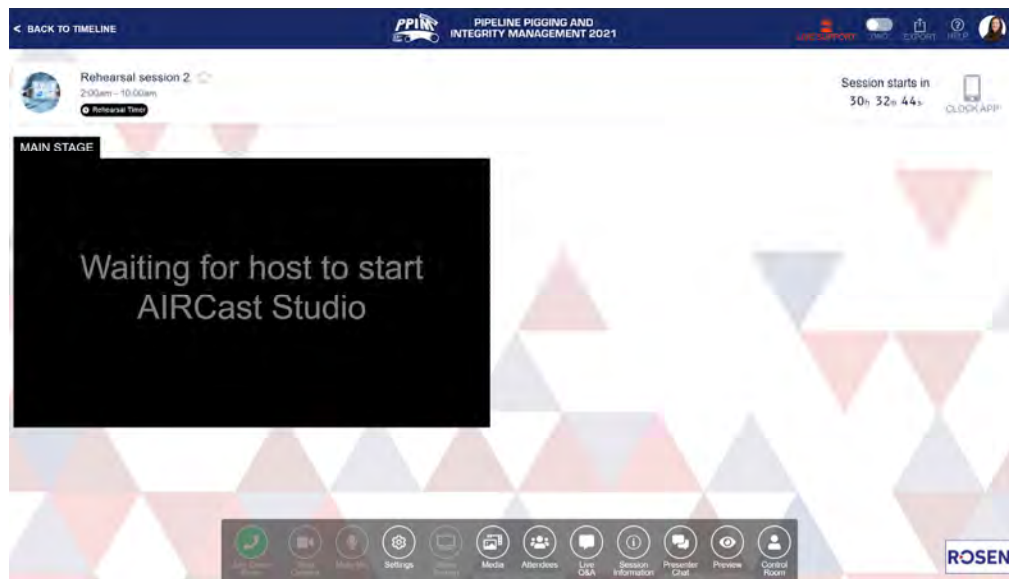
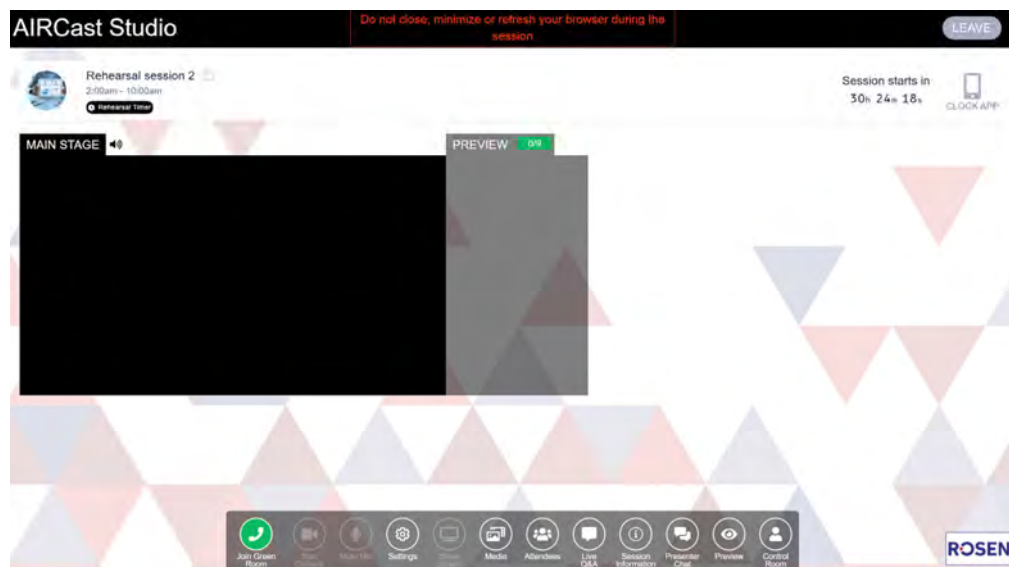


AIRCast instructions for virtual presenters

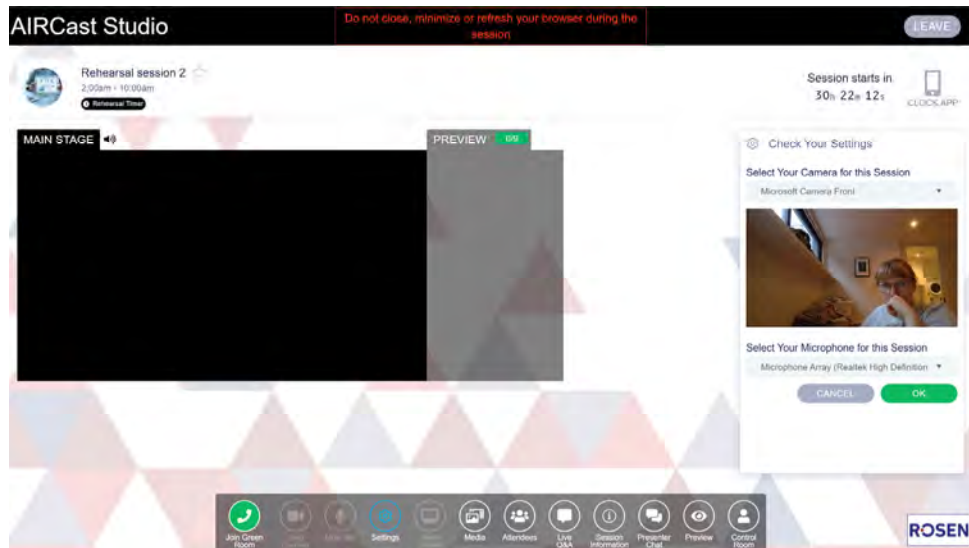
1. Login to the Virtual Event Portal and navigate to the relevant session, which should look like the screen below. Wait here for the host to start the session.



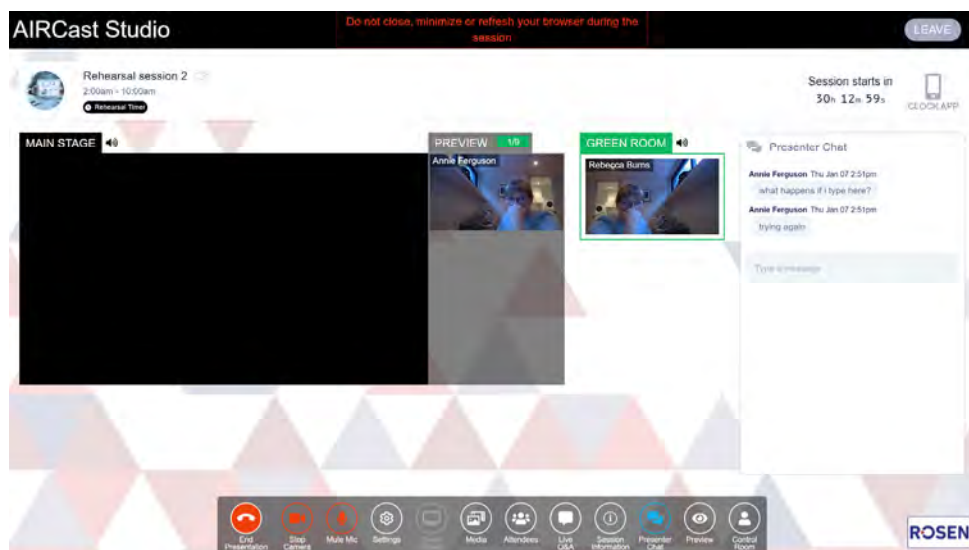
2. Once the host starts the session, you will be able to click 'Join Green Room'.



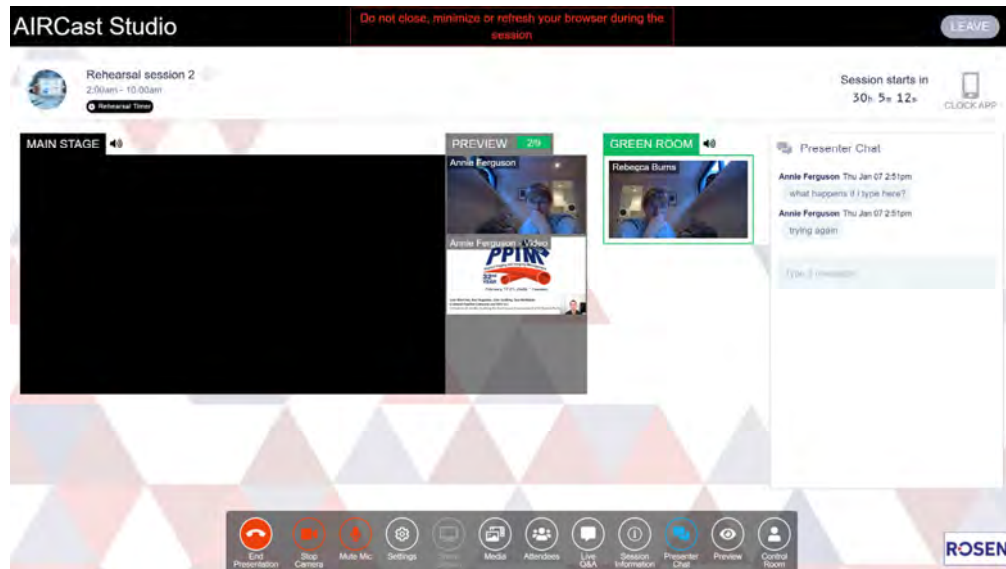
3. After you click 'Join Green Room' you will have an opportunity to check your camera and microphone are working properly. Complete this check then click 'OK' to enter the Green Room. After you click this a pop up will appear, which you can close by clicking the 'X' in the top right-hand corner.



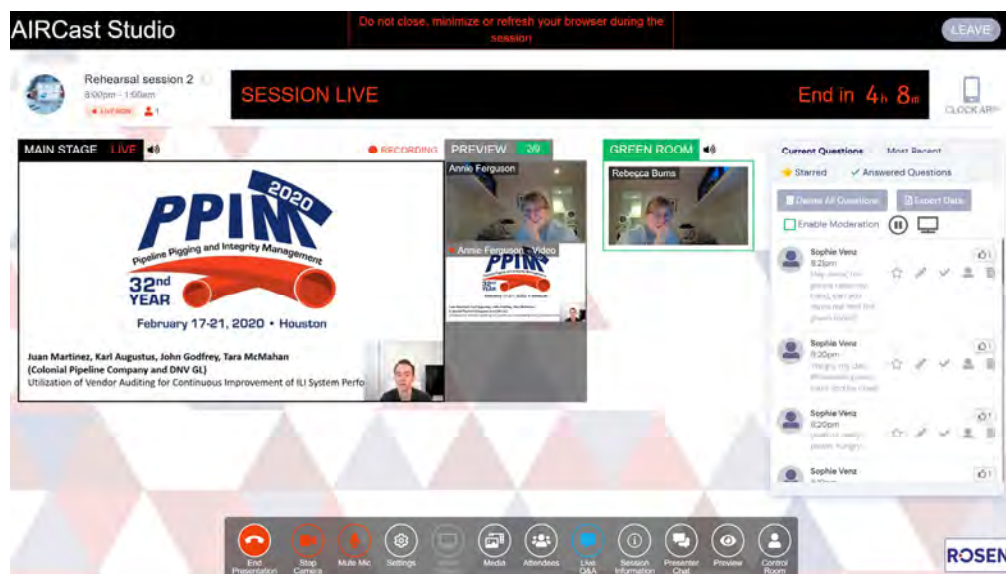
Once you are in the Green Room, you will be able to speak with the host and the session chair. You'll be able to see the session chair, but not the host.



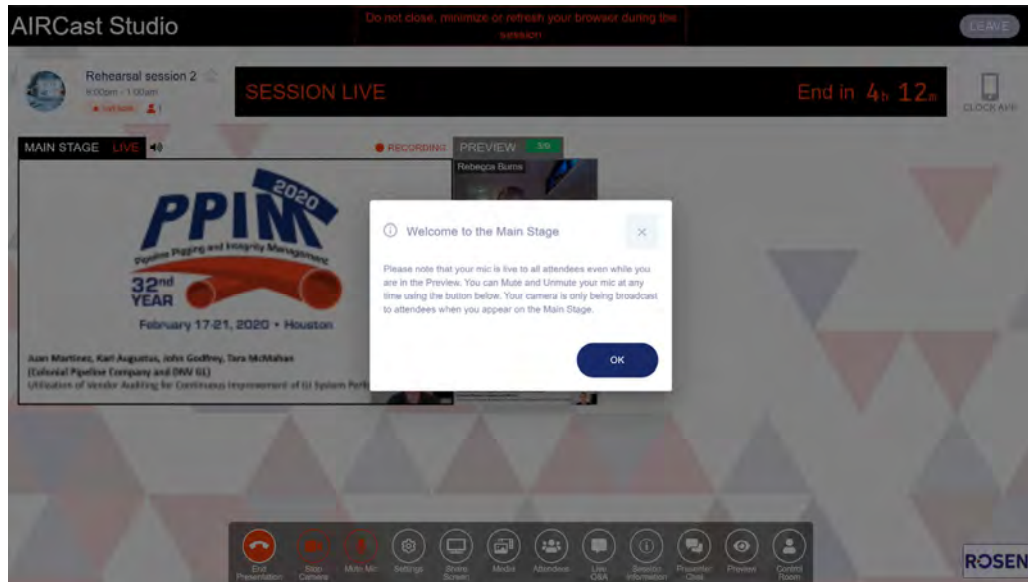
The Host will upload the relevant media file, which will appear in the Preview panel.



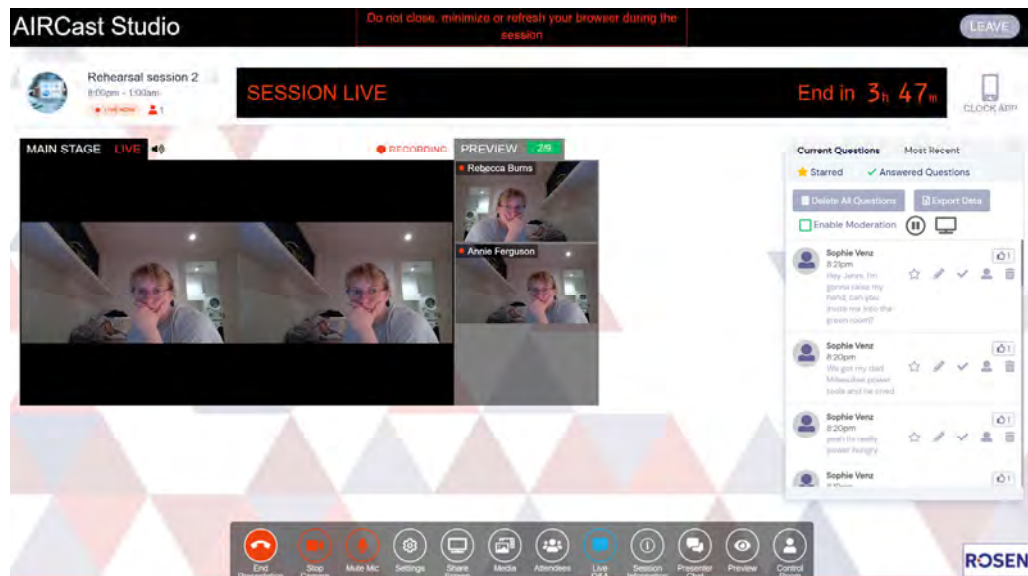
During the presentation, you should **leave the Live Q&A function open**. Here, you can answer questions from attendees throughout the session, and you can star questions that you think could provide interesting discussion points for the live Q&A at the end of the presentation.



4. After the pre-recorded presentation has ended, the Host will add you to the Preview Panel and then to Main Stage.



On the Main Stage, you will be able to see and hear the session chair. Together, you can work through any questions that come into the Live Q&A via chat.



During the Q&A, it is critical for session chairs to watch the session timer at the top of the screen. The session cannot be extended beyond this time, and will automatically end when the timer reaches zero. (Session chairs – please ensure you wrap up questions before the timer reaches zero.)

