



Attendee EventsAir Guidance Booklet

Contents



This guidance booklet will cover every aspect of the EventsAir platform when you join us as an attendee.

Please see below the areas covered:

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- Additional information Page 32-33

Contents

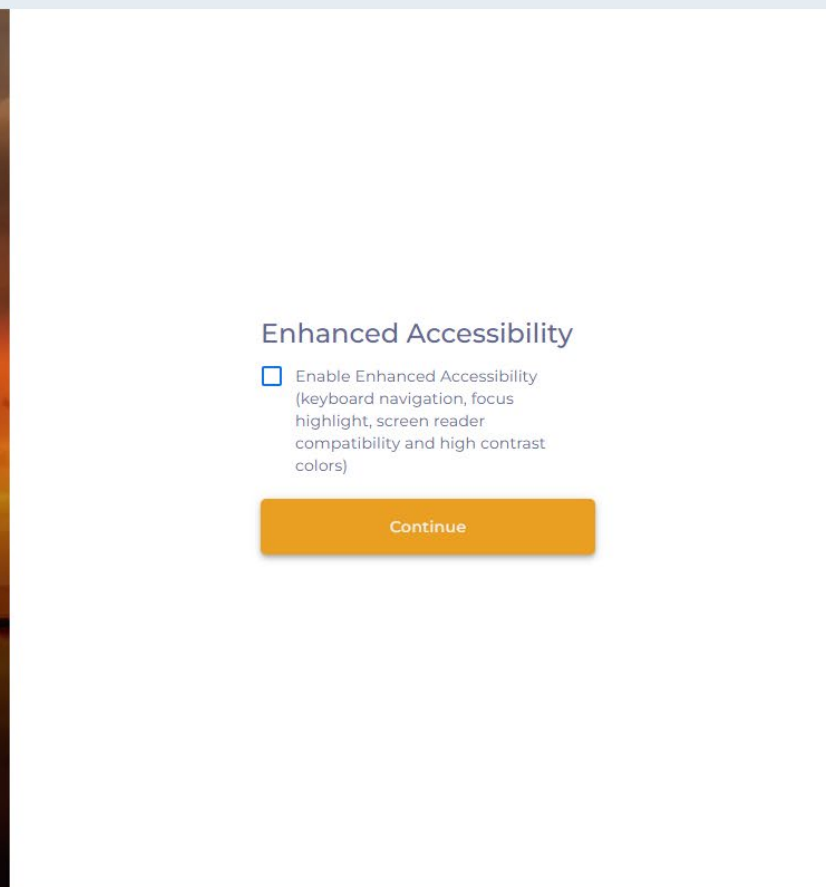
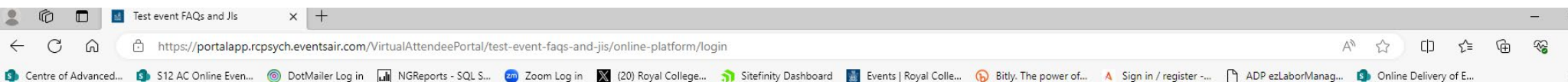
This guidance booklet has been designed for those using a PC or laptop. You can still access the platform from a smart device (tablet/phone), but the functionality and display may be different. We recommend using a PC or laptop for the best user experience.

As the platform is browser-based, we recommend joining the platform with a stable Wi-Fi connection, or better yet, a wired connection if possible.

Google Chrome is the recommended browser, as well as newer browsers such as Microsoft Edge. Older browsers such as Internet Explorer are not compatible with the EventsAir platform. If you are using a Mac, we do not recommend using Safari.

Please contact us at events@rcpsych.ac.uk if you have difficulties with the EventsAir platform or any further queries.

Navigating the EventsAir platform - login



When you follow your unique link that was sent in your joining instructions, you will be presented with this log in page.

Please select continue to be taken to the 'Welcome' screen.

If you are joining us and have a visual impairment, you can select to enable 'Enhanced Accessibility' to improve your experience when navigating the platform.

You can also enable this on the home page by selecting your initials/profile photo.

Joining instructions are emailed a few days ahead of the conference. Please check your junk/spam folder (especially those with work/NHS/Trust email addresses). If you still cannot find your joining instructions, please contact events@rcpsych.ac.uk.



Navigating the EventsAir platform – login continued



You will next be taken to the 'Welcome' screen where you can set your camera and mic.

Please be aware that for most conferences, you won't be seen or heard when joining a session. You will communicate through the discussion forums and Q&A features within the platform.

If the event you are joining is using breakout rooms, then you will need to set up your camera and microphone to see, hear and talk with those within your breakout room.

In addition, if you need to access the live support feature, if your camera and mic are set, there is the option to video chat with the live support team as opposed to instant messaging.



Welcome

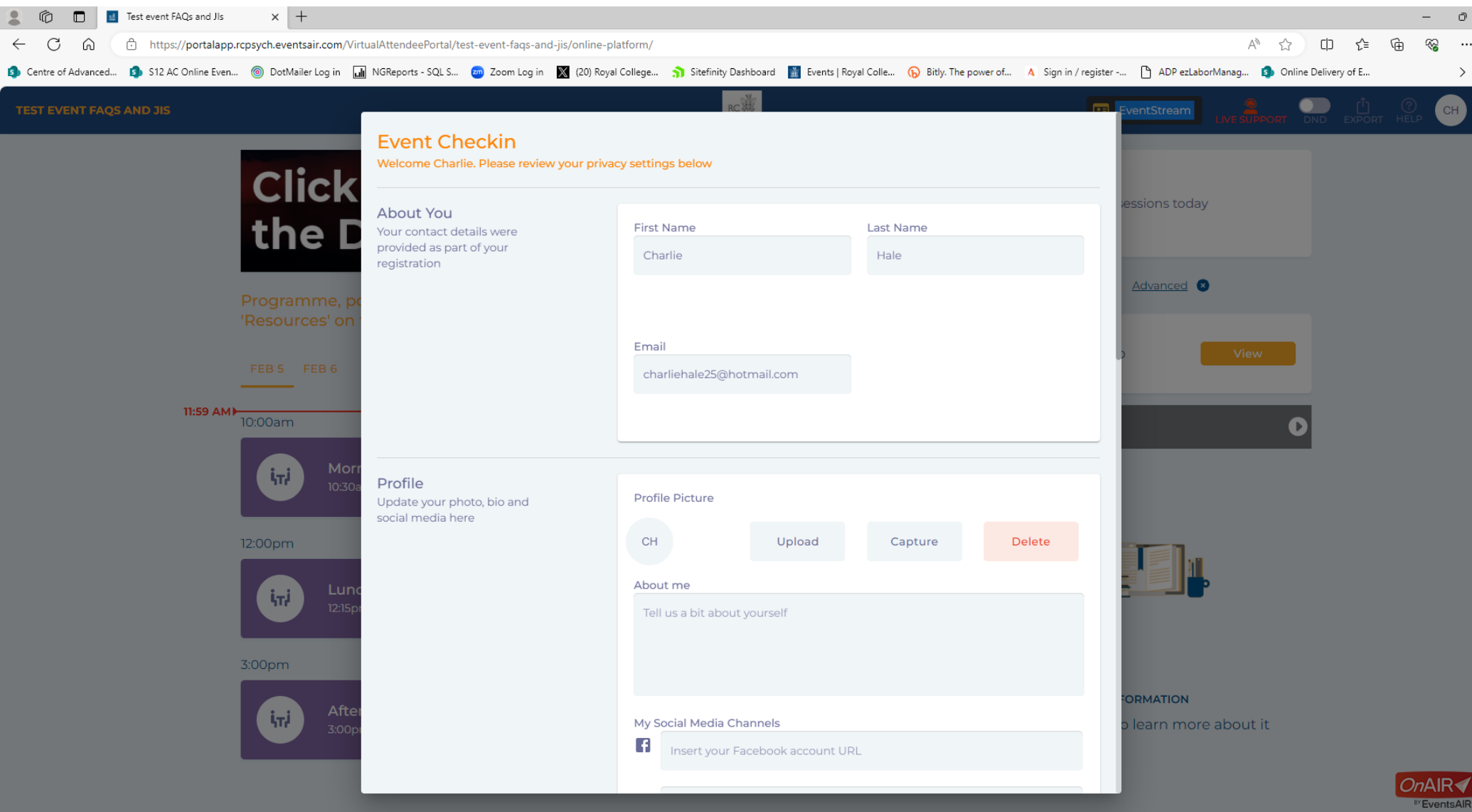
We really want you to enjoy the event, but before we continue we want to make sure you can participate.

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 Audio)
- Camera Access**
- Camera Selection**



Navigating the EventsAir platform - Checkin



The final part to access the platform is the 'Event Checkin' screen.

Your name and email address will be pre-populated as part of the registration. If you need to edit your name, please contact us at events@rcpsych.ac.uk.

The additional sections are not mandatory, and you can choose to include as much as you wish to share with other attendees.

You can add a profile picture, social media channels and other information. Do not add these if you'd rather not share these with other attendees.

When you scroll to the bottom, select 'update and close' and you'll have access to the platform.

Navigating the EventsAir platform – Home page and timeline



TEST EVENT FAQS AND JIS

6. EventStream 7. LIVE SUPPORT 8. DND 9. EXPORT 10. HELP 11. CH

1. Welcome to the Annual Conference 2024

Programme, posters, presentations, and feedback forms can be found under 'Resources' on the right-hand side of your screen.

2. FEB 5 FEB 6

12:17 PM

9:00am

Plenary 1 ☆
9:00am - 10:30am Preview

10:00am

Morning break
10:30am - 11:00am

11:00am

Plenary 2 ☆
11:00am - 12:15pm Preview

12:00pm

3. Meeting Hub View

4. Resources Presentation Slides

5. Session Information

Plenary 1
Welcome and Introductions | Session 1 | Session 2

OnAIR BY EventsAIR

Contents:

- 1. Rotating banners** – some of these will open a new browser tab to resources/documents.
- 2. Timeline** – your list of sessions for the day. You can select days (if multiple day event) and scroll through the timeline.
- 3. Meeting Hub** – connect with other conference attendees and set up 1-1 meetings.
- 4. Conference resources** – you can view posters, slides and other documents.
- 5. Session information** – view more details on the session such as speakers/chairs etc.
- 6. EventStream** – post images/comments/videos about the conference. Please be respectful and considerate of others when posting.
- 7. Live support** – for any technical or platform difficulties, contact the team who can assist.
- 8. DND** – 'do not disturb' you will not receive calls, chat or messages from other attendees.
- 9. Export** – export session notes and contacts.
- 10. Help** – guidance on various aspects on the platform. Use **live support** for technical difficulties.
- 11. Your initials/profile photo** – you can update your settings and refresh platform data.

Navigating the EventsAir platform – Live support



The screenshot displays the EventsAir platform interface. At the top, there's a navigation bar with 'TEST EVENT FAQs AND JIS' and the RC PSYCH logo. A 'Live Support' window is overlaid in the center, featuring a red header, a greeting 'Hi, how can we help?', a text input field with the placeholder 'Ask your question here...', and a 'Get Live Support' button. Below the window, the main content area shows a 'Welcome to the Annual Conference 2024' banner. Underneath, there's a section for 'Programme, posters, presentations, and feedback forms' with a 'View' button. A timeline for 'FEB 5' and 'FEB 6' is shown, with a current time of '12:22 PM'. The schedule lists three sessions: 'Plenary 1' (9:00am - 10:30am), 'Morning break' (10:30am - 11:00am), and 'Plenary 2' (11:00am - 12:15pm), each with a 'Preview' button. On the right, a 'Resources' sidebar is visible with a 'Poster Gallery' section and an illustration of a desk with a lamp and books. At the bottom right, there's a 'MORE INFORMATION' section with the text 'Click on a session to learn more about it' and the 'OnAIR BY EventsAIR' logo.

When you select the **live support** function, a window will open. Please post the issue that you are experiencing on the platform and a member of the team will respond.

Please be patient, you will be in a queue if there are other delegates also using this feature. The team will try to respond to you as soon as they can.

This feature is selectable within all areas of the platform, you do not need to leave a session or the resources page to use it.

On the next page, you will see how the response from a team member looks.

Navigating the EventsAir platform – Live support continued



When a member of **live support** team responds, a pop-up window will appear.

You can continue to type a response with the team, or if you have enabled your camera and mic during the login screen, you can request a video call.

You can also 'send technical info' which will let the team know the browser and other device specifications which may be of help to troubleshoot your problem.

The screenshot shows the EventsAir platform interface for the Annual Conference 2024. The main content area displays a schedule of events for February 5th and 6th. The 'Live Support' chat window is overlaid on the right side of the screen, showing a chat history with a message from Charles H at 12:24pm asking 'How can i help you Charlie?'. The chat window includes a text input field, a 'Type a message' label, and three buttons: 'End Live Support', 'Request Video Call', and 'Send Technical Info'. The main interface features a header with 'TEST EVENT FAQs AND JIS', a navigation bar with 'EventStream', 'DND', 'EXPORT', 'HELP', and 'CH', and a main content area with a 'Welcome to the Annual Conference 2024' banner and a 'Resources' section. The event schedule includes 'Plenary 1' (9:00am - 10:30am), 'Morning break' (10:30am - 11:00am), and 'Plenary 2' (11:00am - 12:15pm). The 'OnAIR BY EventsAIR' logo is visible in the bottom right corner.

Navigating the EventsAir platform – EventStream

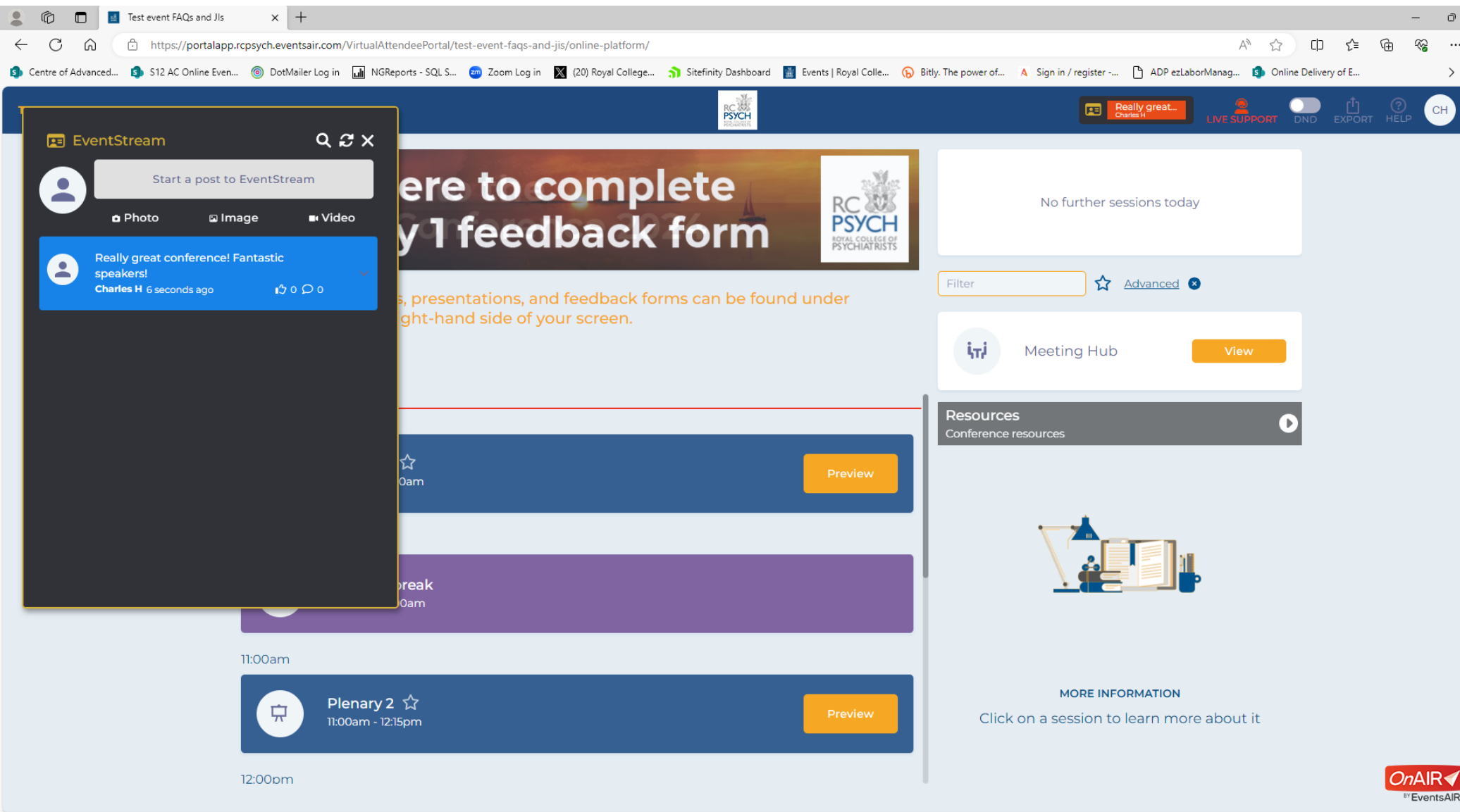
When you select EventStream, a new window will open.

This feature is like many social media platforms; posts can only be viewed by other conference attendees, but they are not made public.

You can post comments, images and videos about the conference, as well as network and socialise with other attendees. If you'd rather not be alerted to these comments, you can switch on the 'DND' button along the top bar.

The RCPsych team will use this feature to post information about the conference or links to external resources or a feedback form.

Your posts will include your name, so please be mindful of what you post! We kindly remind you to follow the [RCPsych code of conduct](#) and [College Values](#), and to please act in a respectful and professional manner when using this feature.



The screenshot shows a web browser window displaying the EventsAir platform. The main page features a navigation bar with the RCPsych logo and user controls (LIVE SUPPORT, DND, EXPORT, HELP, CH). A large banner at the top reads "Here to complete your 1 feedback form". Below this, there are several event cards, including "Plenary 2" from 11:00am to 12:15pm. On the right side, there is a "Meeting Hub" section and a "Resources" section with a play button icon. A "Really great..." notification is visible in the top right corner.

Overlaid on the left side is the "EventStream" window. It has a search icon, a "Start a post to EventStream" button, and options for "Photo", "Image", and "Video". A post by "Charles H" is visible, stating "Really great conference! Fantastic speakers!" with a timestamp of "6 seconds ago" and icons for likes, comments, and shares.

Navigating the EventsAir platform – Initials/ Profile Photo



The screenshot shows the EventsAir platform interface. On the left, there is a session schedule for 'FEB 5 TODAY'. The sessions listed are:

- 12:45pm - 1:45pm
- 1:00pm: Plenary 7 (1:45pm - 3:15pm) with a 'View' button.
- 3:00pm: Afternoon break (3:15pm - 3:45pm)
- Plenary 8 (3:45pm - 4:45pm) with a 'View' button.

On the right side, there is a 'My Settings' dropdown menu with the following options:

- My Settings: Update your photo, time zone, profile and privacy settings
- Refresh Data: Every time you log in, you will receive the very latest information. If the event organizer adds an optional session or function for you, and it does not appear in your Timeline, you can refresh your data here.
- Sign Out

Other visible elements include a 'Meeting Hub' with a 'View' button, a 'Resources' section with a video player, and a 'MORE INFORMATION' section at the bottom with the text 'Click on a session to learn more about it'.

In the top right corner of the platform, you will see your initials (or a profile photo if you uploaded one).

When you click on your initials /profile photo you will see three options appear.

'My settings' will allow you to edit your profile information. You can also enable 'enhanced accessibility' and adjust your camera and mic settings from here as well. Once happy, ensure that you select 'update' for these changes to take effect.

'Refresh data' can be used if a session does not appear on your timeline. If selecting this does not update your timeline, please contact **live support** for assistance.

'Sign out' to log out of the platform. If you do, you will need to login with your login details which we emailed to you, or you can close the browser and follow your unique link to join again.





Navigating the EventsAir platform – Meeting Hub

When you select the 'Meeting Hub' button, you will be taken to a new area in the platform.

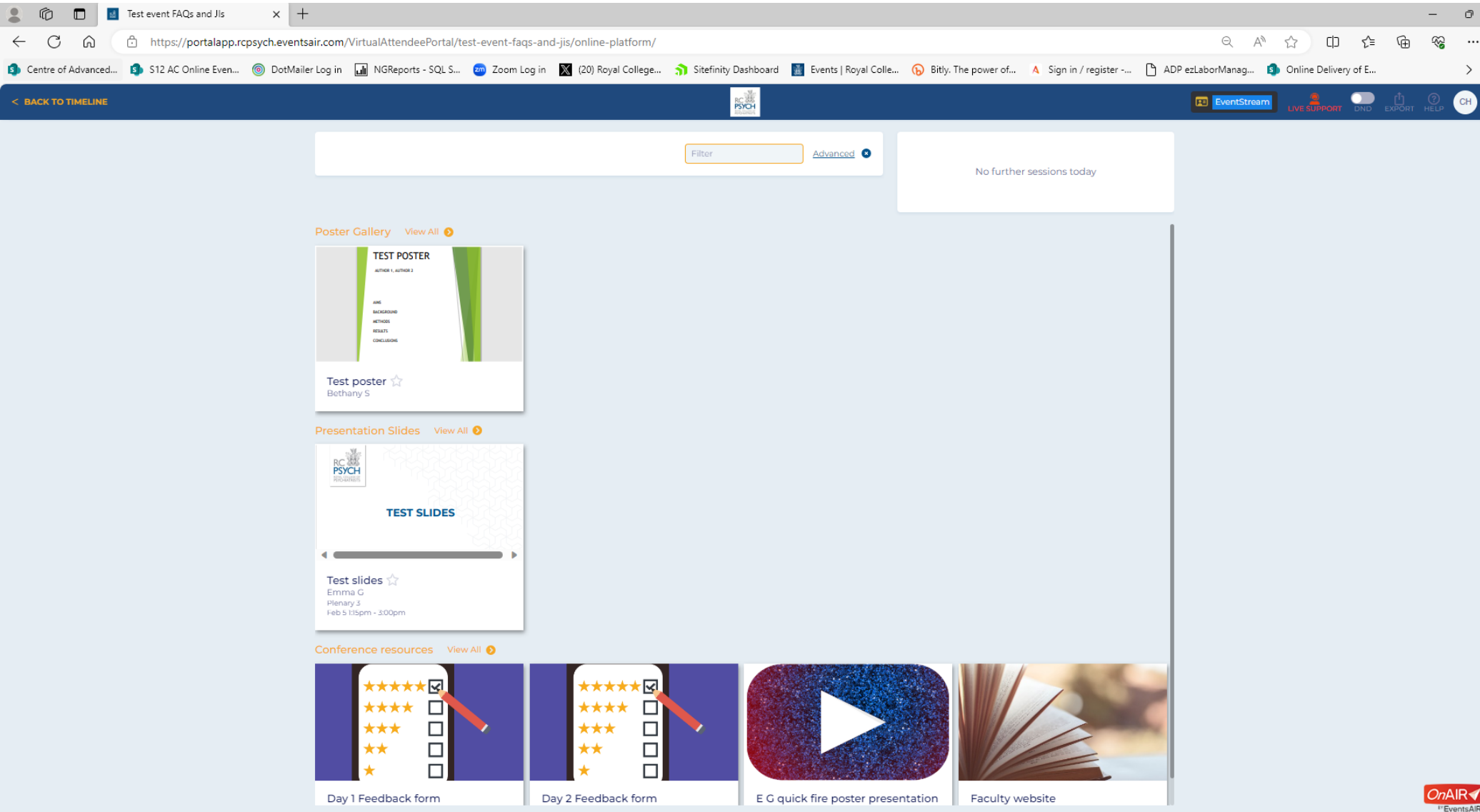
From here, you can see a list of attendees registered for the event. Those with a green dot are currently in the platform.

If you select an attendee, a new window will open, and you can view details of the individual. Details shown are from the Checkin page and some attendees may not have chosen to input information here.

You will need to 'connect' with the individual to contact them and only if they accept the invite will you be able to call or chat with them.

Please note that if their status is set to DND, they may not see your invite to connect.

Navigating the EventsAir platform – Resources



When you select the 'resources' button, you will be taken to a new area in the platform.

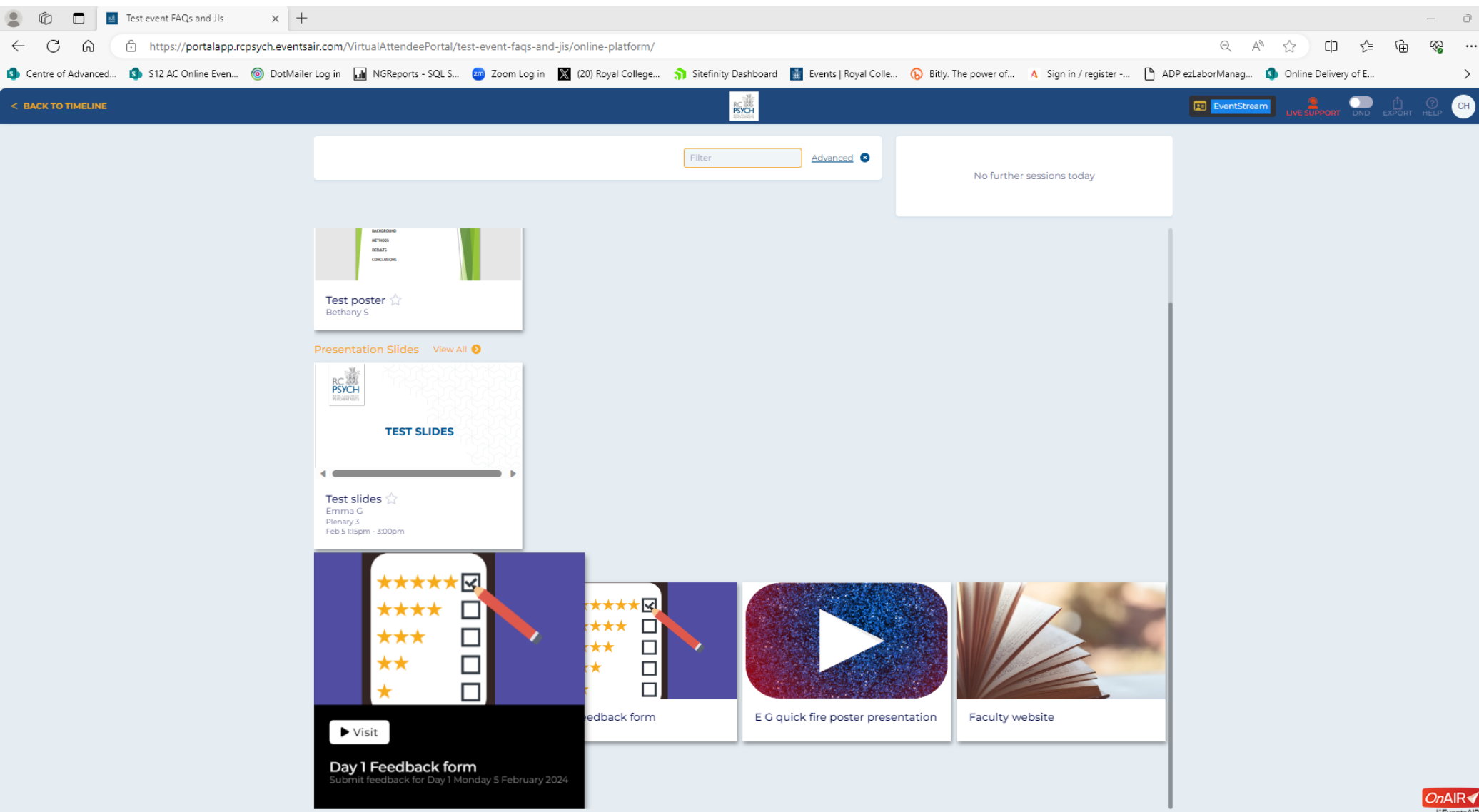
You can view poster abstracts, speaker slides and other event resources such as a programme, related websites or a feedback form.

Speaker slides will only be made available once the talk has taken place and if they have given permission for their slides to be shared. If you can't find slides within the list, then it is most likely that we don't have permission to share.

Event resources will contain useful information from the organisers and the RCPsych Events Team. Some of these may open in a new browser tab to an external website.

Resources will be available for 12 weeks after the event. Please note that this may be subject to change, please see the deadline date specified in your joining instruction email.

Navigating the EventsAir platform – Resources continued



The screenshot shows a web browser window displaying the EventsAir platform. The address bar shows the URL: <https://portalapp.rcpsych.eventsair.com/VirtualAttendeePortal/test-event-faqs-and-jis/online-platform/>. The page features a navigation bar with options like 'EventStream', 'LIVE SUPPORT', 'DND', 'EXPORT', 'HELP', and 'CH'. Below the navigation bar, there is a search filter and a message 'No further sessions today'. The main content area displays a list of resources, including 'Test poster' by Bethany S, 'Presentation Slides' by Emma G, 'Day 1 Feedback form', 'E G quick fire poster presentation', and 'Faculty website'. A detailed view of the 'Day 1 Feedback form' is shown in the foreground, featuring a star rating system and a 'Visit' button.

To view the resources content, hover over the image and it will enlarge. Then select 'visit' or 'view presentation' to open the selected resource.

Depending on the type of document, it will open in a new tab (if linked to an external website such as faculty web page) or the document will open within the platform (such as a poster or slides).

For documents that open within the platform, you will be able to go back to the resources page by selecting 'back to galleries' in the top left corner.

See the next page for documents opened within the platform.

Navigating the EventsAir platform – Resources continued



The screenshot shows the EventsAir platform interface. At the top, there is a navigation bar with the RC PSYCH logo and several utility buttons: EventStream, LIVE SUPPORT, DND, EXPORT, HELP, and CH. Below the navigation bar, the main content area is divided into three sections. On the left, there is a 'Test poster' section with a star icon and a user profile for 'BS Bethany S'. In the center, a presentation viewer displays a slide titled 'TEST POSTER' with the following text: 'AUTHOR 1, AUTHOR 2', 'AIMS', 'BACKGROUND', 'METHODS', 'RESULTS', and 'CONCLUSIONS'. On the right, there is a session information section that says 'This session ends in' followed by a blue button that says 'No further sessions today'. Below this, there are three expandable menu items: 'Presentation Information', 'Handouts', and 'My Session Notes'. In the top left corner of the interface, a button labeled '< BACK TO GALLERIES' is circled in red.

When you select to view a document from the event resources, it will appear in this format.

You can zoom in and out of posters and go through the slides with multiple pages.

To return to the gallery, select 'back to galleries' in the top left corner (circled).

Joining a session – Home page and timeline

The screenshot shows a web browser window with the URL <https://portalapp.rcpsych.eventsair.com/VirtualAttendeePortal/test-event-faqs-and-jis/online-platform/>. The page title is "TEST EVENT FAQS AND JIS".

Welcome to the Annual Conference 2024

Programme, posters, presentations, and feedback forms can be found under 'Resources' on the right-hand side of your screen.

Timeline:

- 9:00am:** Plenary 5 (9:00am - 10:30am) - LIVE NOW - Join
- 10:00am:** Morning break (10:30am - 11:00am) - UPCOMING
- 11:00am:** Plenary 6 (11:00am - 12:45pm) - UPCOMING - Preview

Right-hand side features:

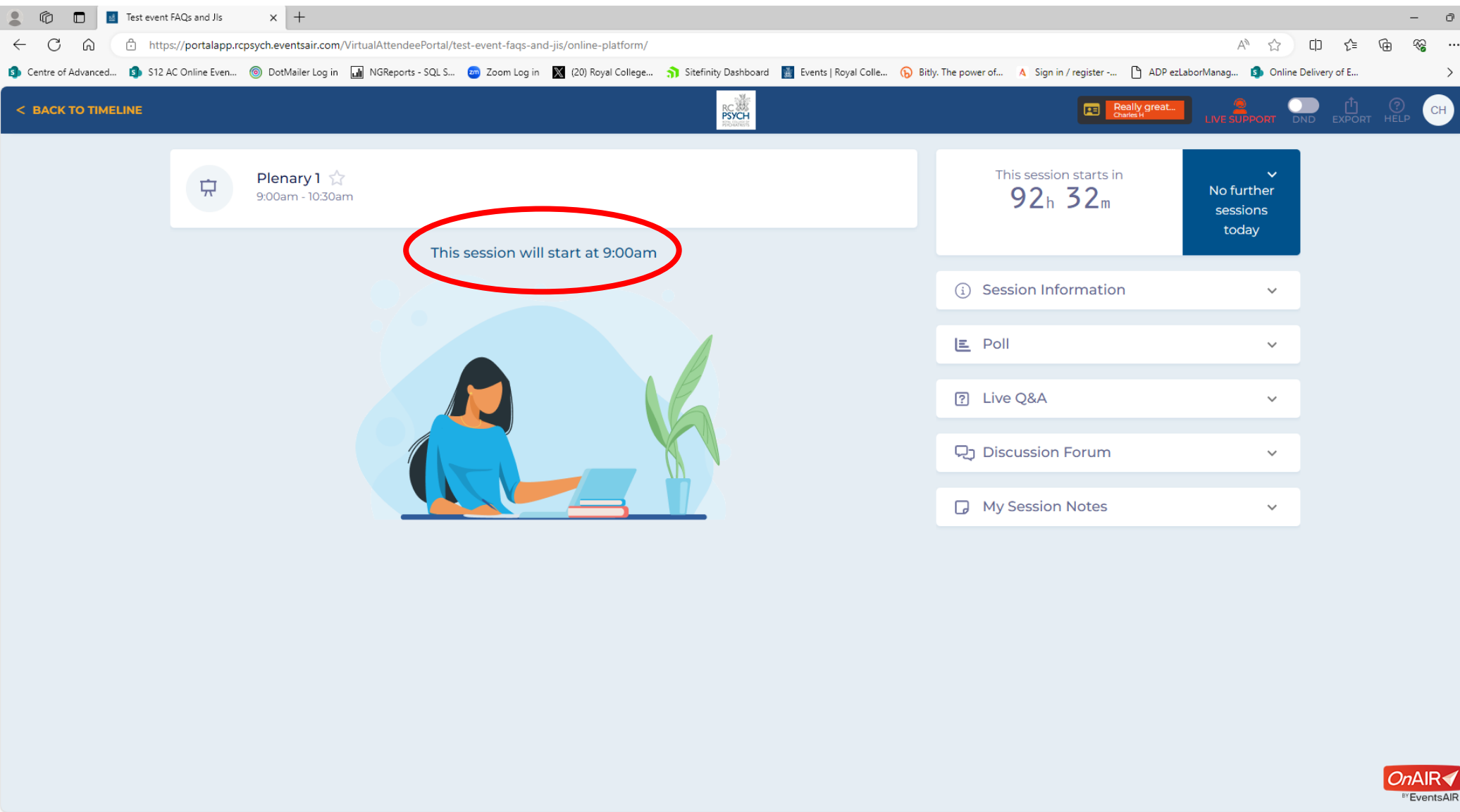
- The next activity starts in **11m**.
- Filter: Advanced
- Meeting Hub:
- Resources: Presentation Slides
- More Information: Click on a session to learn more about it
- OnAIR by EventsAIR logo

When you join the platform on the day of the event, you will see a timeline appear with a list of sessions. To enter a session, you will need to click on the orange button.

The orange button will say 'preview' when you are able to join session. This is much like a waiting room and once the session goes live, the main stage will broadcast the session. A session will open 15 minutes before it is due to go live, and you can 'wait' in the room until it does.

When the orange button says 'join' then the session is currently underway. You will also notice that the session will say 'live now' when it is broadcasting.

Joining a session – session preview



Centre of Advanced... S12 AC Online Even... DotMailer Log in NGRReports - SQL S... Zoom Log in (20) Royal Colle... Sitefinity Dashboard Events | Royal Colle... Bitly. The power of... Sign in / register -... ADP ezLaborManag... Online Delivery of E...

[BACK TO TIMELINE](#)

Plenary 1 ☆
9:00am - 10:30am

This session will start at 9:00am

This session starts in
92h 32m

No further sessions today

- Session Information
- Poll
- Live Q&A
- Discussion Forum
- My Session Notes

Really great... Charles H. LIVE SUPPORT DND EXPORT HELP CH

OnAIR BY EventsAIR

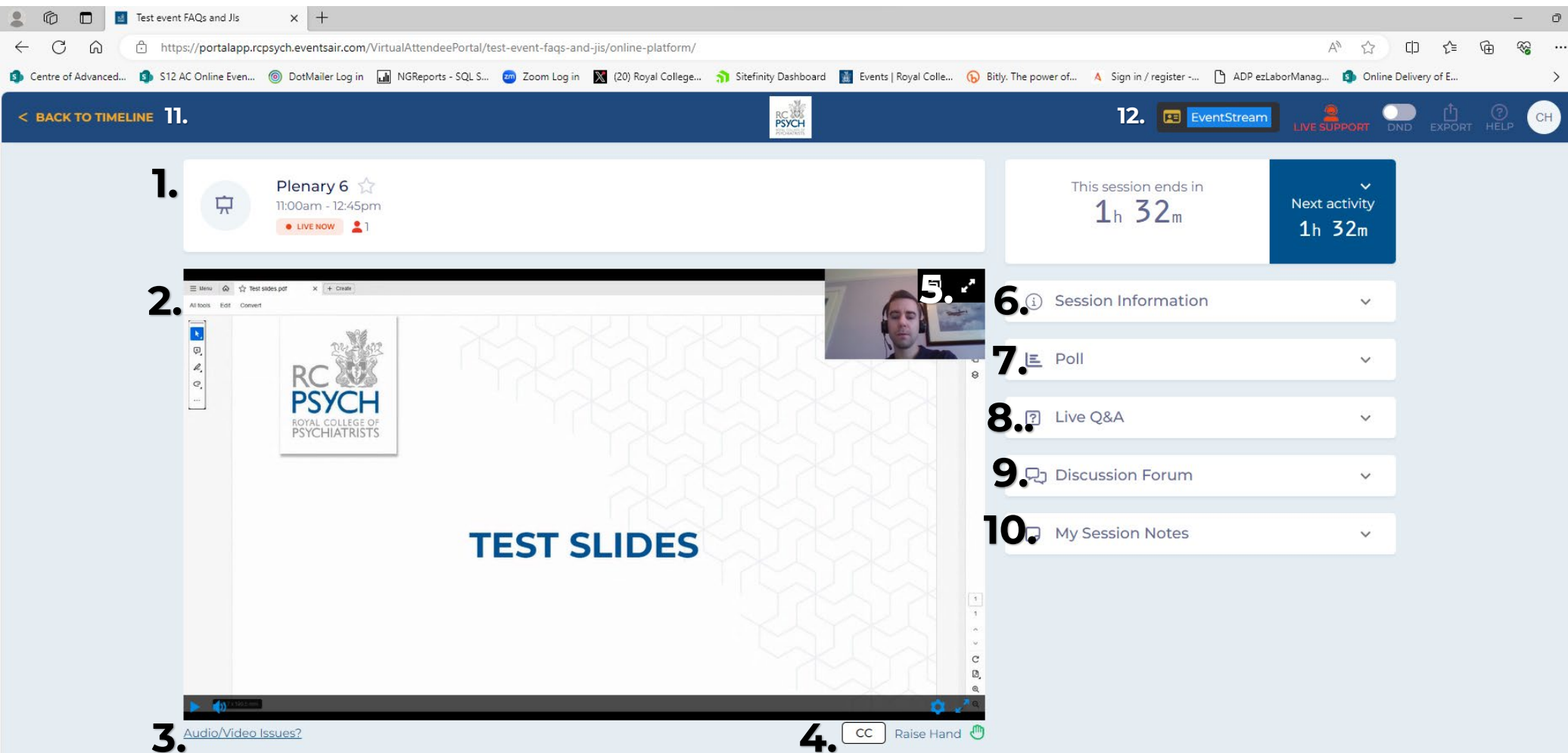
When you join a session 15 minutes before it is due to go live, you will be presented with this screen.

The session will indicate when it is due to begin (circled).

Once the sessions starts, the main stage will appear, and you will be able to watch the broadcast.

The next page displays what you will see in a live session and explains in more details the different functions and buttons available to interact and participate in the session.

Joining a session – live session



1. Plenary 6
11:00am - 12:45pm
LIVE NOW 1

2. TEST SLIDES

3. Audio/Video Issues?

4. CC Raise Hand

5. [Speaker Video]

6. Session Information

7. Poll

8. Live Q&A

9. Discussion Forum

10. My Session Notes

12. EventStream LIVE SUPPORT DND EXPORT HELP CH

This session ends in 1h 32m
Next activity 1h 32m

Contents:

1. **Session details** – title of the session and start & end time.
 2. **Main stage** – live broadcast of the session; chairs/speakers and slides will be displayed.
 3. **Audio/video issues?** – poor sound/video/picture quality? You can join one of the backup streams. ***Available for fully online events only***
 4. **CC** – closed captions, turn this on to display text on the screen.
 5. **Fullscreen** – you can switch to fullscreen display by selecting the arrows.
 6. **Session information** – chair/speaker bios, session details.
 7. **Poll** – participate in live polls if the session has these enabled.
 8. **Live Q&A** – post a question for the session speakers
 9. **Discussion forum** – general audience chat and messages from organisers/RCPsych Event staff.
 10. **My session notes** – record notes on the session and export.
 11. **Back to timeline** – when a session finishes, select this to go back to the timeline.
 12. **Top right-hand bar** – you can still use features such as EventStream and **live support** when watching a session.
- *Further information and instructions of each feature on the following pages.***

Joining a session – live session when fullscreen



When you select the arrows in the top right of the main screen, you will switch to fullscreen as per the image.

As you can see, the main stage will take up most of your screen and the options that were on the right (poll, Q&A, discussion forum, etc.) will move along the top. Select a feature for it to open in a window.

You can return to the previous view by selecting the arrows again which is in the top right (circled).

If you select 'back to timeline' it will take you out of the session and back to the home screen.

Joining a session – audio/visual issues? (for fully online events only)



This feature is available for fully online events only.

If your sound, video and/or picture quality is poor, you can join one of the backup streams instead.

Select the 'Audio/Video Issues?' under the main stage (circled) and a new window will open.

You can switch to 1 of 2 backup streams which operate in lower bandwidth environments and are ideal for older devices.

Please be aware that when watching the broadcast on a backup stream, you may lose some features which would enable you to interact/ participate with the session.

The screenshot shows a web browser window displaying the RCPSych virtual attendee portal. The main content area shows a session titled "Plenary 6" from 11:00am to 12:45pm, which is currently "LIVE NOW". A modal window titled "Audio/Video Tips" is open in the center, providing instructions for troubleshooting audio and video issues. The modal includes sections for "No sound?", "No picture?", "Poor quality video?", and "Backup Streams". At the bottom of the modal, there are four buttons: "Primary", "Select Backup 1", "Select Backup 2", and "Close". The "CURRENT STREAM" label is positioned above these buttons. In the bottom left corner of the portal, a link labeled "Audio/Video Issues?" is circled in red.

Joining a session – CC (Closed captions)



The screenshot shows a web browser window displaying a virtual event page. The page header includes navigation links like 'BACK TO TIMELINE' and 'EventStream'. The main content area features a slide titled 'Plenary 6' with a time of 11:00am - 12:45pm and a 'LIVE NOW' indicator. The slide content displays the RC PSYCH logo and the text 'TEST SLIDES' and 'Good morning, welcome to the conference.' A video feed of a speaker is visible in the top right corner of the slide. At the bottom of the slide, a control bar contains several icons, including a 'CC' icon (Closed Captions) which is circled in red. Other icons include a microphone, a speaker, and a 'Raise Hand' button. The right sidebar contains a list of session activities: 'Session Information', 'Poll', 'Live Q&A', 'Discussion Forum', and 'My Session Notes'. A timer indicates 'This session ends in 1h 30m' and 'Next activity 1h 30m'.

To enable closed captions, select the button under the main stage. This will display text on the main stage when the session chair/ speakers are speaking.

You can adjust the size of the text by clicking the – or + symbols that appear once you have enabled closed captions (circled).

Joining a session – Live Poll



Some sessions may use polls for audience participation and engagement.

If your session is using this feature, the chair or speaker will make you aware of this.

Once a poll has launched, it will change from 'Poll' to '**Live Poll**' (circled).

Select the drop down to see the current question and select an answer.

Some polls may be in the form of a WordCloud where you can type a response.

The screenshot shows a web browser window displaying the RC PSYCH virtual event portal. The main content area features a slide titled "TEST SLIDES" with the RC PSYCH logo. A video feed of a speaker is visible in the top right corner. On the right side, a sidebar menu is open, showing "Session Information" and "Live Poll" (circled in red). Below "Live Poll", the question "What is your job role?" is displayed with a "LIVE" indicator. The poll options are: Consultant, SAS doctor, Higher Trainee, Core Trainee, Junior doctor/Medical Student, Allied Health Professional, and None of the above! Other sidebar options include "Live Q&A", "Discussion Forum", and "My Session Notes". The top navigation bar includes "EventStream", "LIVE SUPPORT", "DND", "EXPORT", "HELP", and "CH". The bottom right corner features the "OnAIR BY EventsAIR" logo.

Joining a session – Live Q&A



You can participate in the session by asking the speakers a question. The session chair will moderate and feed the speakers the questions.

If you select the drop down, you can see a list of currently asked questions and type your own (circled).

You can upvote submitted questions by selecting the thumbs up symbol. This will push it up the list and make it more likely that our chair will ask this to the speaker.

Type a question in the box and submit to add your question to the list.

Joining a session – Live Q&A continued



The screenshot shows a virtual event interface. At the top, there's a navigation bar with 'BACK TO TIMELINE' and 'EventStream'. Below that, a session card for 'Plenary 6' (11:00am - 12:45pm) is shown as 'LIVE NOW'. The main content area features a slide titled 'TEST SLIDES' with the RC PSYCH logo. A video feed of a speaker is visible in the top right of the slide area. On the right side, a sidebar contains session information, a poll, and a 'Live Q&A' section. The 'Live Q&A' section has tabs for 'TOP', 'RECENT', 'MY QUESTIONS', and 'ANSWERED'. Under the 'ANSWERED' tab, two questions are listed. The second question, 'How long did the project take to complete?' by Charlie H, is circled in red. Below the questions is a text input field 'Type a question' and a 'Submit' button. At the bottom right, there is an 'OnAIR BY EventsAIR' logo.

Questions that are answered will be filtered to the 'answered' tab.

Questions answered live by the speaker and those answered with a typed response will be moved here.

For those that were answered with a typed response, you will see the answer under the question (circled).

Joining a session – discussion forum



Plenary 6
11:00am - 12:45pm
LIVE NOW 1

TEST SLIDES

Audio/Video Issues?

CC Raise Hand

Session Information
Poll
Live Q&A
Discussion Forum
My Session Notes

Charles H Tue Feb 06 11:35am
Welcome to the conference

Charles H 11:47am
where are you joining us from today?

Me 11:47am
Hi! I'm from the UK

Type a message

The discussion forum is a general chat for all session attendees.

Let us know where you are from, that you are enjoying the event and any other things you'd like to share. Our speakers and chairs will also use this chat for general discussion.

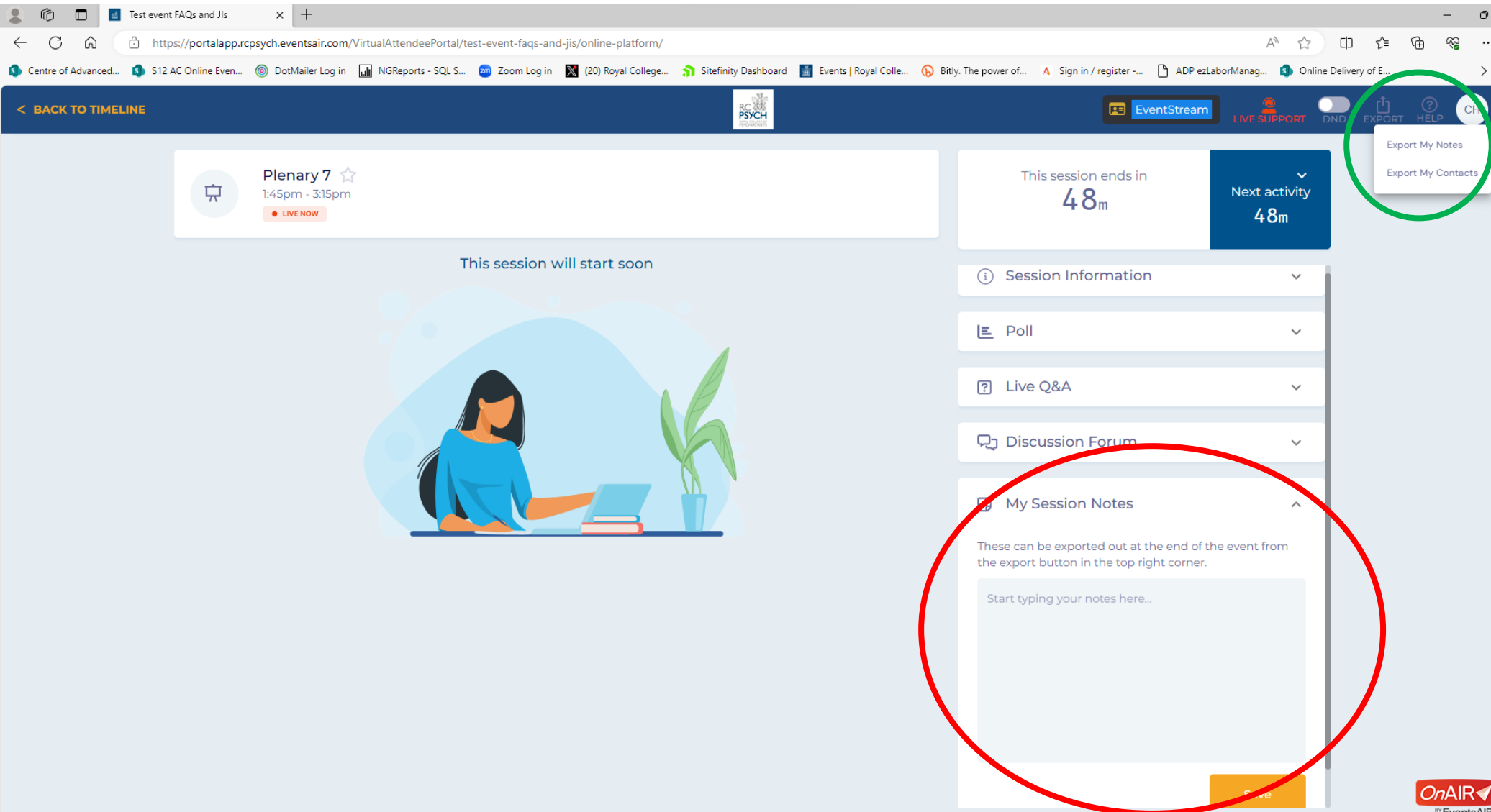
If you have a question, please use the Live Q&A feature as it will be seen in there. Questions posted in the discussion forum are unlikely to be answered.

The RCPsych Events team will also post useful information during the session in the discussion forum.

We kindly remind you to follow the [RCPsych code of conduct](#) and [College Values](#), and to please act in a respectful and professional manner when posting in the discussion forum.



Joining a session – making notes and exporting



During a session you can make notes and export these. They will be sent to your email address.

Make a note in the 'My Session Notes' and make sure to save (circled red).

Once a session has finished, you can export your notes. Along the bar at the top and to the right, select 'Export' and a window will open (circled green). Select 'Export My Notes' and this will send your session notes to your email address. The system will save your notes across sessions so you can export at the end of the day, although if you disconnect/log off the platform at any time, it will delete all saved notes.

Please note that if you log out/close the browser/lose internet connection and have not exported your notes, they will be deleted and lost. We'd recommend exporting your notes after each session to be safe.

Joining a session – breakout rooms



The screenshot shows a web browser window with the URL <https://portalapp.rcpsych.eventsair.com/VirtualAttendeePortal/test-event-faqs-and-jis/online-platform/>. The page header includes navigation links like 'EventStream', 'LIVE SUPPORT', 'DND', 'EXPORT', 'HELP', and 'CH'. The main content area displays 'Plenary 6' (11:00am - 12:45pm) with a 'LIVE NOW' indicator and 1 participant. Below this is a red circle highlighting the 'Breakout Room Topics' section, which contains two buttons: 'Join Autism in Adults' and 'Join Neurodevelopmental conditions in CYPs'. To the right, a sidebar shows session details: 'This session ends in 59m', 'Next activity 59m', and a list of options: 'Session Information', 'Poll', 'Live Q&A', 'Discussion Forum', and 'My Session Notes'. The 'OnAIR BY EventsAIR' logo is visible in the bottom right corner of the screenshot.

Some sessions may enable the use of breakout rooms. If this is something that will happen for an event you are attending, you will be notified in your joining instructions.

There are 2 types of breakout rooms – automatic and manual. ***Both breakout room types have a maximum participant capacity.***

Automatic breakout rooms – you will be randomly placed into another room with conference attendees. The organisers can drop into the breakout rooms and will send an alert when they are due to close. You'll be brought to the main session once it closes.

Manual breakout rooms – you will have a choice of what room to join, select the room you'd prefer to join (circled).

Joining a session – breakout rooms continued



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< BACK TO TIMELINE

RC PSYCH ROYAL COLLEGE OF PSYCHIATRISTS

EventStream LIVE SUPPORT DND EXPORT HELP CH

Plenary 2 ☆
11:00am - 12:30pm
LIVE NOW 2

NEURODEVELOPMENTAL CONDITIONS IN CYPs

Charlie Hale Emma G Bethany S

TEST SLIDES

Session Information Poll Live Q&A Discussion Forum My Session Notes

Stop Camera Unmute Mic Raise Hand Share Screen Maximize

OnAIR EventsAIR

Once you are in a breakout room, you and the other attendees will go into a gallery view.

You can put your camera and mic on to interact with other attendees (red arrow).

You may have a facilitator per room and the organisers can also join you as well during discussions.

There is the feature to stream the main stage into your breakout room. This will give the chair the chance to offer guidance or direction for the breakout rooms.

When this happens, all breakout room attendees will be muted while the main stage is broadcast on the right (circled red)

Once your breakout room is finishing, a countdown will appear, and you will rejoin the main session.

Accessing on-demand recordings – Home page and timeline



When you receive your email that the recordings are available to view, follow your unique link to access the platform.

On the timeline, you will see that each session now has a 'view' button. You will now be able to go into the session to watch the on-demand recording.

Please note that on-demand recordings as well as resources will only be available for 12 weeks after the event. Please note that this may be subject to change, please see the deadline date specified in your email. Once the deadline passes, the platform will close, and you will no longer have access.

Accessing on-demand recordings – post session



The screenshot shows a web browser window with the URL <https://portalapp.rcpsych.eventsair.com/VirtualAttendeePortal/meded2023/online-platform/>. The page features a navigation bar with a "BACK TO TIMELINE" button and the RCPSych logo. A welcome message reads "Welcome | Four nations panel | Artificial intelligence" with a star icon and the time "9:00am - 10:20am". The main content area displays a video player for "Delivering an integrated workforce panel discussion - Session 5". The video player shows a tree silhouette against a sunset sky and includes a play button, a progress bar at 1:18:45, and a "vimeo" logo. A red notification at the bottom of the video player says "Please unmute your video." The sidebar on the right contains a status box "This session has finished" with a "No further sessions today" button, and a menu with items: "Session Information", "Poll", "Live Q&A", "Discussion Forum", and "My Session Notes". The "OnAIR BY EventsAIR" logo is in the bottom right corner.

When you 'view' a previous session, you will find that the on-demand recording is available to watch.

Any features that were used during the event will also be available to view. You can see past results from polls, see questions asked and answered in the live Q&A and see the discussion forum chat that took place during the session.

Once you have finished watching, you can return to the timeline by selecting 'back to timeline' and you can watch another session recording.

Accessing on-demand recordings – post session (speaker/chair only)



The screenshot shows a web browser window with the URL <https://portalapp.rcpsych.eventsair.com/VirtualAttendeePortal/meded2023/online-platform/>. The page header includes a navigation bar with a "BACK TO TIMELINE" button, the RCPSych logo, and utility buttons for DND, EXPORT, and HELP. Below the header, a welcome message reads "Welcome | Four nations panel | Artificial intelligence" with a star icon and the time "9:00am - 10:20am". A "CLOCK APP" button is visible on the right. The main content area features a video player with a thumbnail image of a tree at sunset. The video title is "Delivering an integrated workforce panel discussion - Session 5" and the event is "RCPsych Events". The video player includes a play button, a progress bar at 1:10:45, and a "vimeo" logo. Below the video player, a red text prompt says "Please unmute your video." The sidebar on the right contains a status message "This session has finished" with a "No further sessions today" button. Below this is a "Session Information" dropdown menu, a "Preview" section with "Show Attendee View" (checked) and "Show Preview" (unchecked) options, and a warning box: "This view should not be enabled if you have limited bandwidth and are a Host or Panelist sharing your video, audio or screen". Other sidebar options include "Live Q&A", "Discussion Forum", "Presenter Chat", and "Control Room Chat". The "OnAIR by EventsAIR" logo is in the bottom right corner.

If you were a speaker/chair for a conference and you would like to watch back the recording of the session you were in, please be aware that your view will be slightly different.

When you go to 'view' a session you were chairing/ speaking in, you will not see the recording when you first enter.

For the recording to become visible, you need to change your view. Select the 'preview' drop down, and it will give you 2 options. Enable 'Show attendee view' and the recording will be made available for you to watch.

For sessions you were not chairing/speaking in, when you view the recording, you will not have to toggle this option.

Additional information – sign in page (if logged out)



Test event FAQs and Jis

https://portalapp.rcpsych.eventsair.com/VirtualAttendeePortal/test-event-faqs-and-jis/online-platform/login

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RC PSYCH
ROYAL COLLEGE OF PSYCHIATRISTS

Annual Conference 2024
5-6 February 2024
@rcpsych #conf2024

Sign In

Email

PIN

Enable Enhanced Accessibility (keyboard navigation, focus highlight, screen reader compatibility and high contrast colors)

Sign In

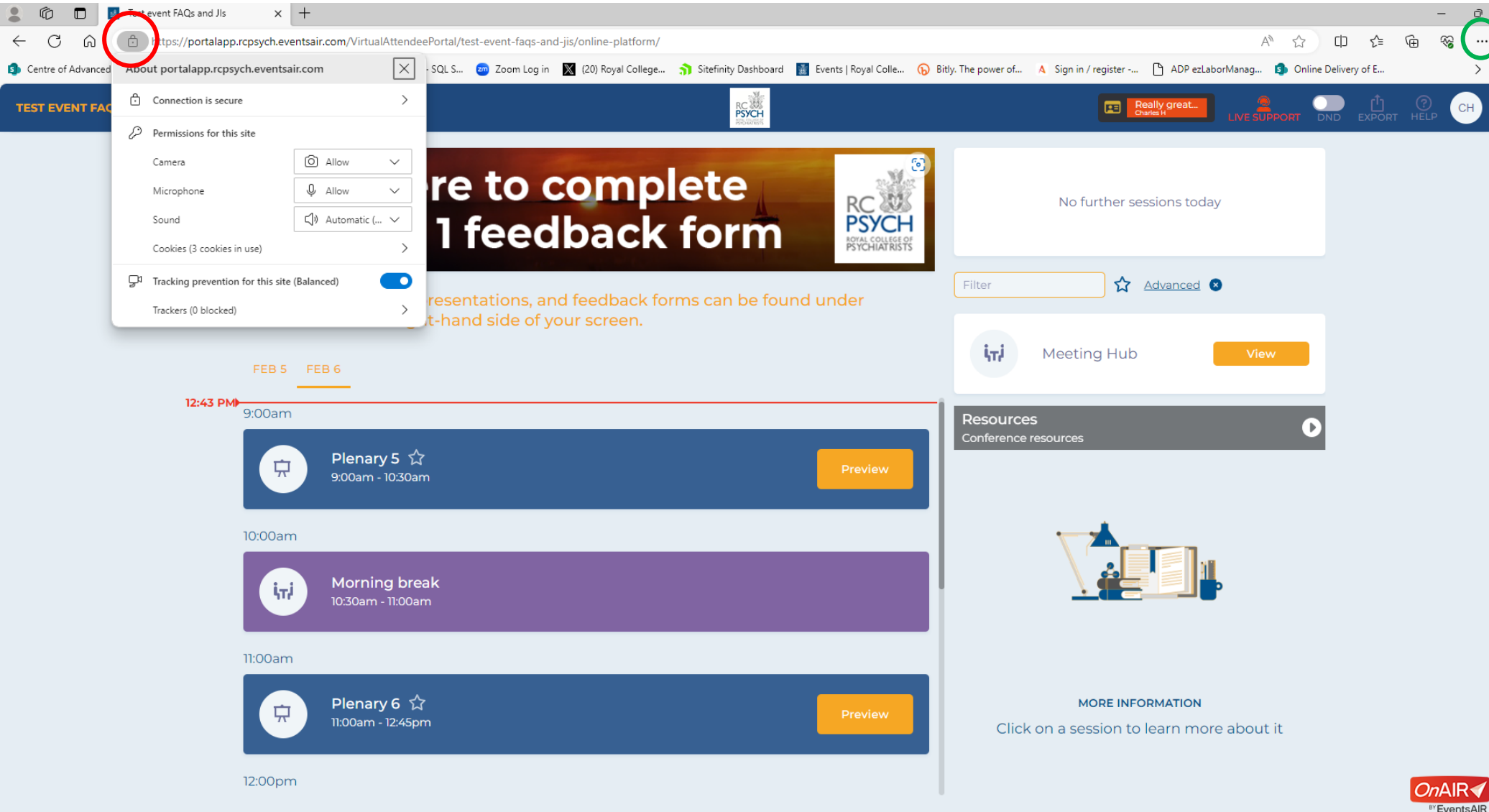
[Forgotten your PIN?](#)

If you log out of the platform by mistake, don't worry, you'll be able to login to the platform using your Email and PIN.

You can find those details in the joining instruction email that was sent to you in advance of the conference.

You can also close the browser down and find your joining instruction email and follow your unique joining link to be taken straight back into the platform.

Additional information – checking browser camera/mic settings



The screenshot shows a web browser window with a permissions dropdown menu open. The dropdown menu is positioned over the top left of the page. It shows the following settings:

- Connection is secure
- Permissions for this site
 - Camera: Allow
 - Microphone: Allow
 - Sound: Automatic (...)
 - Cookies (3 cookies in use)
 - Tracking prevention for this site (Balanced): On
 - Trackers (0 blocked)

The background page is a virtual event portal for the Royal College of Psychiatrists. It features a navigation bar with the RC PSYCH logo and various utility buttons. The main content area includes a banner for a feedback form, a 'Meeting Hub' section with a 'View' button, and a 'Resources' section. A schedule for February 5th and 6th is displayed, showing sessions such as Plenary 5 (9:00am - 10:30am), Morning break (10:30am - 11:00am), and Plenary 6 (11:00am - 12:45pm). A 'Preview' button is visible next to each session card.

If your mic and camera are not working and you have tried updating your settings through your initials, it could be your internet browser that is blocking these.

On your search bar URL, you should be able to find a 'padlock' which is normally to the left. When you select this, you should be able to adjust the permissions for your camera/mic etc. to 'allow' (circled red). Your browser should also allow you to change settings by selecting the three-dot symbol (circled green) and selecting 'settings' from the dropdown.

Try rejoining the session to see if your mic and camera are now working. You may have to close the browser and join the platform again if this does not work.

Please be aware that if using a Mac, there may be additional security settings that could be blocking your camera and mic.