTIONS (FAQs)

Question- How to connect to the session?

Answer- Please click on the link provided, login and then you'll be connected. Using laptop and chrome is recommended. Please note that using a phone would restrict you from using the 'raise hand' feature. You can only ask questions through the chat section

Question- How do I grant camera and mic permission?

Answer- Try one of the following steps:

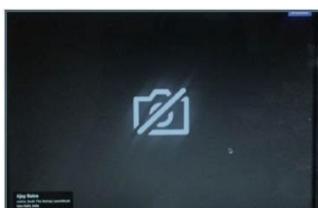
1. When accessing Airmeet, you will be prompted to Allow or Block permission for using the camera and microphone by Airmeet.com. Click on Allow for camera and microphone.
2. To change settings in your Chrome browser, go to Settings, then Site settings and then, click Camera or Microphone and put Airmeet.com under the Allow section.

Question- How can I mute myself?

Answer- By clicking on mic and camera icons situated just at the bottom centre of your screen, you can stop your own audio-video feed.

Question- My video is not visible and a broken camera icon is visible to others. What to do?

Answer- If your video is not visible and following icon is visible to others:



This happens when another application on your device is using your default camera. To fix this, close all other applications which could be using your camera and refresh the page.

Question- My camera is not working?

Answer- If you can't see your camera feed, please try the following options to start your video feed.

1. Please check that you have a working camera.
2. Please check that you have provided permissions for using the camera for virtual table meetings.
3. Please check that the camera is not disabled.
4. Please refresh the page to re-enter the Airmeet event and try joining the virtual table again.

Question- My mic is not working?

Answer- If you can't hear your voice, please try the following options to fix your audio.

1. Please check that you have a working mic.
2. Please check that you have provided permissions for using the mic for virtual table meeting.
3. Please check that the mic is not mute.
4. Please refresh the page to re-enter the Airmeet event and try joining the virtual table again.

Question- I got disconnected. What to do?

Answer- Disconnection could be a result of poor internet connectivity. To connect again, please try following steps:

1. Please make sure you have a stable internet connection.
2. Reload the page. You should automatically join the Airmeet session.
3. Join Airmeet event from an incognito tab as it could be your device's cache memory issue.
4. If you are a Speaker, it is possible that your private speaker link was inadvertently shared, by the host, with another speaker of the event. Please check with the event organiser/host to share correct invitation links with all speakers.

Question- Any other issue.

Answer- After you join Airmeet, at the bottom right page 'Help' icon is there to search for the issues and their resolutions.

Attendees/ Speakers may join the event 30 mins prior to the event so that they can test their mic, camera, connectivity.

In case attendees face any technical issue in joining they may contact Tech Support team on the chat window.