

Session Chair Guide - Airmeet

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How to Prepare In Advance

Join a speaker prep session

- We'll go over: A/V tips, Lighting, Internet & computer reliability, Preventing Common Mistakes, and Online Presenting Tips. We'll also do quick individual tech checks.
- If you're unable to attend the live Speaker Prep Session, please watch the replay
- For more detailed tips, check out our [Speaker Best Practices & Gear Recommendations](#).

Go-Live Checklist

Please set all your gear in advance of the speaker prep session and then reference this full checklist to prepare for the live event.

Internet Setup

- Please hardwire into your modem with an ethernet cable** for a stable internet connection. If you're not able, please sit as close as possible to your modem/router.
 - Even if you have fast internet, **an [Ethernet Cable](#) will double your speed and improve your connection quality and reliability, so you don't have any drops.**
 - If your computer doesn't have an ethernet port, you'll also need an adapter. We recommend a [USB hub + Ethernet Adapter](#).

Note: The above are Amazon links for our recommended cables.

- Run a speed test at www.speedtest.net - You need an Upload Speed of a minimum 2 MB/second to prevent serious issues and ideally 6+, or 10+ for HD
- Avoid using firewall-protected networks or VPNs and join via an open/home network (consider mobile hotspot if needed or as a backup)

Set Up Your Audio/Video & Environment

- Light source in front of you
- Webcam at eye level
- External Microphone/Webcam plugged in and selected
- Simple background
- Prevent echo by lowering your computer speakers to ~50%
- Prevent background noise
 - Mute cell phone and unplug landlines
 - Disable popups and notification sounds
 - Close doors and remind others not to disturb you
- Join us in backstage prep for 1:1 tech checks (see below)

Computer Setup

- Restart your computer
- Close memory consuming apps (antivirus/antimalware, online backup, sync, chat)
- Disable any pop-ups, notifications, or auto-updates.
- **Airmeet is best on desktop/laptop** (Mac and Windows). But if necessary, you can join on a mobile device ([read here](#)).

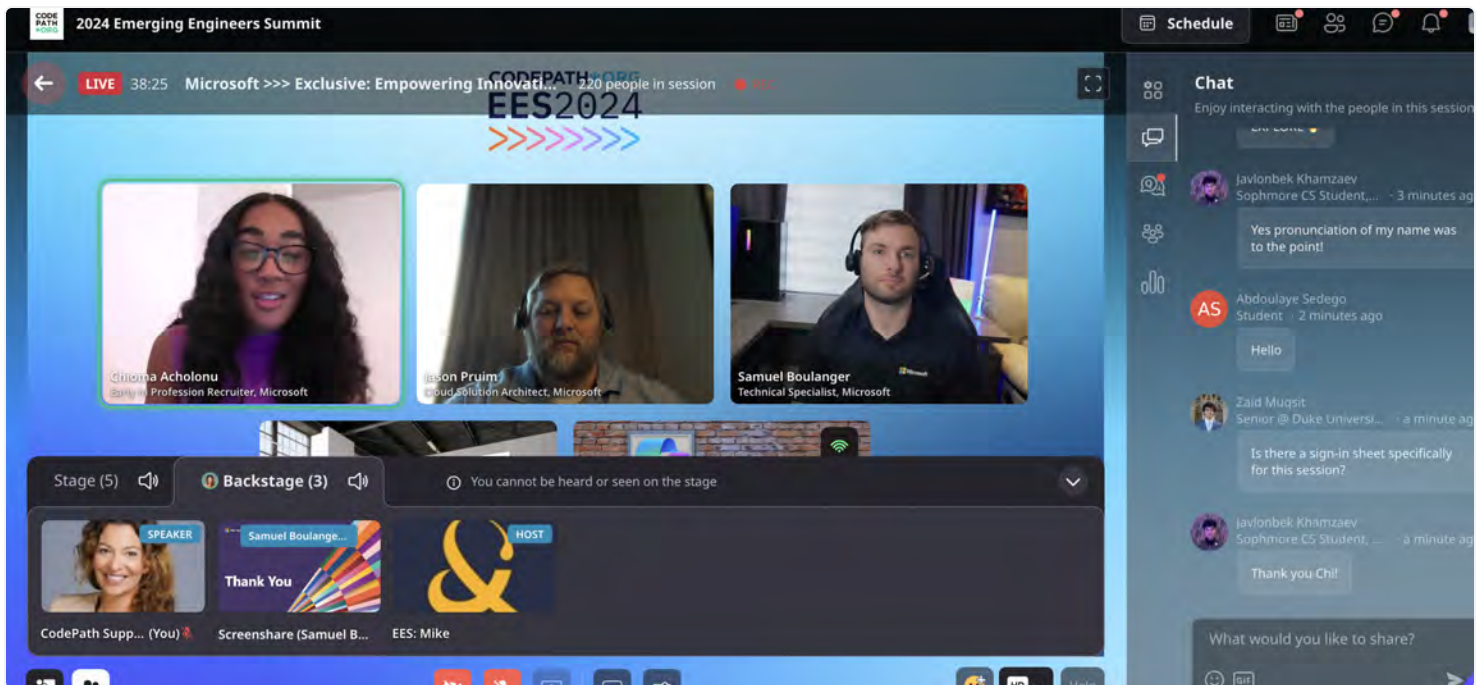
Browser

- a. **Please use the Chrome browser** on a laptop/desktop with for the best experience
 - i. Airmeet is optimized for and best experienced on a Chrome browser (version 79 or higher), laptop, or desktop.
 - ii. **Download the latest version at <https://www.google.com/chrome>**
 - iii. Supported browsers:
 - Chrome version ≥ 79 (*Recommended*)
 - MS Edge all versions
 - Firefox (version ≥ 76)
 - Brave Browser
 - iv. Not Supported browsers/versions by Airmeet:
 - Safari ([with limited access & known compatibility issue](#))

- Chrome (version < 79)
 - Firefox (version <= 76)
 - IE
 - Opera
- **Close all browser tabs besides the Airmeeet platform tab and any notes you need.**
This makes a BIG difference in ensuring you have quality audio and video in Airmeeet.

How & When to Join

You'll be joining and presenting directly via the event site (aka the Airmeeet platform). It will look like this backstage (but with your event branding of course):



Attendees will see something like this:



When to Log In

Test logging in **BEFORE** the day of the event

- **As soon as you get your invite email, please test:**
 - Log in (using Chrome or Edge)
 - Go backstage in your session
 - Enable/configure your mic, camera, and speakers

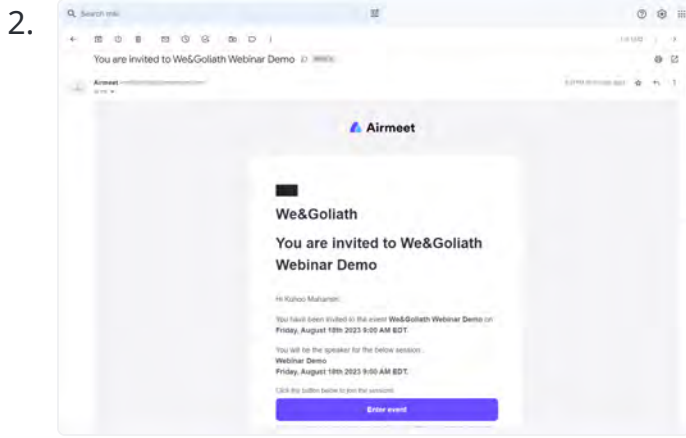
Backstage Prep: Remember to join early before your session starts

Check your Calendar invites for when to join

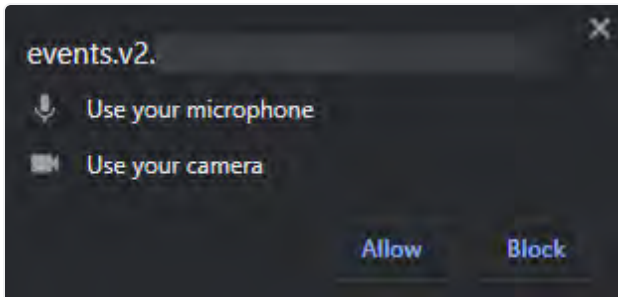
- During backstage prep: our producer will confirm your audio, video and internet quality, adjust your framing (may ask you to raise your webcam to eye level, bring it closer/further, or tilt up/down), and get you placed into custom layouts.
- If you have a green screen and good lighting feel free to use a virtual background, though please choose a simple image such as a solid color. You can also opt to use the Blurred Background feature if you like.

How to login

1. **Look for an email with an invite link.** You'll receive this email twice:
 - a. Soon after the speaker prep session (or as soon as you're added to the schedule)
 - b. And the day before the event, we'll resend you a person invite link

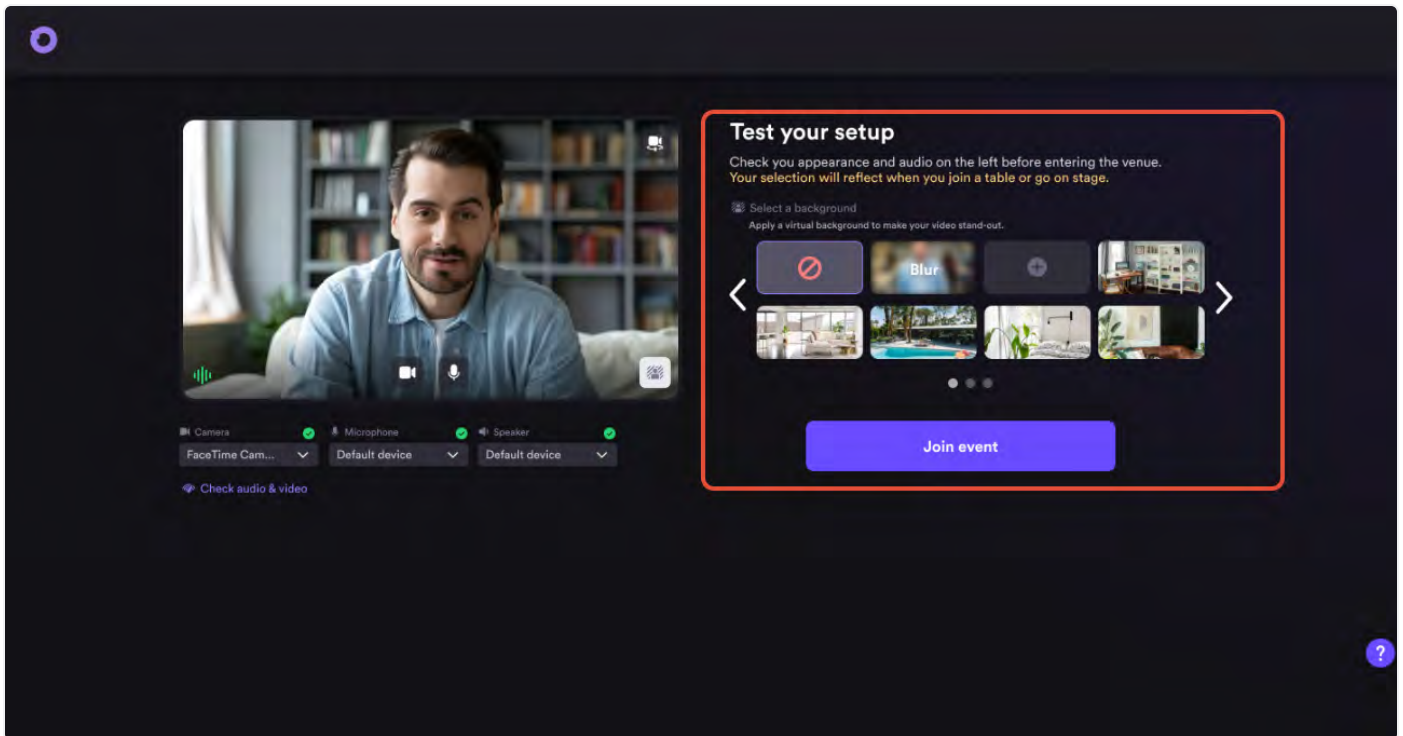


3. **Click the Enter event button.** That's it! No password required
4. **Allow your camera and mic permissions in the browser** While logging you in, the system will ask for permission to use the microphone and camera. Click on Allow and continue.



5. **Test Your Setup:** Change or select your camera & mic input while entering the event after allowing relevant cam & mic permission to the browser.

Then **click Join event**



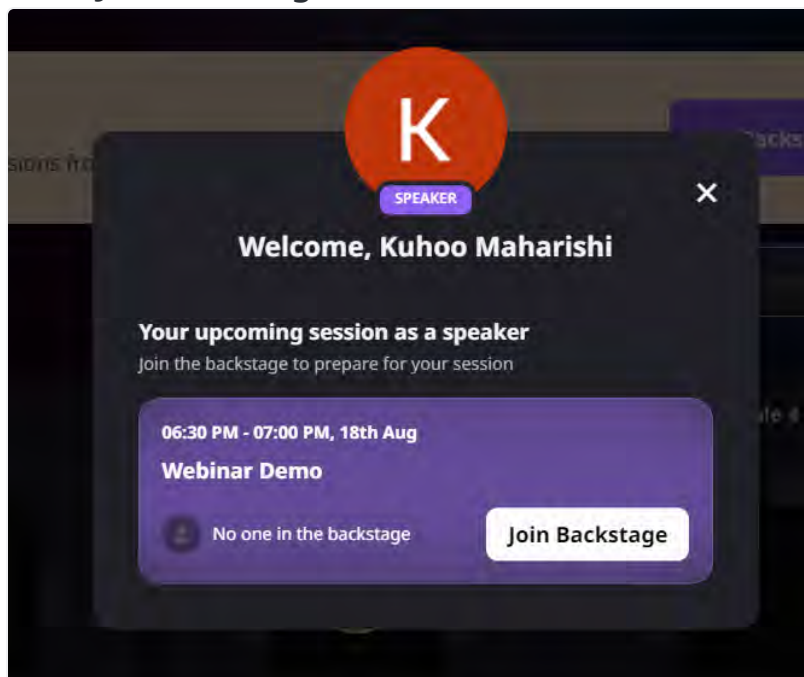
6. For webinars:

a. You will be taken directly backstage

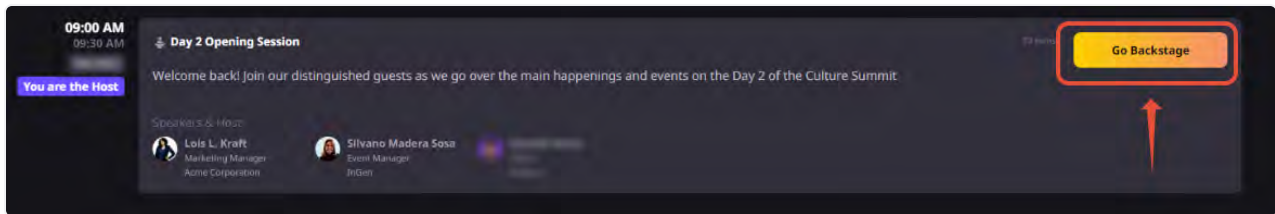
7. For multi-session events:

a. You will see a pop-up on your screen to take you backstage in the required session

b. **Click 'Join backstage'** here, and our tech team will be there to assist you further



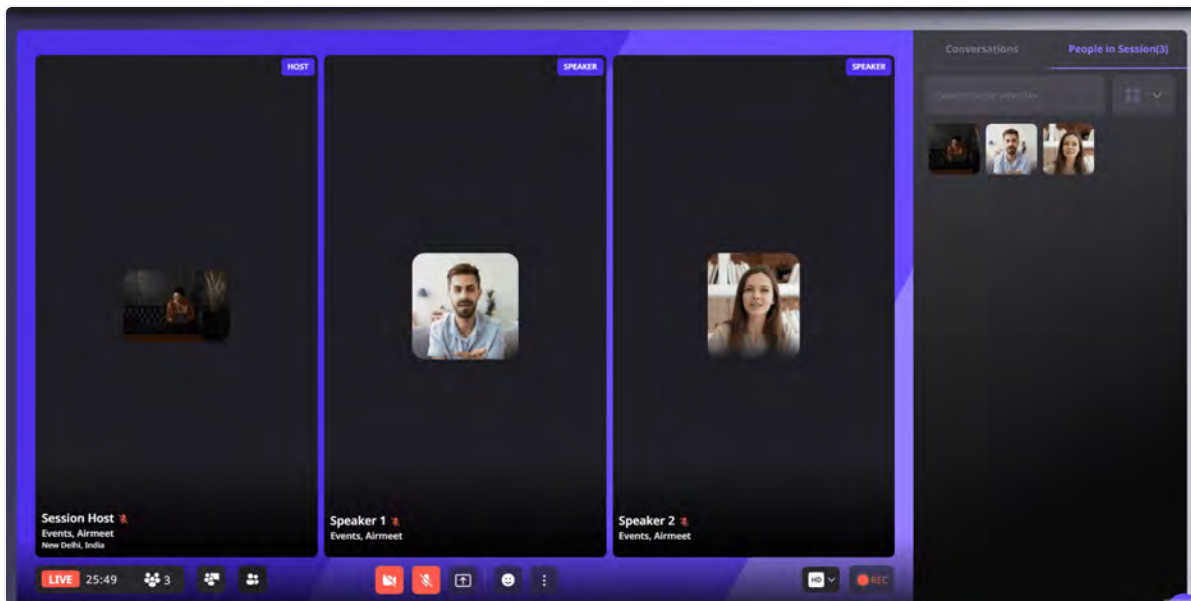
c. You'll also see these Go Backstage buttons in the Schedule



Backstage Controls (Bottom)

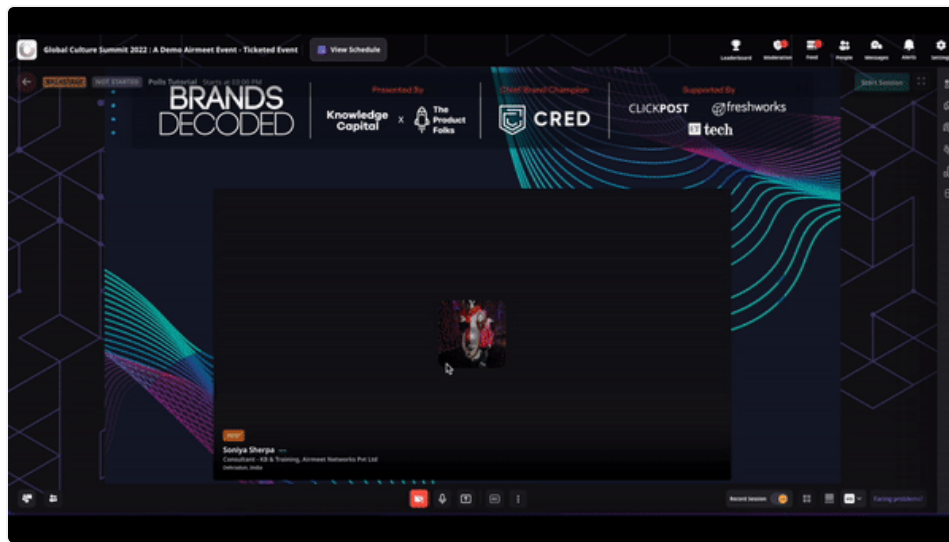
Speaker Chat

- The speakers and host can privately chat backstage without involving the attendees.



Camera, Mic & Present to Audience

- **Camera** - turn on/off video.
- **Mic** - mute/unmute
- **Present to Audience** to present your PDF (recommended for slides) or share your screen.
 - If you're sharing your screen, it's best to have two computer monitors so you can still see Airmeeet while presenting

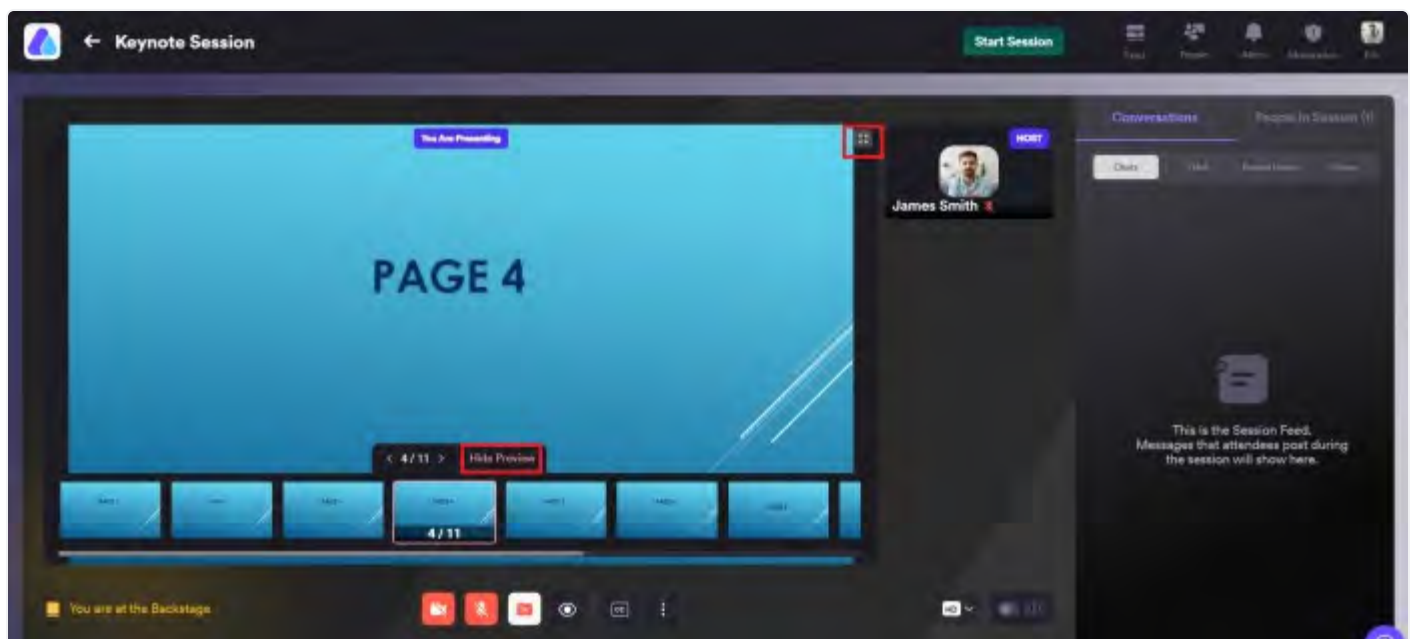


NOTE: Only the person who starts the screenshare/pdf can move the slides

PDF Controls

As a PDF presenter, you'll have the following controls:

1. Moving the slides next or going back to the previous slide by clicking the "<" & ">" arrows to navigate through different slides.
2. The preview slides option can be used to preview all the slides, directly navigate to another slide if needed, & click on "hide preview" in case you are done with previewing the slides.
3. Fullscreen mode and navigation of slides can be done in maximized mode as well.



Presenting Video & Audio Clips

There are two ways to play video or audio clips in a session: by sharing a browser tab (and select Share Sound), or through pre-loaded video clips that our Hosts/producers will play.

- If you are presenting a PDF and then want us to play a video clip, we will first move your slides off screen, then play the video, then bring your slides back on screen.
 - Your PDF should resume from where you left off. If not, you can use the Preview Slides button to jump to your desired slide.
 - Let us know if you want to be on screen during your video clips. Otherwise, we'll assume that all video clips should play without speakers on screen
- In order to play an audio or video clip via screen share, you'll need to have it in a browser tab.
 - These could be built into your slides or you can just drag an audio file from your desktop into your browser and screenshare that tab with audio.
 - Here's how a screenshare looks in Edge Browser when sharing a local audio file:



Want Embedded media (Video or audio) in your slides?

- 📌 **NOTE: If you need an audio or video clip embedded in your presentation, you'll need to present those slides from a browser tab, not from desktop PowerPoint software, or the attendees won't be able to hear.**

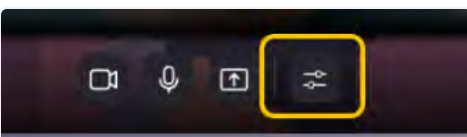
Luckily, it's easy to upload PPTX files to PowerPoint Online, Google Slides, or other tools. However, **if you already have audio or video embedded in a PPTX, those media files will need to be re-embedded online.** (see link below for tips)

How to convert PowerPoint presentations to a format that can be shared from an online browser tab:

1. Choose an online platform & convert your existing PowerPoint:
 - For Google Slides: Upload to Google Drive, then open with Google Slides
 - For PowerPoint Online: Upload to OneDrive, then open in PowerPoint Online
 - For Prezi: Import your PowerPoint directly into Prezi
 - For Canva: Upload your PowerPoint and convert it to a Canva presentation
2. Adjust formatting and animations if needed
3. Embed or Re-embed any audio or video files
 - a. [How to embed an audio or video file in Google Slides, PowerPoint Online, or Canva?](#)
4. Click the Share button to set a shareable link
 - Open the link in your browser
 - Enter presentation mode if needed
 - Share your screen during the online meeting
 - use the Share Browser Tab option and check the Share Sound checkbox

Audio & Video settings

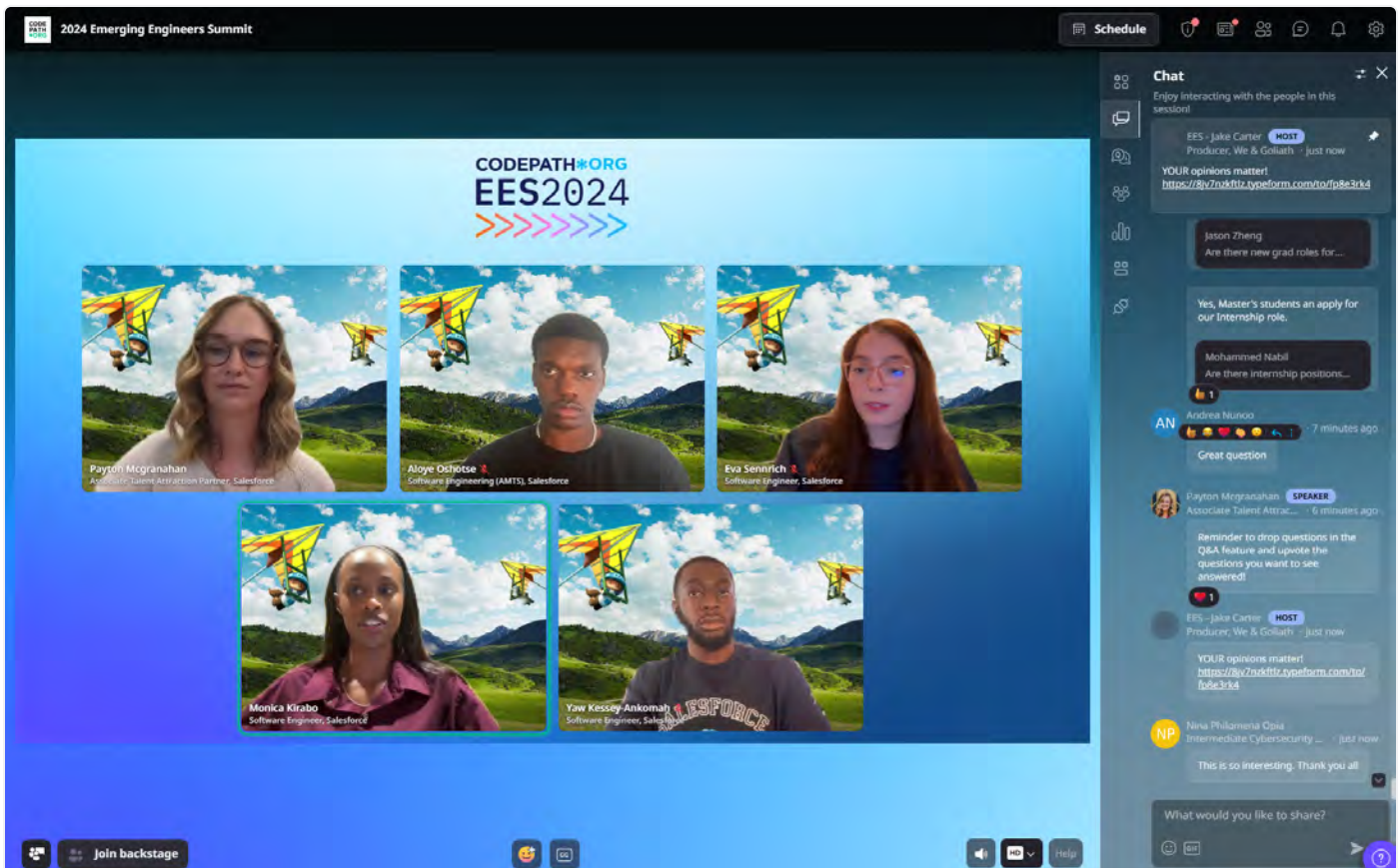
- Click on the last button to change your AV settings



Select your camera & mic input in the popup

You can also test your output

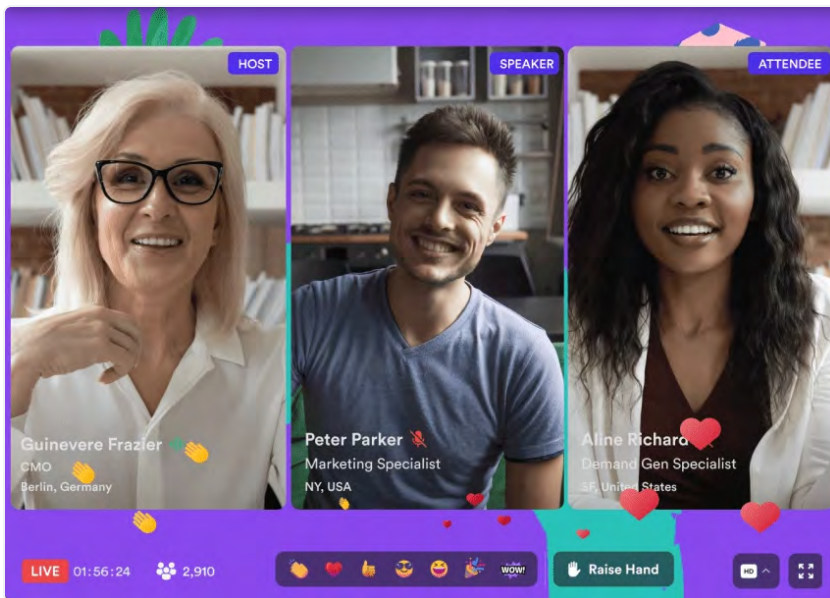
- Click on "Done" to save the changes
- You can also select a **virtual background** for your video if you like.
 - Note: this does use more computer resources and could lead to choppy audio/video if you don't have a powerful computer. It also works best with a green screen or plain wall behind your head.
 - Tip: You might want to avoid logos in your backgrounds as they'll be cut off in some layouts. Presenting with a team: matching backgrounds make for a great look:



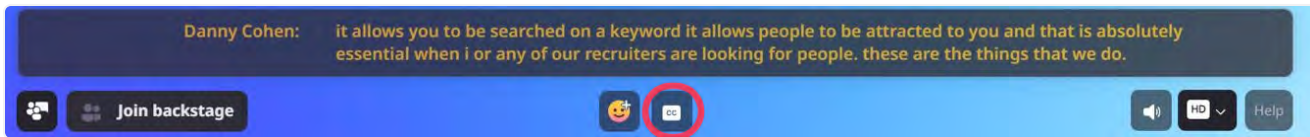
Emojis and Closed Captions

Speakers and Attendees also have emoji reactions and closed captions available at the bottom of the screen.

Emoji reactions are also available for the session participants which you'll see backstage. Attendees will use these on their own but as a session chair you might invite attendees to use emojis to give your speakers some love during or after their sessions.



Closed Captions are available, so you can remind attendees they can enable these if needed. CCs can



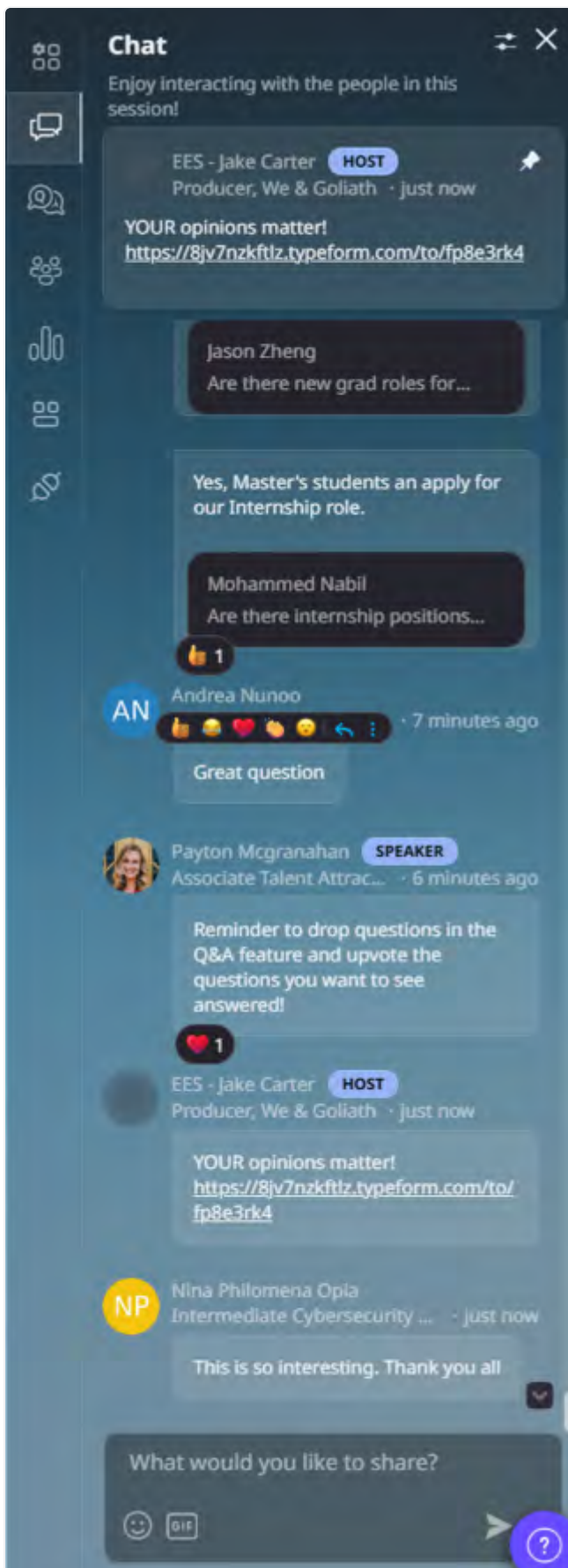
Notes:

- Closed Captions are turned off by default and need to be enabled manually by every participant.
- Closed Captions are not available to the Host or Co-Host.
- Closed Captions work well with Screen Sharing
- Closed Captions don't support any Pre-Recorded videos played and are not available on replays

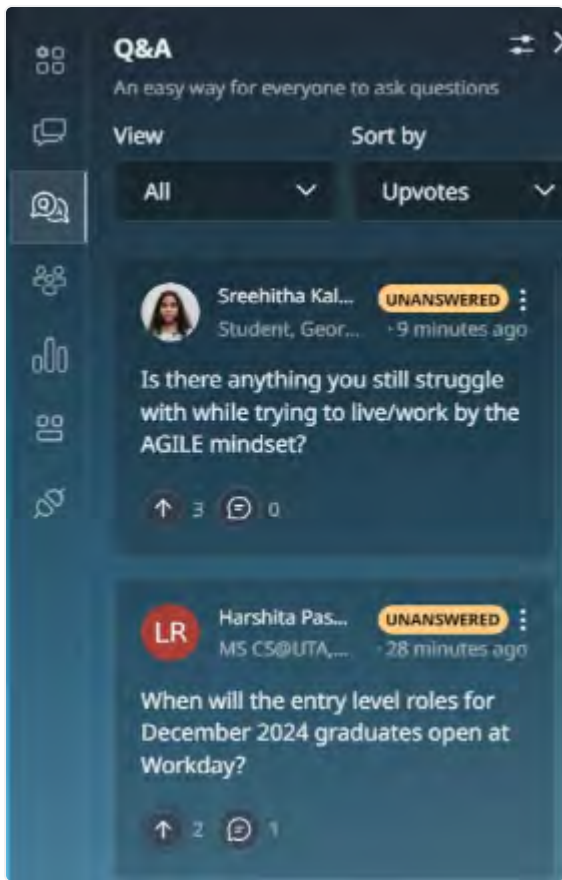
Engagement Options (Right Side Panel):

Chat - You can engage with the audience here

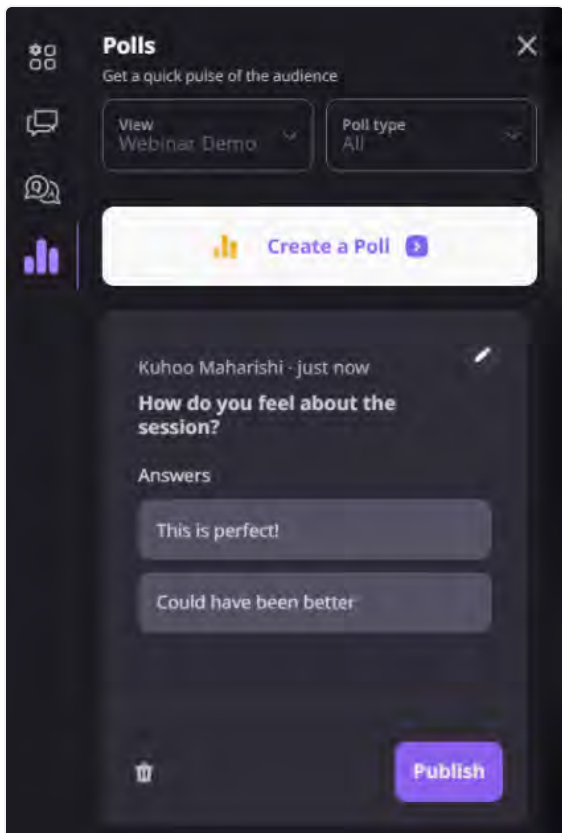
- Reply to any chat verbally, write a reply, or drop an emoji
- Tip: encourage people to chat throughout the session to give ideas, feedback, etc.



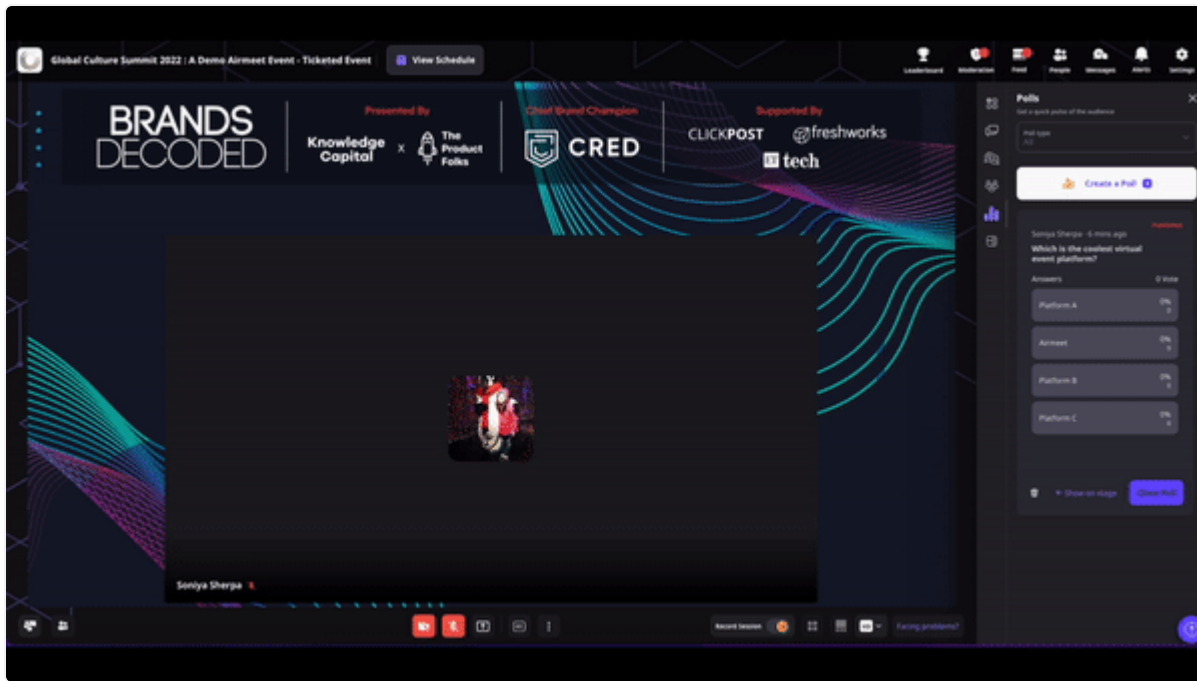
Q&A: allows attendees to write questions and speakers/hosts can optionally write answers.



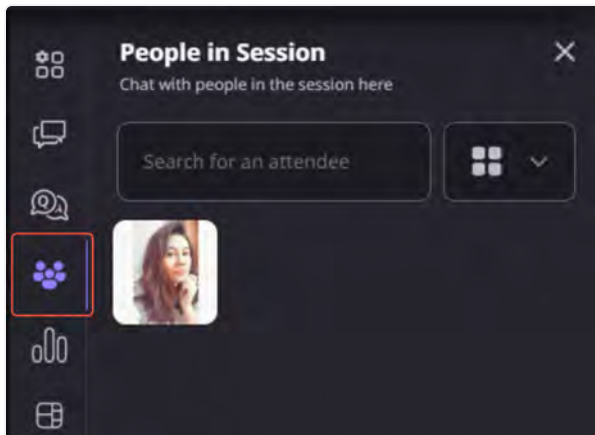
Polls



We'll also show polls on screen as you announce them.



People in session - Everyone can see the list of Attendees attending the Session and send direct messages



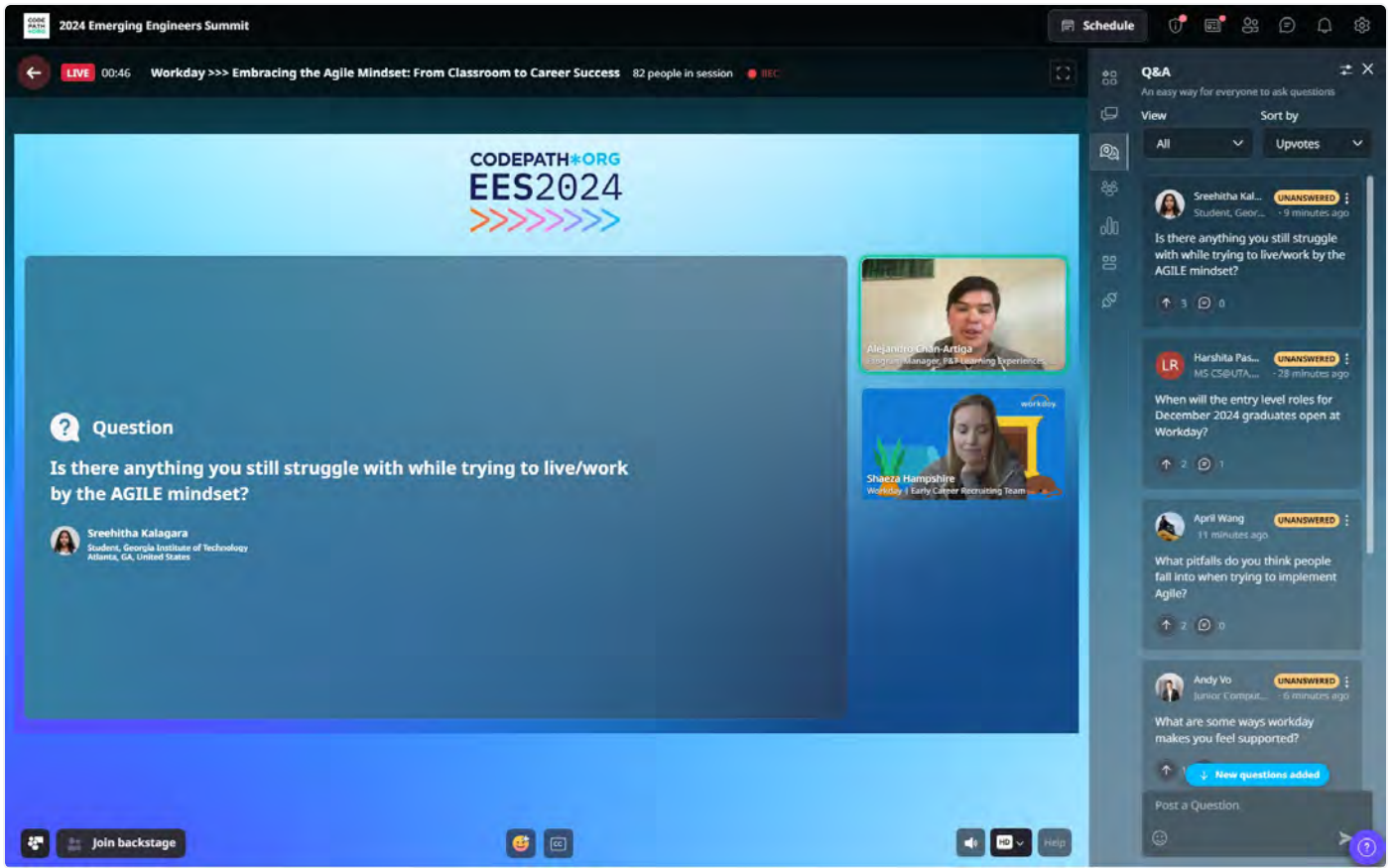
Any **Embedded Apps** (Kahoot, Typeform, In-session CTAs etc) will also be on the side panel

How Q&A will happen

Written Questions

- Attendees to type questions into the Q&A/Chat tab.

- **We'll feature questions on stage** while they're being answered and then Mark them Answered.

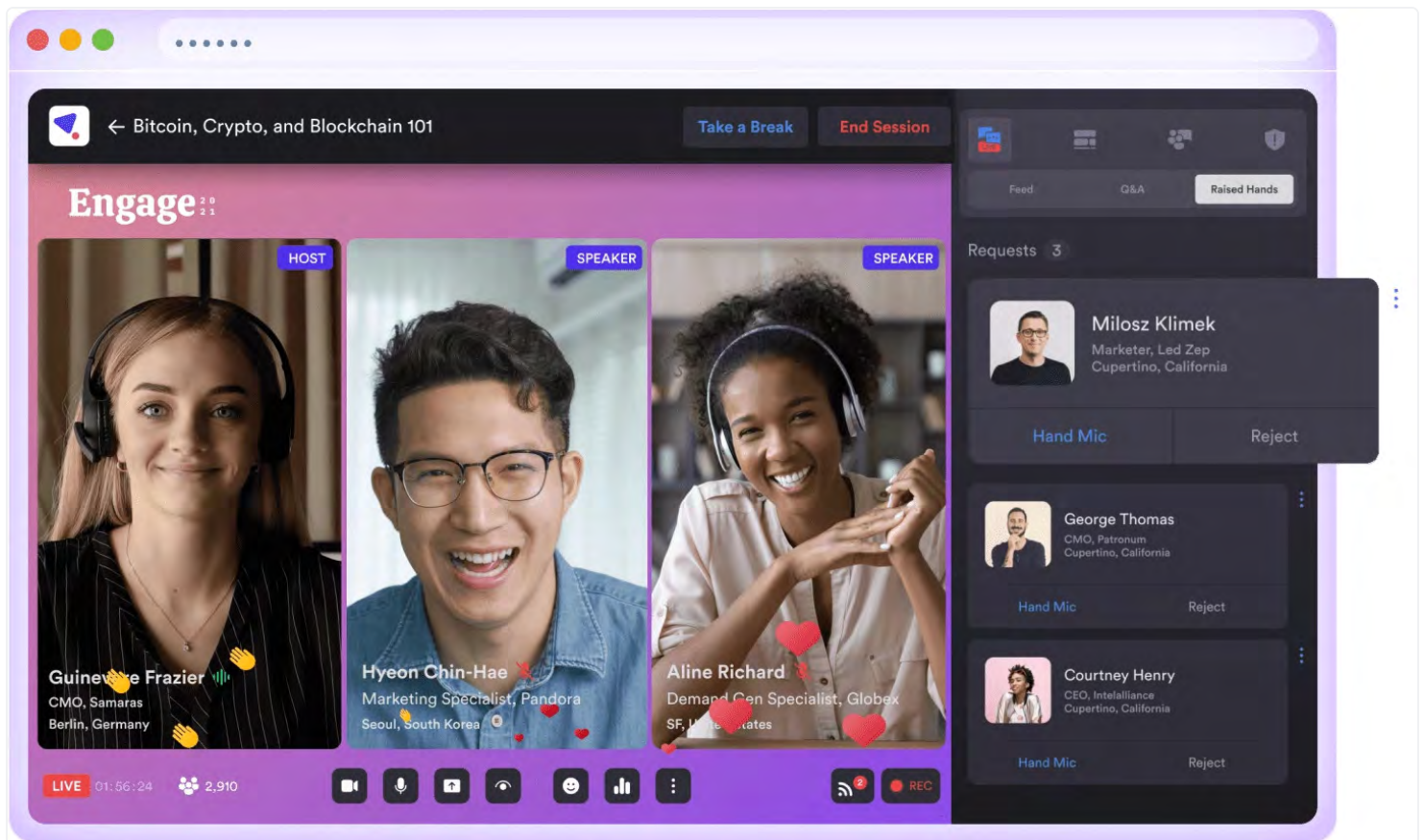


- As the moderator, we recommend you **read questions outloud and call on speakers by name** so they're clear who should respond.

Raise Hands (optional)

Want Attendees to come on stage? You can tell them to click Raise Hand or ask the session Host to Invite them to the Stage.





- Encourage attendees to use the Raise Hand feature to come up on stage and ask their questions
 - If you want to use this feature, **give a clear verbal cue as to who you want on screen and when**
 - Our tech team will handle all such requests and communicate with you in the speaker chat if needed
 - At any instance, we would recommend you not to invite more than 10 people on stage.
- You can also ask your session Host to proactively Invite certain participants on stage, attendees can accept the invitation request, and join you on stage and ask questions
 - If we Invite them to the stage, they'll come first to the backstage, where we can check their audio / video before bringing them on stage.

Tech Reminders

- **Use Google Chrome** latest version as a preferred web browser.
 - Especially avoid Safari as it has known issues.
- **Airmeet is supported on desktop/laptop** (Mac and Windows). We suggest Speakers avoid joining from mobile/tablets/iPads/Chromebook/Microsoft Pro.

- **Close all tabs and apps you don't need.** Turn off any additional memory consuming application on your device
- **Avoid using firewall-protected networks or VPNs** and join via an open/home network (consider mobile hotspot if needed or as a backup)
- **Have a video presentation?** It's best to provide that in advance for our producers to upload and play for you. If you need to screenshare a video, remember to share your browser tab with audio
- **Using a Mac?** allow screen recording/sharing permissions from your settings. [Click here](#) to know more
- **Having trouble joining us backstage?** Please reach out to the organizer.
- **Learn better through video?** Watch this [quick video](#) for a full walkthrough of the Conference Format for Speakers

Online Presenting Tips for Engagement & Interactivity

Get the audience chatting with you

eg: where are you from?

Type +1 if you agree

yes/no

where do you struggle with _?

what have you done/learned/experienced about _?

How do you feel about __ put one word in the chat

one word polls (X, Y, or Z)

Engage the audience with micro-questions

& get people nodding their head

“Right?”

“How would that feel?”

“Wouldn't that be great?”

“Are you with me?”

“What's in it for ME?”

- Emphasize the benefits of your message for the listener/attendee

- Make confidence feel attainable with personal stories about overcoming adversity
- Invite your audience to share their expertise and think about how the subject relates to them

Be Dynamic! Enthusiasm is contagious

- Be animated with your gestures and expression (but don't distract with it)
- Vocal inflection — anything but monotone
- Fun fact: people retain more from a fast-talker than a slow one
- Pause between points for reflection and participation
- If you need notes, try to limit them to an outline, not reading word for word & have them close to your webcam (top middle of laptop)

Thank you!

Questions?

Contact us at support@weandgoliath.com