

# Speaker guidance for EventsAir



## Contents

<b>Preparing for your session</b>	3
<b>Accessing the platform</b>	4
<b>Joining the Green Room</b>	6
<b>EventsAir functions</b>	11

## Preparing for your session

EventsAir is a browser-based platform and relies on your internet connection to perform successfully. A bad connection will affect the quality of your microphone and video, sometimes resulting in one or the other not working or becoming out of sync.

In order to limit the chances of connection related issues, we recommend:

- Having a wired internet connection. If this is not possible, please situate yourself where the WiFi connection is strongest
- Close any programmes that you will not need. This will reduce the number of systems using your computer's resources - This includes things like Microsoft teams, word or excel, as well as any tabs not being used in your internet browser
- If using WiFi at home, and it is possible, you could ask others not to join the network

It is not possible to blur or add a virtual background in EventsAir, you therefore may want to consider the location you present from.

If you are using PowerPoint slides during your presentation, it is beneficial to have this open in the background.

On the day of your presentation, please join your session 20 minutes prior to the start time. This is to ensure that we can check the technology is working before we start broadcasting the online event.

## Accessing the platform

The EventsAir platform can be accessed using a unique link, which will be sent to you by your event manager. Your link should automatically log you in to EventsAir, but if it doesn't you will also be provided with login details.

If you log out of the platform for any reason, you can re-access the platform using the same link and/or your login details.

You do not need to download an app for the platform, it is accessible through your internet browser.

We recommend using **Google Chrome** as the preferred browser for EventsAir to run successfully. Older browsers, such as, Internet Explorer are not compatible. If you are using a Mac, we recommend using an alternative browser to Safari

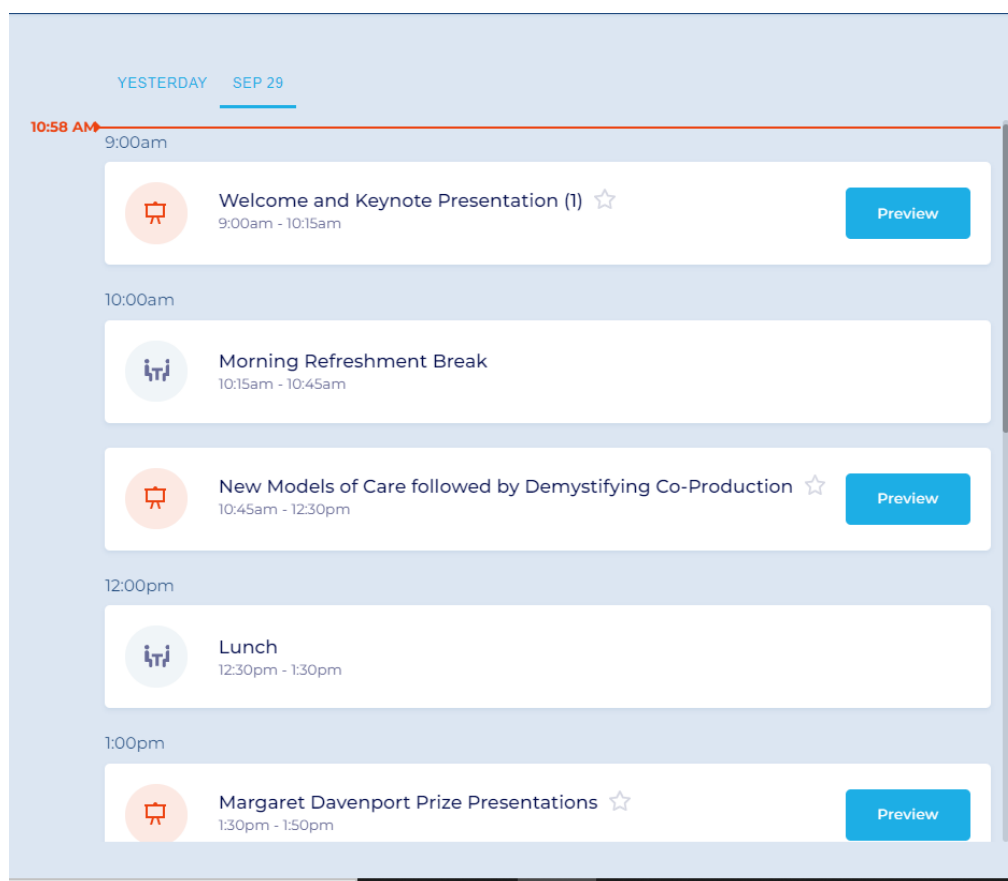
Sometimes you may find that clicking on the link will open EventsAir in a different browser depending on your preferred browser settings. If this is the case, copy and paste the URL link (<https://www> link) into Chrome.

The first time you login, you will be asked to update your profile. You can add a profile picture, include any social media links, check your privacy settings, including how your information appears to other attendees and change your media settings, including your microphone and camera.

Once you are happy with your profile, you will need to click 'update and close' at the bottom of the screen.

Once you are in the platform, the programme for the event will show on the main screen.

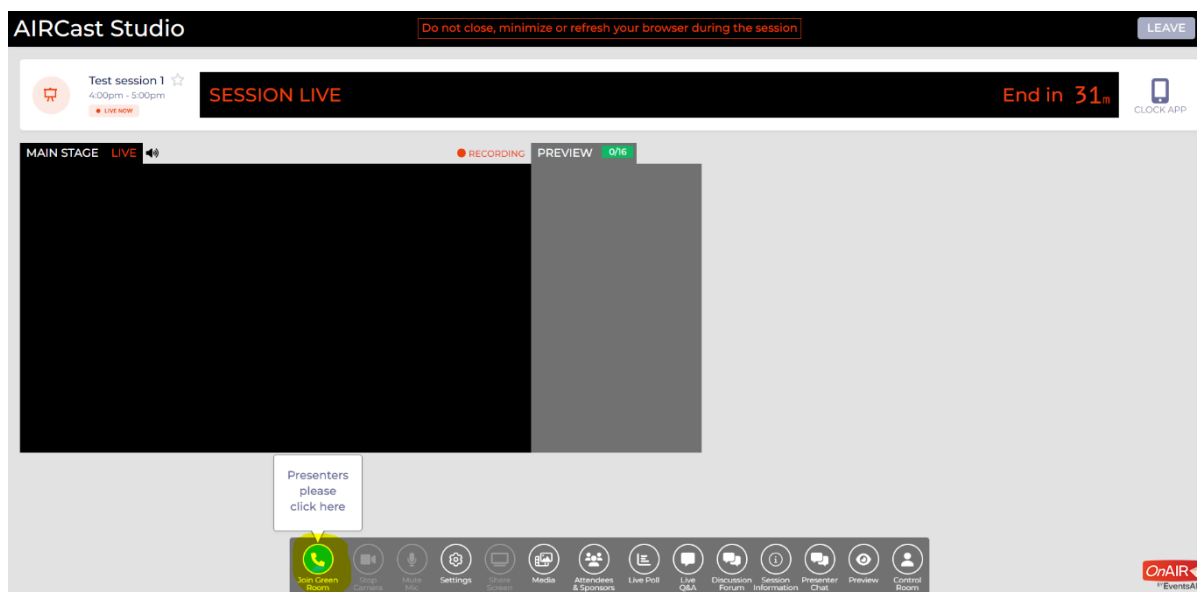
To enter your session you will need to click the button next to the session you are speaking in, it will either say 'preview' or 'join'.



Once you have selected the session you will be taken through to join the 'green room' which we will discuss further in the next section.

## Joining the green room

To join the green room you will need to select the green button at the bottom of your screen labelled 'Join green room'

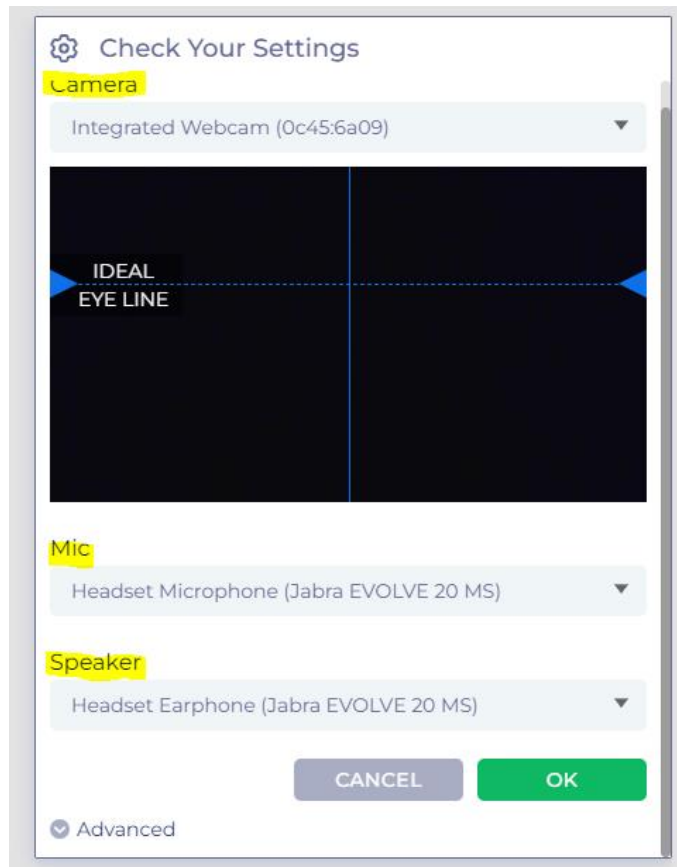


A box will appear on the right hand side asking you to check your settings, including your webcam, microphone and speaker.

You will not be able to join the green room without selecting options in each of the dropdowns first.

The fields may be automatically populated with your default options, which you originally selected when updating your profile.

If no options appear or you are not able to click the ok button to move on to the next stage, it may be because of your device settings blocking the use of the camera and microphone.



If you are using a windows device you can amend the permissions by clicking on the browser settings.

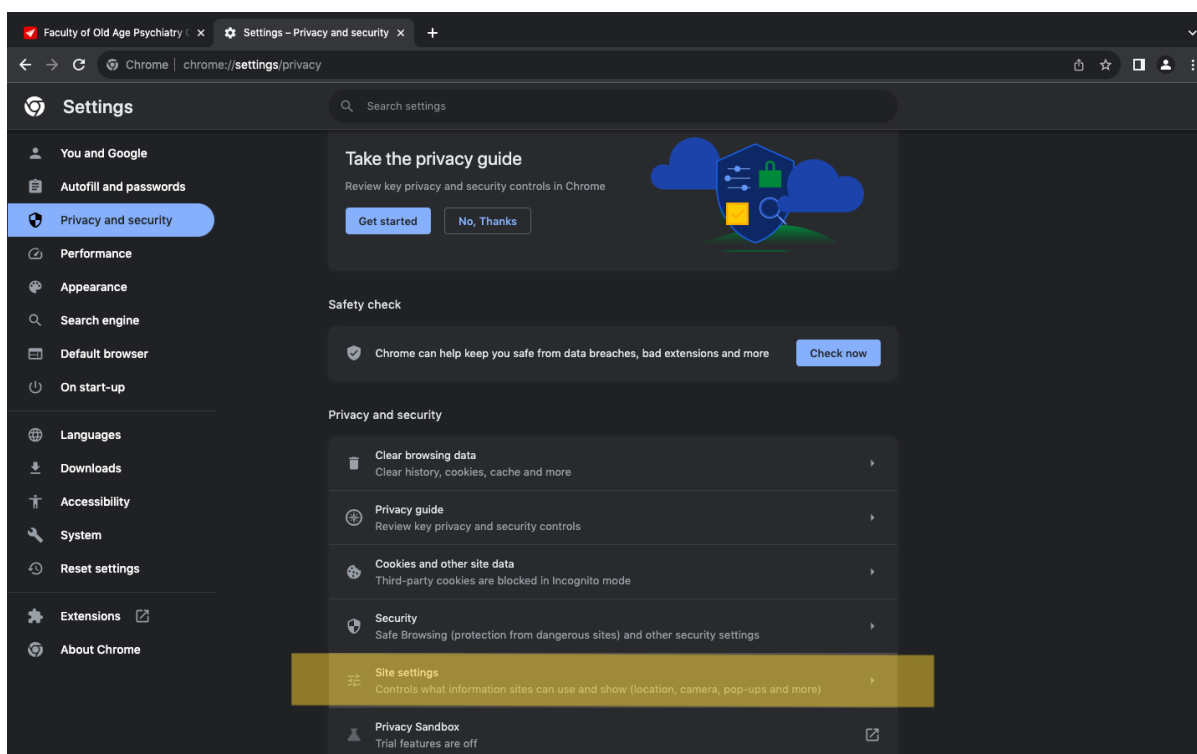
If you are using Edge, once in the settings you will need to locate the Cookies and site permissions option.

You can then select **https://app.rcpsych.eventsair.com/** from the list of sites available.

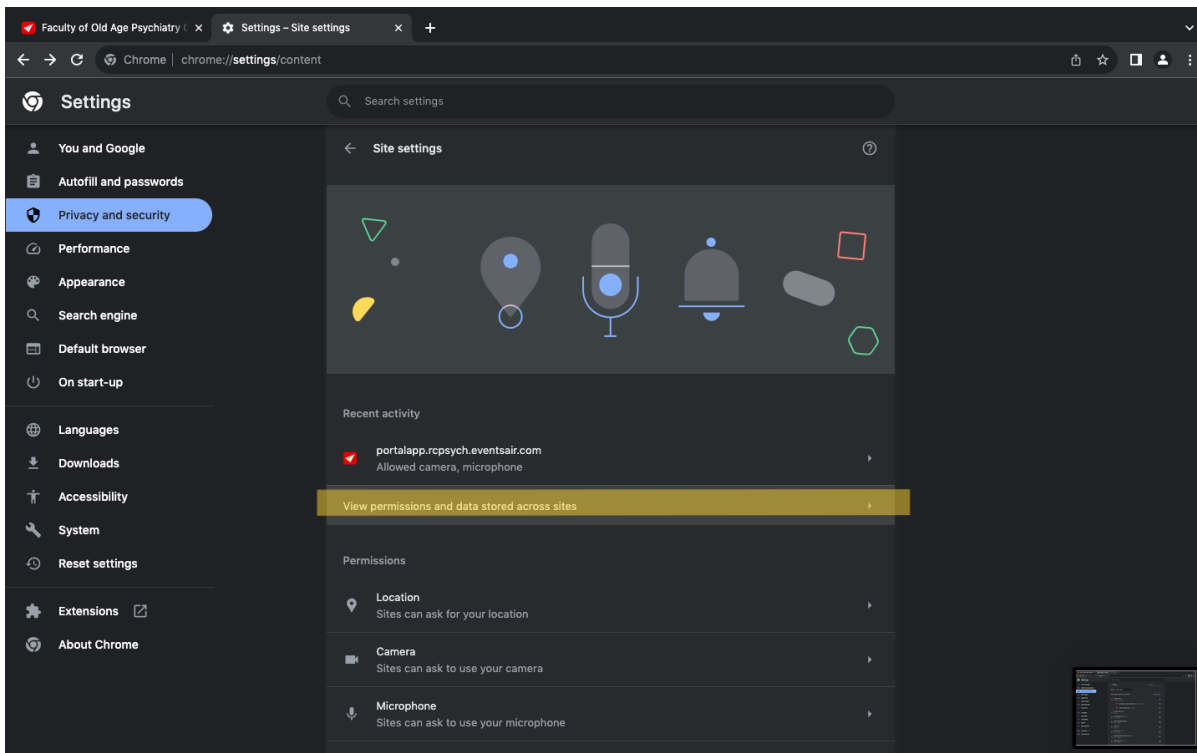
From the list of permissions you will just need to change 'Camera' and 'Microphone' to 'Allow'



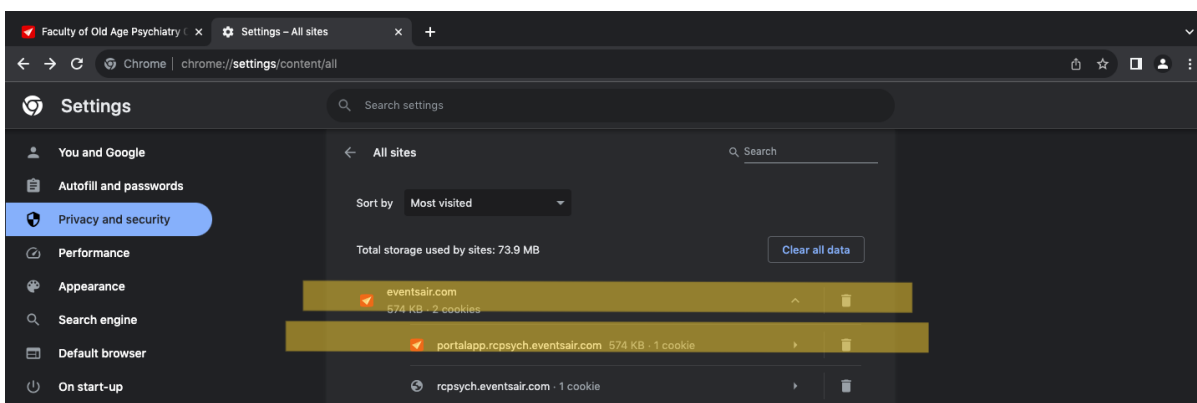
If you are using Chrome, once in the browser settings, you will need to locate the Privacy and Security option. From there if you click in to 'Site settings'



From site settings, if you click on 'View permissions and data stored across sites

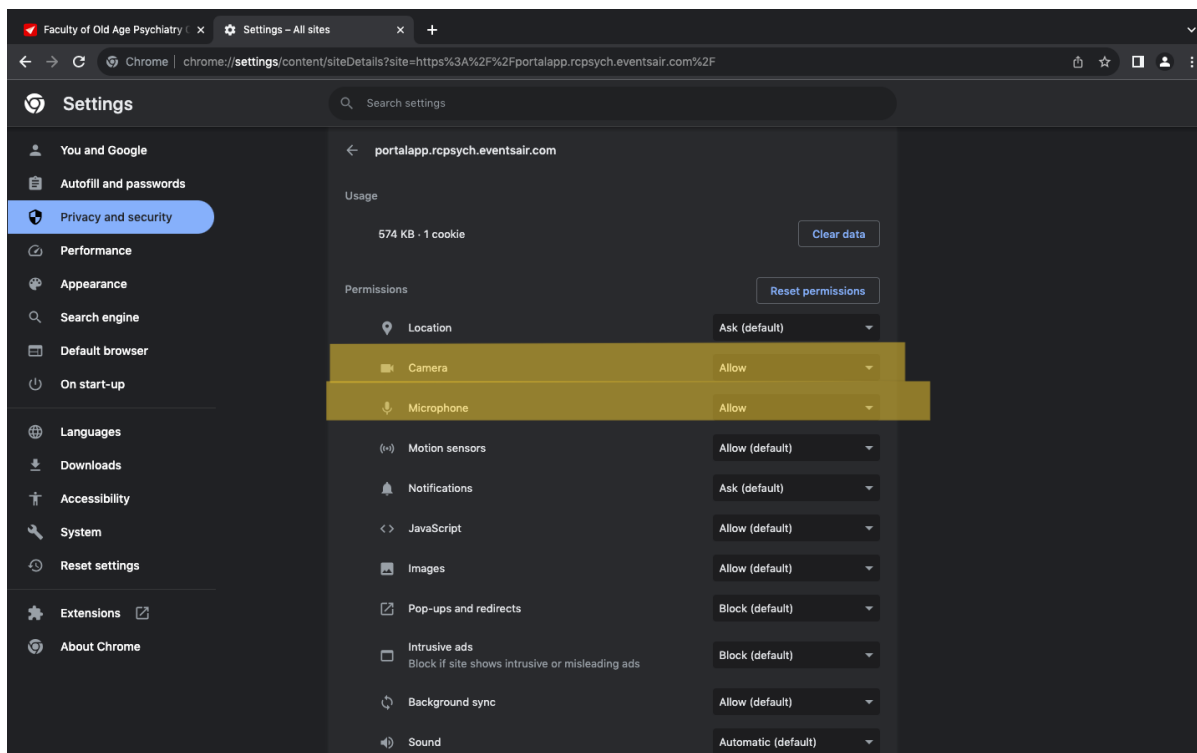


And then locate eventsair.com from the list of sites. You will be able to expand this option to click on portalapp.rcpsych.eventsair.com





From the list of permissions you will just need to change 'Camera' and 'Microphone' to 'Allow'

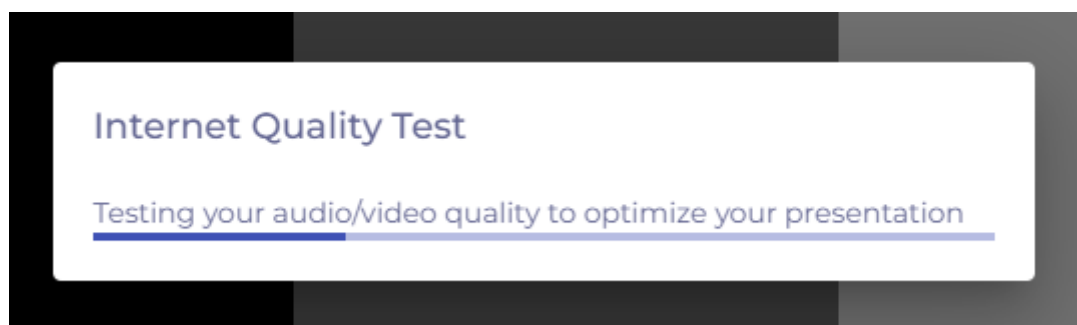


Once you have amended your permissions you will need to close the 'tab' of the session in EventsAir, go back to the main programme and re-enter the session by clicking on the 'Join/Preview' button and then clicking 'Join Green Room' again.

You should then be able to confirm your microphone, camera and speaker in the 'Check your settings' pop up and click the green OK button to continue.

If any pop-ups appear asking for permission from EventsAir to use your camera, microphone and/or speaker please ensure you click 'OK'

A loading screen will then appear to test your internet connection. This can take some time to complete depending on the strength of your connection.



Once this test is complete, you will then be able to see yourself in the green room.

If you have any questions or issues joining your session, please contact your event manager who will be able to guide you through the process.

## EventsAir functions

There are three different sections to the EventsAir platform. The Green Room, Preview room and the Main Stage.

If you think about it like a theatre, the Green Room is the backstage area. When you are here the audience cannot see or hear you. You will be able to talk to anyone else in the Green Room and also the Event Manager. You will also be able to hear what's going on on the main stage. When you are in the Green Room, some of the icons at the bottom of your screen will be greyed out, as you can only use these functions in the Preview Room or on the Main Stage,

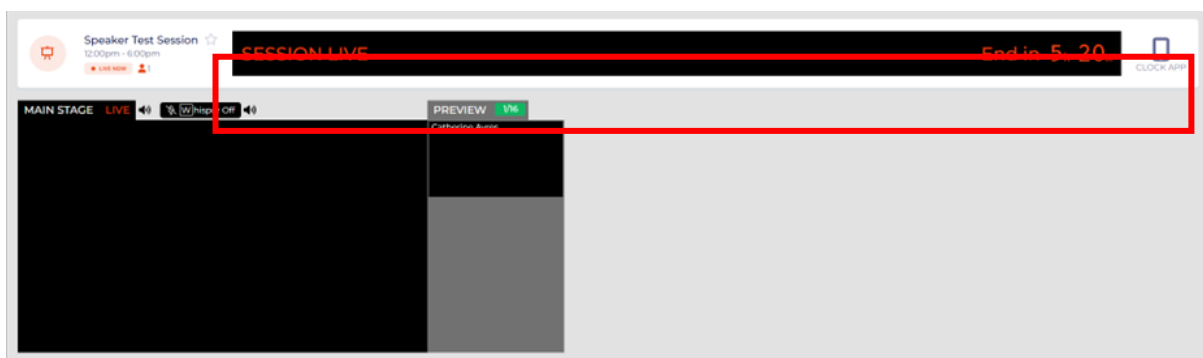
The Preview Room, is like the wings of the stage. Your Event Manager will move you from the Green Room to the Preview Room either before your session starts, or just before your talk is due to take place. When you are in the Preview Room, you will no longer be able to see the Green Room or talk to anyone in it. You will still be able to hear what's going on on the Main Stage. When you are in the Preview Room, if the session is live, attendees will be able to hear you, so it is best practice, unless you are presenting, to mute your microphone. Attendees will not be able to see you until you are moved to the Main Stage.

The Main Stage is what the audience is viewing. Your Event Manager will move you to the Main Stage when it is your time to present. Once your presentation has finished your Event Manager will move you back to the Preview Room or the Green Room.

You do not need to worry about moving between each section. Your Event Manager will do this at the relevant times.

## Countdown timer

When you join the session you may notice a countdown timer in the top right of the screen. At first this timer will be counting down to when the session begins.



When there are 20 seconds left, this will appear on the main screen in big numbers to count down.

The session will go live automatically at the scheduled start time and this cannot be changed. Once the 20 second countdown begins, please mute your microphone if you are in the preview room and prepare for the session to go live.

Once we are live, the countdown timer will change to say 'session live' and will show how many minutes until the session ends.

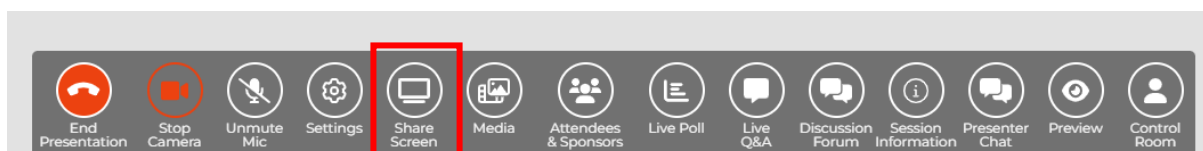
## Presenting Slides

Sharing your screen in EventsAir works very similarly to sharing your screen in Zoom and Teams.

Before you start sharing your screen, we strongly recommend that you close any programmes that you don't need open. This will reduce the risk of sharing something you don't mean to and will make sharing simpler.

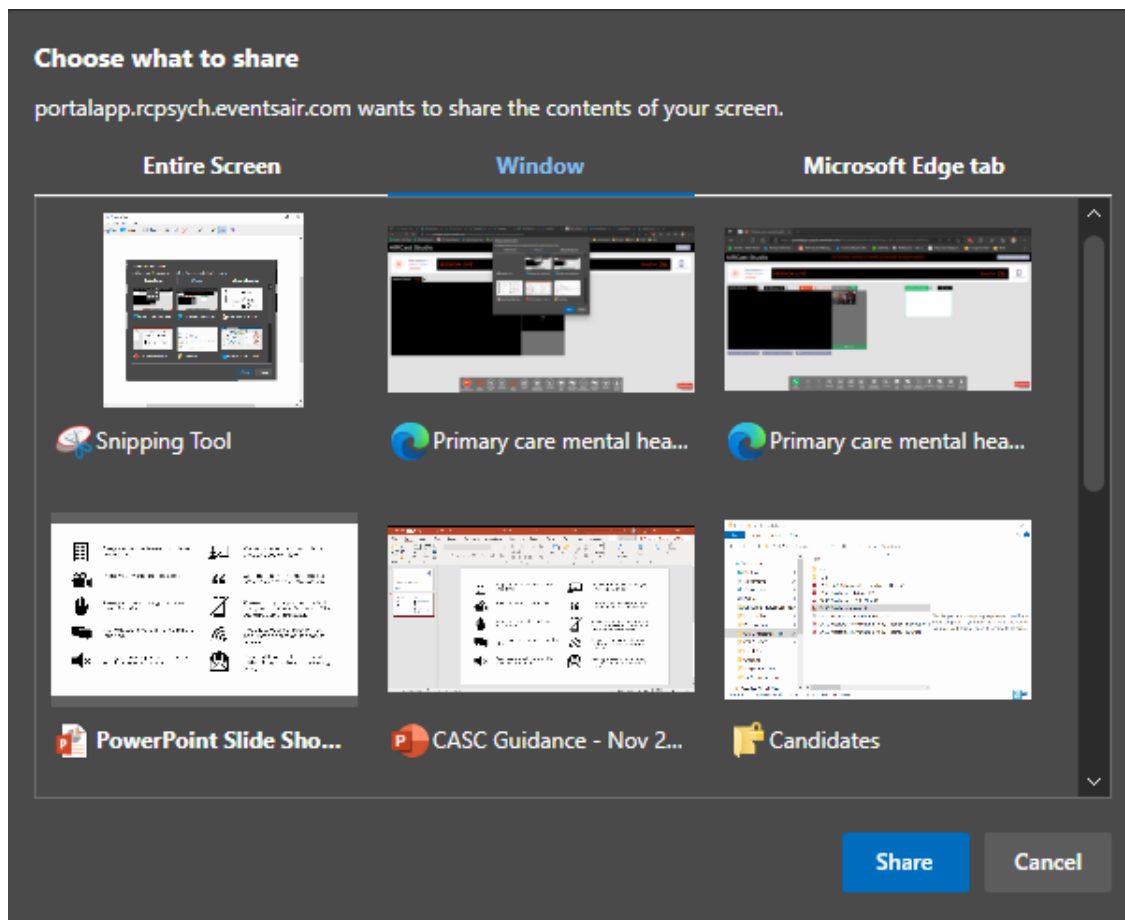
If you are using two screens, before you start sharing your screen you can open up PowerPoint and put it in presentation mode (full screen) on one screen and have EventsAir open on the other screen.

To start sharing your screen, click the 'Share Screen' button which can be found in the functions panel at the bottom of your screen.

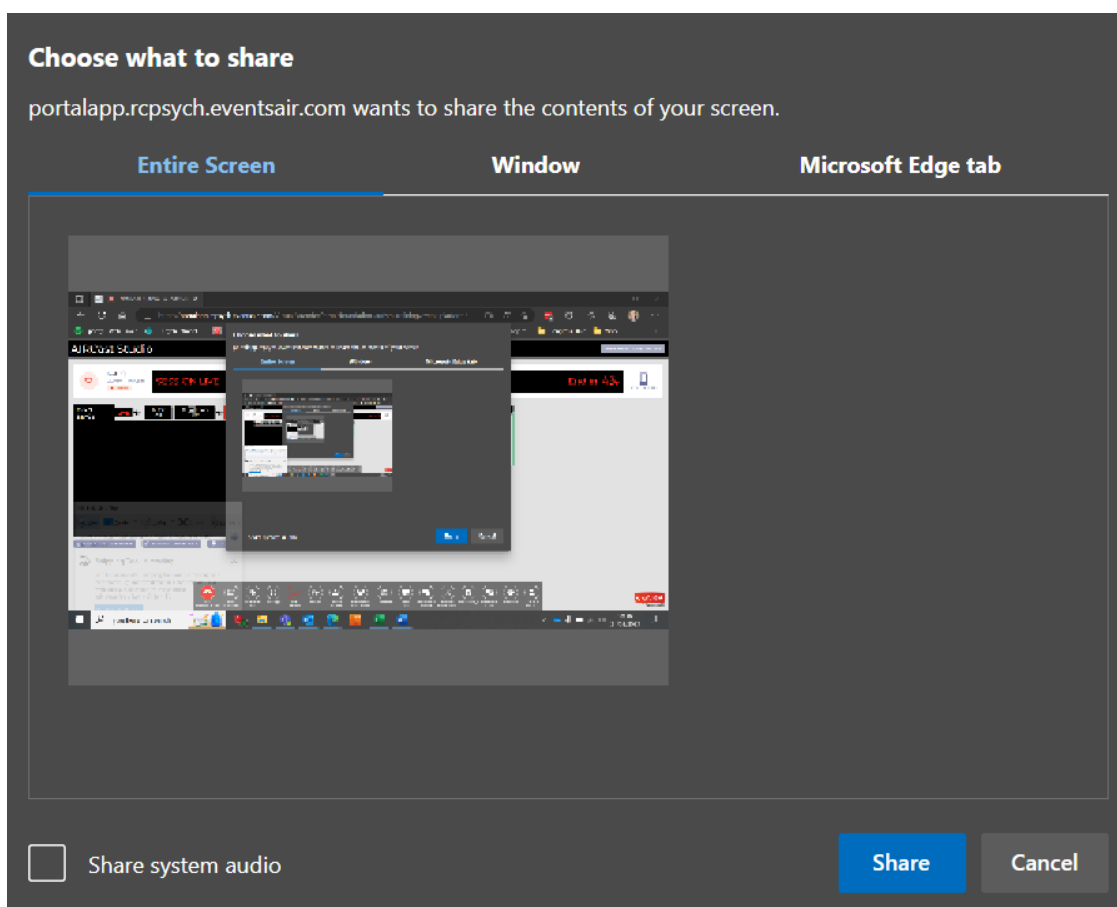


You will then be presented with a window on what you would like to share.

If you are using **two screens** please select the 'Window' tab and then click on the image of your presentation in full screen mode.



If you are using **one screen** please select the 'Entire Screen' tab and click on the image of your screen below.



Once the screen you wish to share has been selected please click 'Share' at the bottom.

If using one screen, once you have clicked share, you will then need to open up PowerPoint and put your slides in presentation mode (full screen). Please note, if you are using one screen and sharing PowerPoint slides you will no longer be able to see the EventsAir platform. Your Event Manager will let you know verbally if there are any issues.

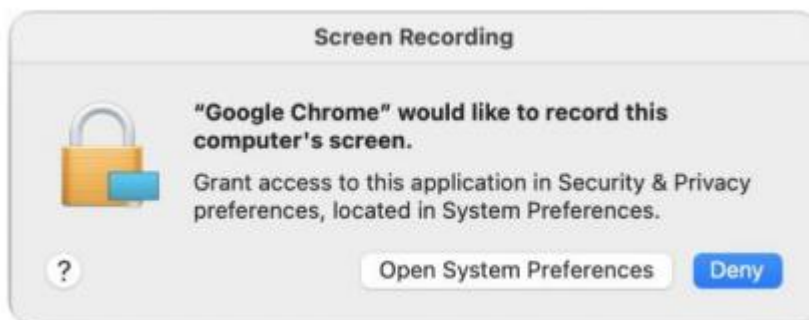
When you successfully start sharing your screen you may see a message appear at the bottom of your slides. If this happens, please select 'hide'.

To stop sharing your screen at the end of your presentation you can just close down PowerPoint, return to EventsAir and click 'Stop Share'.

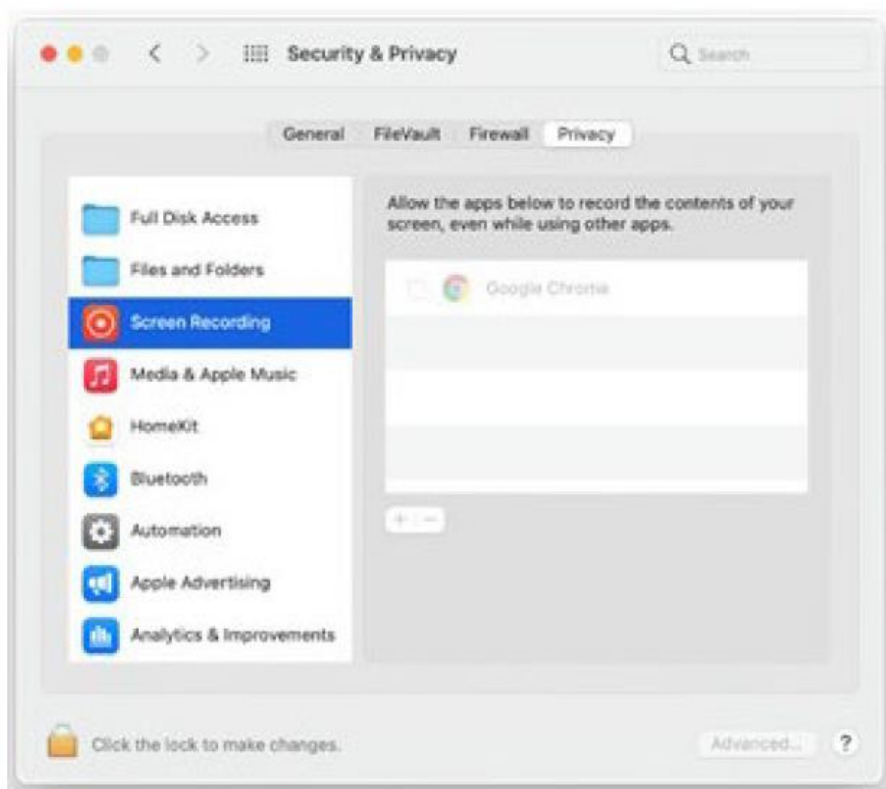
When your presentation is complete we will automatically remove your screen share from the Main Stage so nothing further will be shared with the audience.

If you are using a Mac you may be prevented from doing so due to some security issues that affects your browser. To resolve this, please first ensure you are using the latest version of Google Chrome.

When sharing your screen you may see this prompt



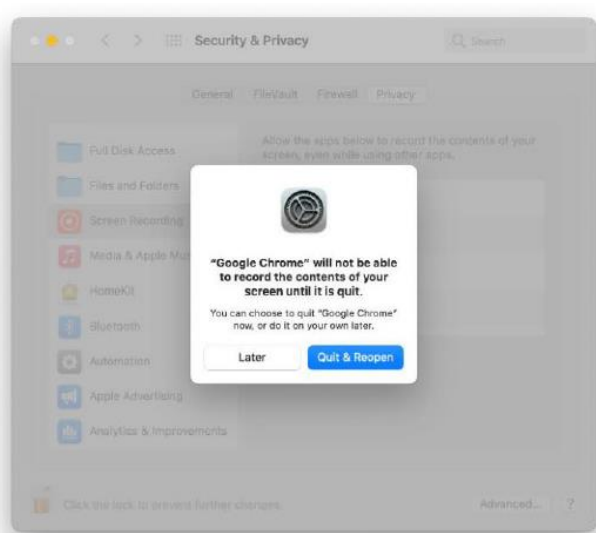
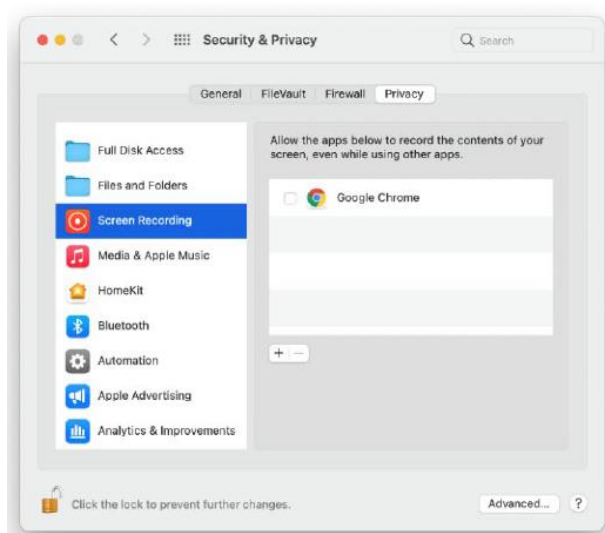
When the pop up appears, please click on 'Open System Preferences' to continue. If you have previously clicked 'Deny', you will need to manually open the System Preferences and go to Security and Privacy and click on the Privacy Tab.



Depending on your Mac's security configuration you may need to click the Padlock before being able to make further changes.

Select 'Screen Recording' and click the check box next to Google Chrome.

You will then be prompted to quit and reopen Google Chrome. The new permissions won't save until Chrome is restarted.



Once you have reopened Chrome you will then need to re-launch EventsAir by clicking on (or pasting) your unique link. You will then need to locate your session and re-enter the Green Room.

## Other functions

There are many other functions to the EventsAir platform that you are able to utilise during your presentation, such as, Q&A, Live Polling and Chat.

Prior to your presentation taking place, your Event Manager will arrange a technical test with you to get you comfortable with logging in to the platform, locating your session, joining the green room, and using some of these functions.

If you have any further questions and/or queries please contact your event manager.