User Guide

OnAIR
ASMIRT-NZIMRT 2021
Virtual Conference Platform

Welcome to OnAIR – your conference virtual platform for the ASMIRT-NZIMRT Re-vision 2021 Conference.

Please take time to browse through this manual, we recommend you do this while you navigate the platform.

There will be assistance available during the conference if you have any questions not answered in this manual, select 'Live Support' in the Lobby page of the virtual platform.

CONTENTS

⚠️ *Please avoid using the 'Back' button in your browser, this will cause you to log out of the platform. Use the system exit buttons* **◀ EXIT** *or AIRtouch device to navigate back to your desired location.*
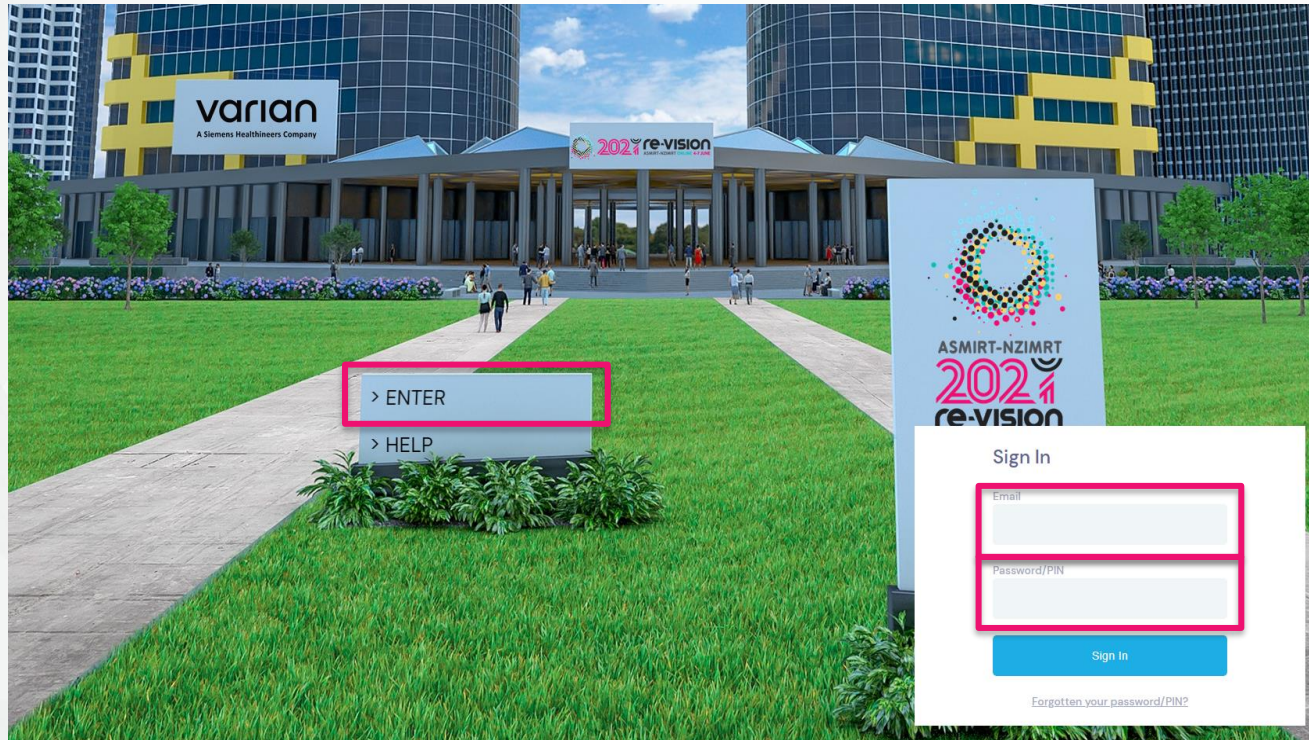*If you get logged out of the system, simply click here to return to the sign-in page to re-enter.*
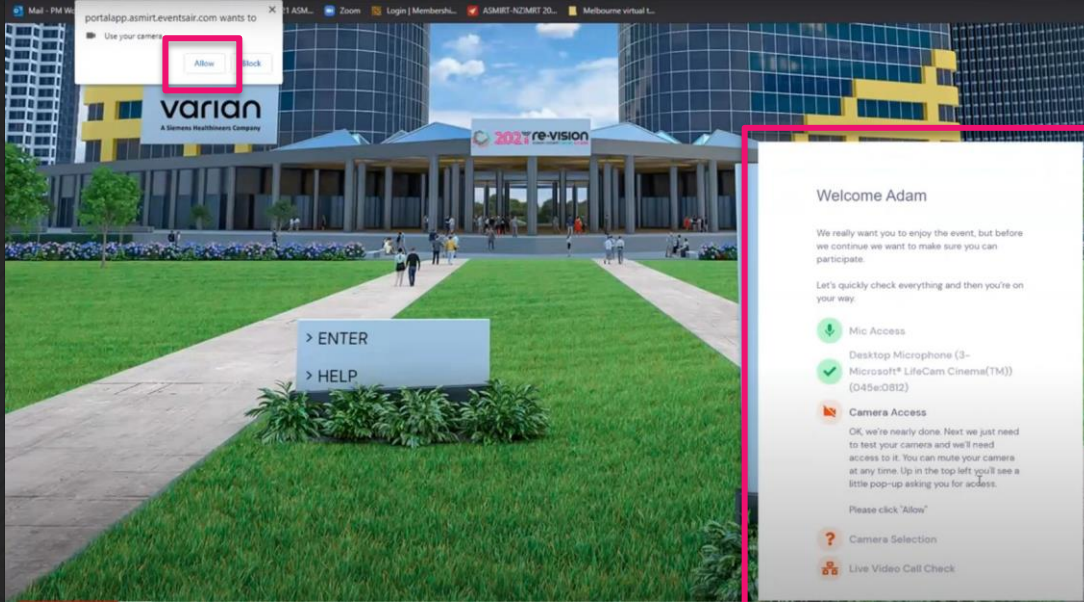
1. Exterior / Sign-in Page

This is where your journey begins for your virtual conference experience. From here you will sign-in using your personalised login details which are available in your 'Important Information' email sent to you prior to the conference.

How do I sign in?
Select 'Enter' and you will be asked for your email address followed by a password/pin.

> ENTER

> HELP

Sign In

Email

Password/PIN

Sign In

Forgotten your password/PIN?

If you have not received your 'Important Information' email or need it to be resent, please contact the Events Team at conferences@asmirt.org.

Enable your AV extensions

Once you have entered your correct sign-in details, you will be asked to 'Set' your microphone and web-camera to allow you to attend the networking sessions and enhance your virtual conference experience. Following the AV checks select 'Next'. All the items should be highlighted in green if you have enabled your AV features correctly. If you receive a pop up requesting access, click 'Allow'.

Device Issue Foyer

Once you have enabled all your AV devices, you will be led to the Device Issue Foyer which will load your 'AIRtouch Device' which is your virtual tool guide throughout the virtual conference platform. You will then automatically be led to the Conference **Lobby**.

2. Lobby

Just as you would at a physical conference venue, the Conference **Lobby** is your main home/directional area in which you can access all aspects of the conference. From here, you can access every virtual room or function of the conference. The key areas you will find here are listed below:

Program – you will find the final program for the ASMIRT-NZIMRT 2021 Conference here.

Live Support – if you need any technical support throughout the conference, you can seek assistance through this tool and an expert technician will answer any queries or questions you may have.

Help – here you can find the useful User Guide that details all parts of the conference.

Sign-out – if you need to leave the Conference Virtual Platform, click here to sign out safely.

Auditorium – this will direct you to our **Auditorium Lobby** which will display all upcoming and past agenda items, including plenaries, sessions, networking functions and other exciting parts of the program

Wellness Room – Need a break from sitting in front of the screen? Click through here to our Wellness Room to find exercise videos that will energise you before the next session

Posters – here you will be led to the Poster Gallery where you can browse all the successfully proffered posters.

EventStream – this is where our very own conference social media platform can be found where you can post and share your special takeaways from your virtual conference experience. Post a message, photo or video, and comment on your fellow virtual attendees' posts.

Exhibition – you will be directed to our virtual **Exhibition Hall** where all our conference partners and exhibitor booths are housed. Scroll through to view all the companies that have supported our conference and find out more about the company and the services and resources they have made available to us.

Melbourne Room – don't miss out on the Melbourne experience. Check out all the virtual tours and guides of iconic Melbourne landmarks and attractions.

Meeting Hub – this will direct you to the social networking tool for all conference attendees. You will have the capability to search for new and familiar colleagues and connect with them via live chat, video calls and virtual meetings and exchange contact information here. You will need to send a request to connect with your selected contact (by selecting 'Connect' beside their name'), and they must accept this request before you can start interacting with them
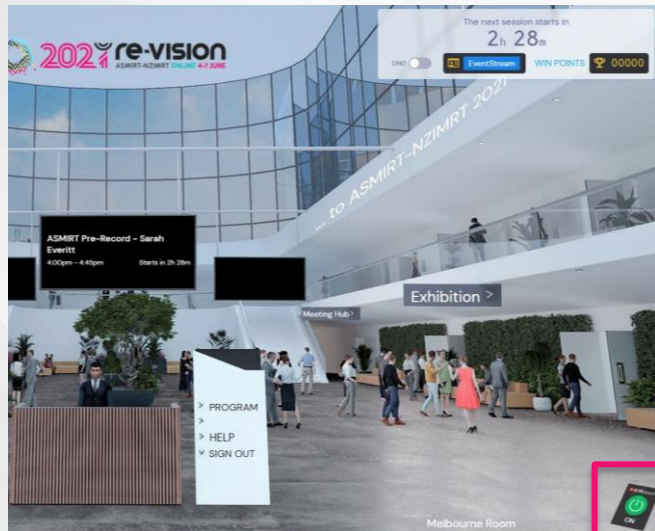
DND (Do not disturb) – if you do not want to be interrupted during certain times of the conference, click this toggle button and your profile will not be available for people to contact and engage with in the Meeting Hub.

Play and Win – earn points for a chance to win one of our fabulous prizes. Keep track of your progress and don't miss out on winning a Smart Watch, RedBalloon experiences, Airpods and much more.

Need help?
If you need immediate technical assistance, simply click the 'Live Support' button in the directory and one of our live technicians will assist you.

3. AIRtouch Tool

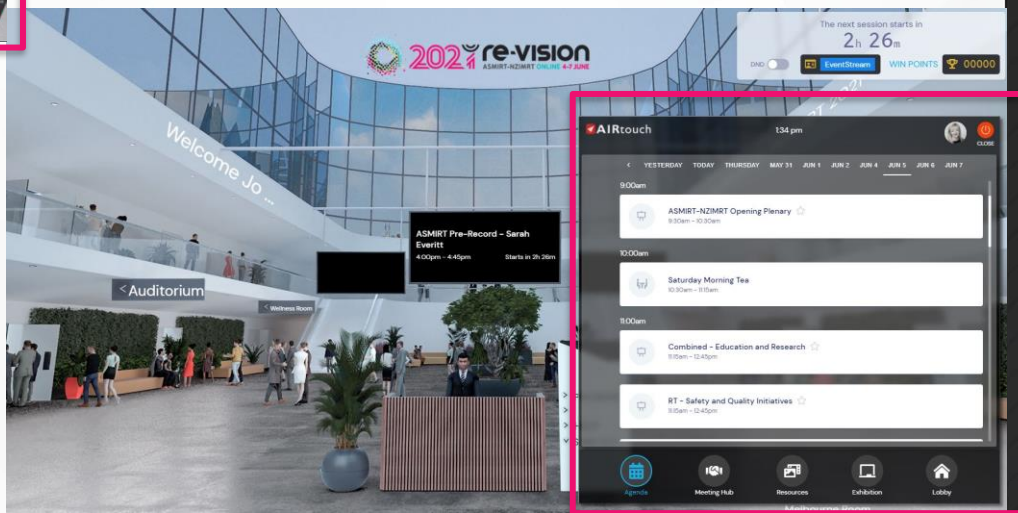

Main features of your AIRtouch Tool

Lobby – return back to the lobby to explore other parts of the virtual conference platform

Agenda – get a snapshot of the agenda items that are coming up

Meeting Hub – get connecting and interacting with new and familiar friends

Resources – here you will find all your conference resources including proffered posters, exhibitor materials including brochures and videos, and helpful files like the conference program and User Guide
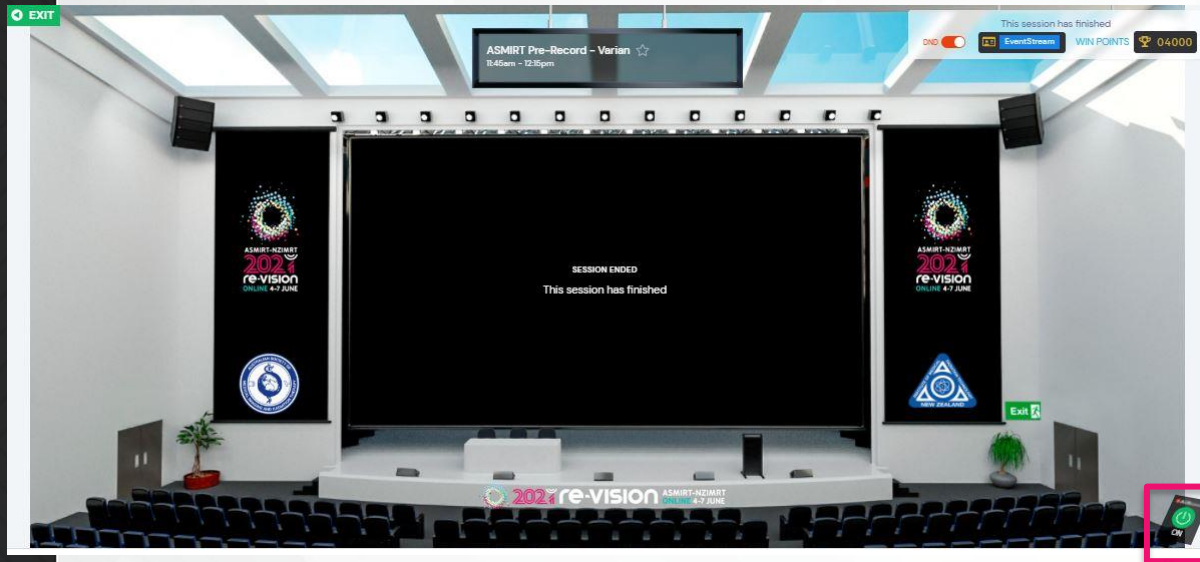
Exhibition – head over to the virtual Exhibition Hall here and check out our conference partners

On the bottom right-hand corner of your screen in any part of the platform, you will find your AIRtouch tool to navigate different parts of the virtual conference. Click here to see a series of tools to enhance your virtual conference experience (see following pages for details). Different useful tools will show up depending on the virtual room you are in, so make sure to check out the AIRtouch tool regularly.

4. Auditorium Lobby > Auditorium

Here you will access all the agenda items of our extensive conference program. View upcoming and past agenda items, see what's coming up and view what you've missed out on. Session recordings will be made available OnDemand post conference for up to 12 months.

How do I watch a presentation?
Select which session you'd like to view and simply click 'Join' beside that session name and you will be directed to the **Auditorium** where the presentations will be displayed.

How can I expand the screen size?
On the virtual stage, hover your mouse over the screen, and in the corner, you will find a crossed arrow button which will allow you to expand the screen to full size.

AIRtouch Device – On the bottom right-hand corner you will find your AIRtouch tool. Click here to see a series of tools to enhance your virtual conference experience.

Session Info – this displays all the presenters speaking in the session along with their presentation name

Handouts – any accompanying resources that will support the presentations can be found here

Discussion Forum – connect with other session attendees here

Live Q&A – Have a questions for the presenters? Submit your questions here and the chairperson will moderate the questions for inclusion in the Live Q&A panel discussion at the end of the session.
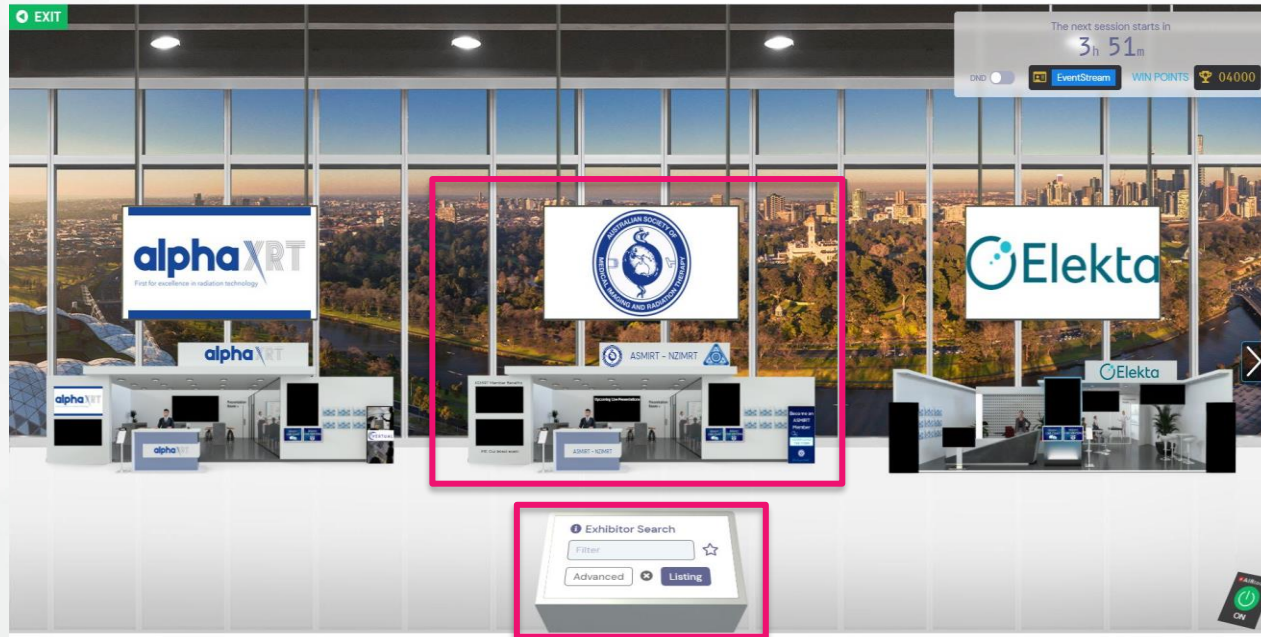
My Session Notes – make your notes and record your learnings and important takeaways here and you will be able to export them via email after the conference. This will also help facilitate reporting your CPD hours and uploading your reflections.

5. Exhibition Hall

Check out the conference partners and exhibitors who have supported our conference. Browse through the different booths and discover the resourceful and informative materials they have to offer exclusively for our virtual attendees.
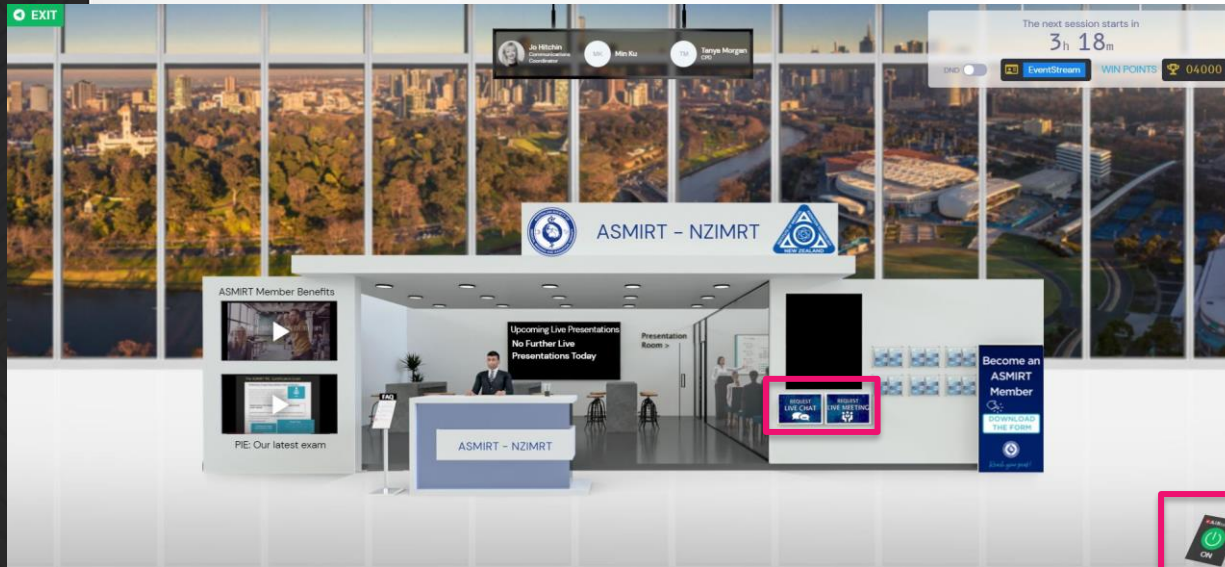
Exhibitor Search – Want to find a specific exhibitor? Use this search bar to find the particular exhibitor you want to find out more about.

Exhibitor Stand/Booth – click on an exhibitors stand/booth and discover what useful resources they have to offer. Click the Request a Live Chat or Meeting with exhibitors and one of their team members will be in touch to answer your questions and make a valuable connection. If you Request a Live Meeting, you will be automatically put into a queue (displayed in the screen above the button) and the next available exhibiting team member will attend to you.
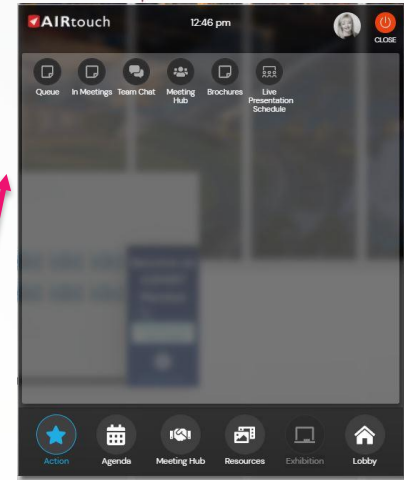
5. Exhibition Stands

You can visit the Virtual Exhibition at any time during the event by clicking on the Exhibition sign in the 'Auditorium Lobby' or via your AIRtouch Device at the bottom right of the screen. The Exhibition will be open throughout the conference but will be manned during all session breaks.

AIRtouch Device

Exhibitor Info – read the company profile

Meeting Hub – see a list of contacts for the exhibiting team members and you can request to make a connection with them here

Brochures – browse through the available brochures and materials the exhibitor has on offer

Video Gallery – peruse all the videos the exhibitor has on offer

My Notes – keep a record of your observations and notes about the exhibitor here and you can export these later

Live Presentation Schedule – some exhibitors will have exclusive live presentations during the conference breaks. You will find any upcoming presentations scheduled here and can join the presentation.

Clicking on the individual stands/booths lets you review the Exhibitor's Information and download any available brochures or view their videos. You can also choose to connect with members of the Exhibitor team via 'Meeting Hub' tab of your AIRtouch Device. If the exhibition is open and the exhibitor's staff is online, you can request a live meeting and you will be placed in a queue. You can always see your position in the queue and when you reach the top of the queue a video meeting with the selected member of the exhibitor's team will begin.

6. Melbourne Room and Wellness Room

Wellness Room – Need a break from sitting in front of the screen? Click through here to our Wellness Room to find exercise videos that will energise you before the next session. The Wellness Room is sponsored by Elekta and Brainlab.

Melbourne Room – don't miss out on the Melbourne experience. Check out all the virtual tours and guides of iconic Melbourne landmarks and attractions including National Gallery (NGV) exhibits, Australian Sports Museum collections, Melbourne/Healesville/Werribee Zoo Live Cams, Melbourne Museum and much more.

Need help?

If you need immediate technical assistance, simply return to the Lobby and click the 'Live Support' button in the directory and one of our live technicians will assist you.
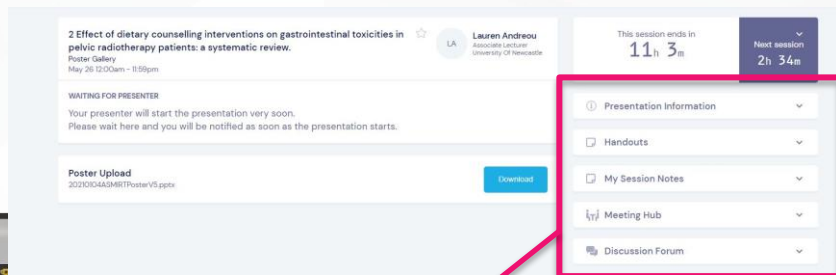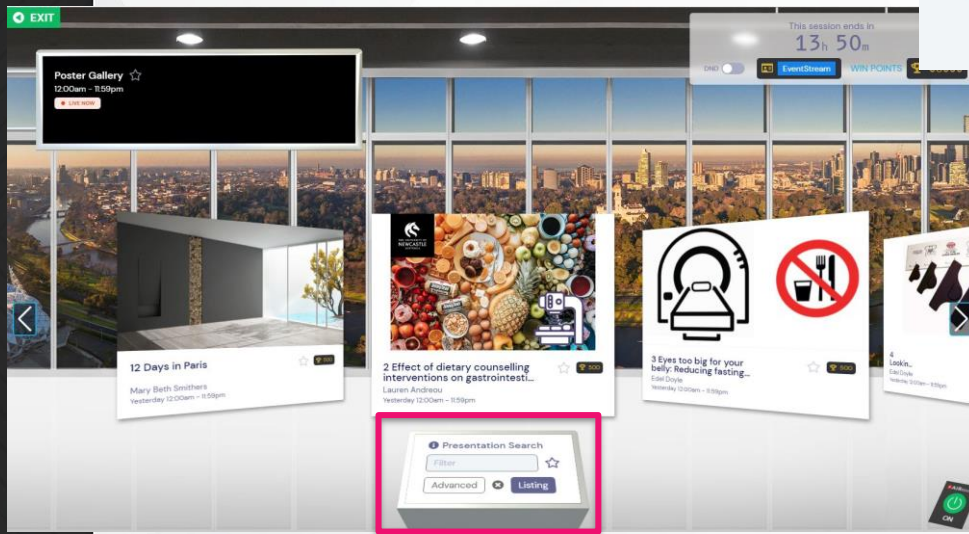
7. Meeting Hub – additional information

The Meeting Hub allows you to connect and communicate with other attendees. Once you have identified an attendee you wish to connect with, click the 'Connect button'. Once the other attendee accepts your request, you can choose to interact with your connection by starting a live chat or live video call. You can also schedule to meet at a future time, send messages and take notes. Contact information for all attendees you have connected with will be included when you export your contacts. The contact details and your notes can be exported via the Export Tool next to your Profile button in your AIRtouch Device.

8. Poster Gallery

During the poster session, you will be able to browse and search for poster presentations that interest you. Click on the Poster you'd like to review and select 'View' to find out more. Alternatively, if you have a specific poster or presenter you want to find, use the 'Presenter Search' at the bottom of the Poster Gallery.

Features include:

Presentation information – Abstract and references supporting the poster can be found here

Handouts – any accompanying resources and further attachments can be found here

My Session Notes – record your notes and key learnings from the poster here

Meeting Hub - send a connection request directly to the poster presenter and discuss the poster topic further

Discussion Forum – leave a public comment or feedback surrounding the poster presentation here

Need help?
If you need immediate technical assistance, simply return to the Lobby and click the 'Live Support' button in the directory and one of our live technicians will assist you.
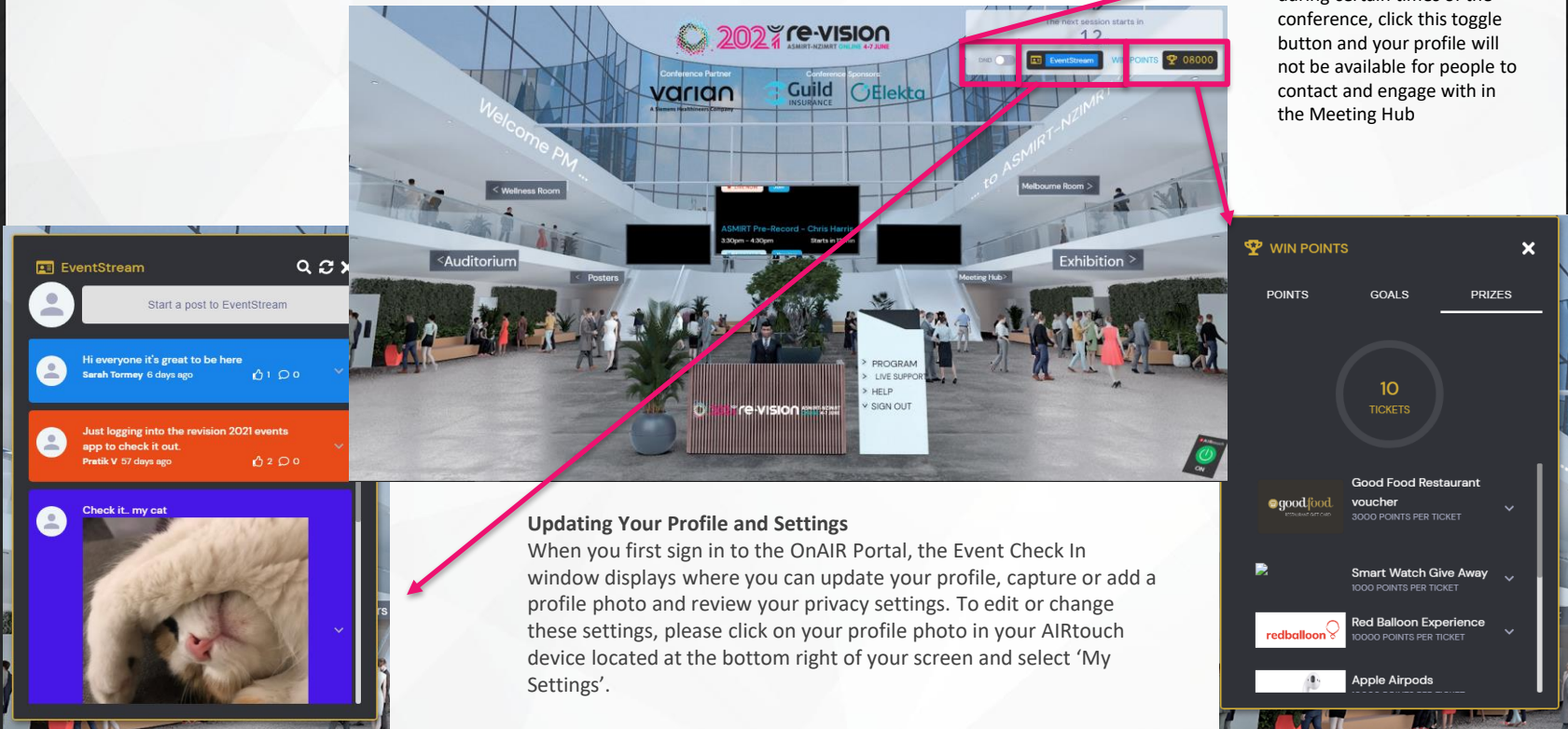
9. EventStream and Gamification

EventStream – this is where our very own conference social media platform can be found where you can post and share your special takeaways from your virtual conference experience. Post a message, photo or video, and comment on your fellow virtual attendees' posts.

Gamification – win points and go into the draw for one of our fabulous prizes. Keep track of your progress and don't miss out the chance to win a Smart Watch, a RedBalloon experiences, Airpods and much more.

DND (Do not disturb) – if you do not want to be interrupted during certain times of the conference, click this toggle button and your profile will not be available for people to contact and engage with in the Meeting Hub

Updating Your Profile and Settings
When you first sign in to the OnAIR Portal, the Event Check In window displays where you can update your profile, capture or add a profile photo and review your privacy settings. To edit or change these settings, please click on your profile photo in your AIRtouch device located at the bottom right of your screen and select 'My Settings'.

10. Additional Settings

Muting your Camera and Mic
When using the Meeting Hub, Live Support or Exhibitor Instant Meetings, once the Video Call starts your camera and microphone will be enabled by default. Click on the icons in the video window to disable the camera and mute your microphone as needed.
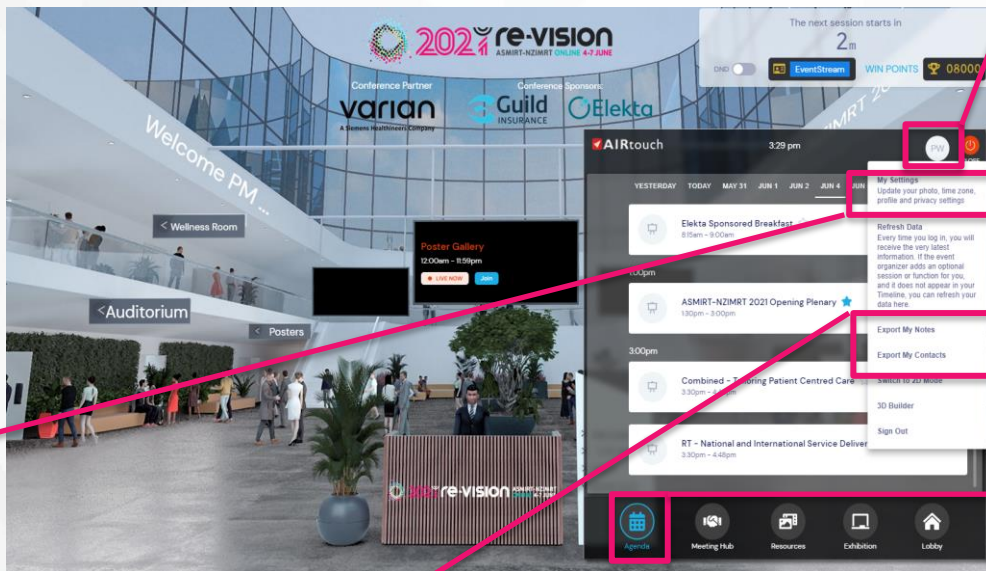
Live Support
Our Live Event Support Team is online and available for you. If you have any questions or need technical assistance, please click on the Live Support icon in the top left of the screen or in the conference **Lobby** directory.

Live Host
At various times during the event, the Live Host window may appear to provide further information about the conference and upcoming features. You can choose to mute the Live Host by clicking on the volume icon and you can move or minimize the Live Host window as needed.

Having Camera or Mic Problems?
Please reset or review your browser permissions for your camera and microphone. For example, in Chrome, you can click on the small lock icon to the right of the portal URL to check on these settings.

Exporting your Notes and Contacts
Any notes that you take throughout the conference can be exported along with all 'Meeting Hub' connections you make with other virtual attendees. To export your notes and contacts, select your Profile image in your AIRtouch Device and you will find options to 'Export Notes' or 'Export Contacts'. You will then be prompted to email your notes or contacts directly to your registered email address.

Updating Your Profile and Settings
When you first sign in to the OnAIR Portal, the Event Check In window displays where you can update your profile, capture or add a profile photo and review your privacy settings. To edit or change these settings, please click on your profile photo in your AIRtouch device located at the bottom right of your screen and select 'My Settings'.

Agenda
Sessions and functions that are happening each day are listed in the 'Agenda' tab in your AIRtouch Device in chronological order. You can click on any of the items here to view additional information and join the session or function.

11. Help & Support

Should you need any technical support during the conference, there is Live Support available to assist with any technical issues you may have. Simply click the 'Live Support' button in the Lobby directory, or in the top left corner of most pages. Alternatively, if you are unable to log into the platform please email conferences@asmirt.org and include your contact number to ensure an immediate response.

We hope you enjoy using OnAIR
Questions? Email conferences@asmirt.org

ASMIRT-NZIMRT
2021
re-vision
ONLINE 4-7 JUNE

Conference Partner

varian
A Siemens Healthineers Company

#2021REVISION