Joining your Session & the Live Q&A Chat

1. Log in to the ETSI OnAIR event Portal:

ETSI Events will send you an email with your personalized OnAir Event Portal URL and credentials to log into the portal. Please keep this email handy so you can easily log into ETSI OnAIR event portal.

Log in to the OnAIR event portal:

Recommended internet browser: Google Chrome 7 or up

Open the OnAir Event Portal URL and Sign In using the credentials provided

- Carry out the required Mic, Camera, Live Video access checks/set
- You can also view this OnAir Event Tutorial Video for more details.
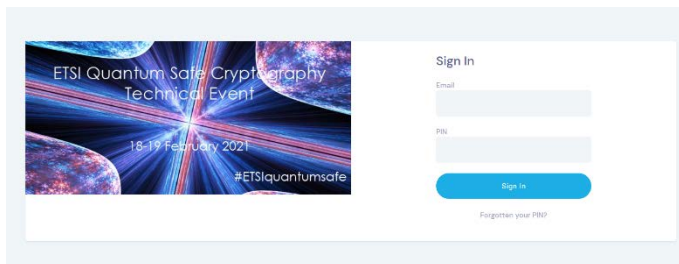
1. Join your session for the Live Q&A Chat:

- When you enter the onAir Event portal, you will be presented with the Agenda where you will find all scheduled event sessions. Look for your session and Enter by clicking on **Preview** displayed next to your session title.
- Please **join your session 5 mins. before the official start of the session** to get ready.
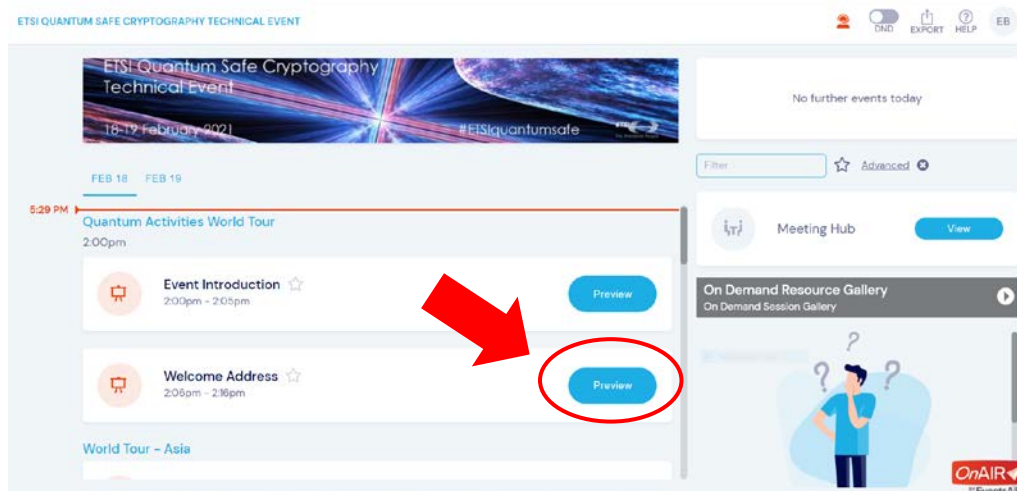
When you join your session, you will have a specific Presenter View described below:

- **Presenter View <u>before the official start</u> of the Session**:

Countdown to the start of your session

PRESENTER CHAT: The only communication channel between ETSI Events and the Speaker before and during the session. This is also where you can share any issues you have during the session etc.
Please contact us via the Presenter Chat as soon as you are ready.
Please **keep the Presenter chat box open** during the entire session

Presenter View <u>when</u> <u>the session starts</u>: it is LIVE.

- This is when your video will be broadcasted, and attendees may ask questions in the LIVE Q&A chat.
- **SESSION LIVE** Indicator shows the **remaining time of your session**. Keep an eye on it!

This is your Live Q&A Panel

(1) PREVIEW: Activating the **Show Attendee Preview** will show you what the attendees are seeing, in other words, the video of your recorded presentation. <u>Note that the audio track can be confusing</u>.
**(2) LIVE Q&A:** feature available to all attendees to send questions to speakers.
(2) PRESENTER CHAT: Please keep the Presenter chat box open during the entire session so that we can communicate in case of issue.
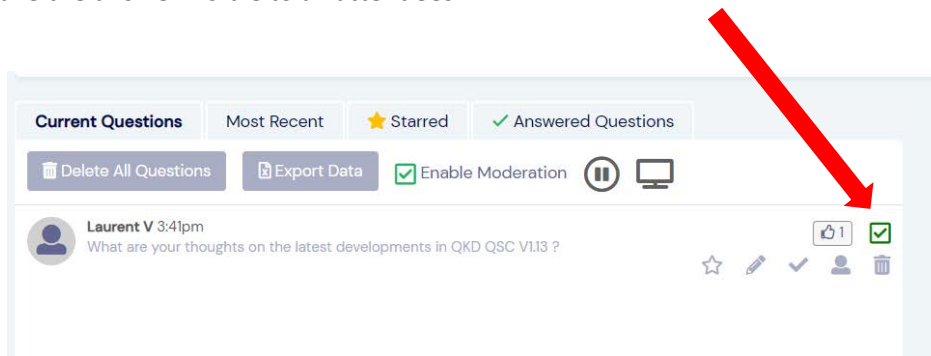
3. How to manage the questions/answers during your Live Q&A:

* ETSI Events will take care of the Live Q&A introductory part.

- **A question is raised and is displayed in your Live Q&A panel:**
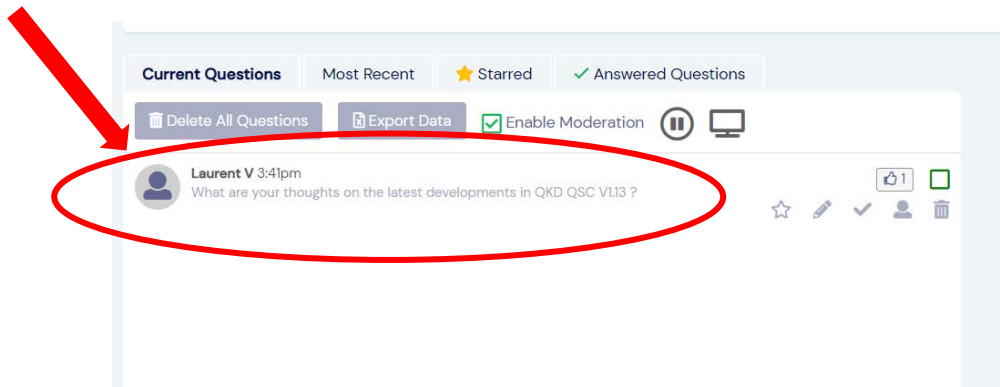
- **Action 1: Select and tick the green checkbox to select and answer the question** and to make the answer visible to all attendees**.**

- **Action 2: Click on the pencil (1), Type your answer (2) and Click on Save Answer (3).** The question and answer move to the Answered Questions Tab and are visible to all attendees.
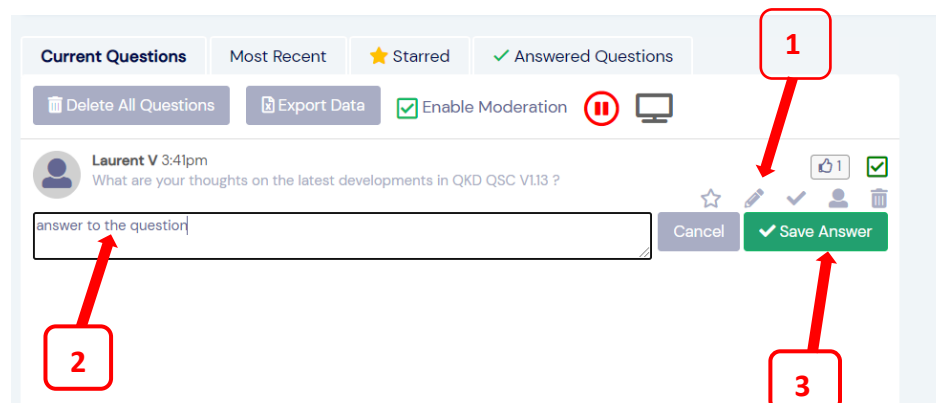
- **Action 3:** **The question is answered and is displayed in the Live Q&A feed (right side panel) visible to all attendees:**
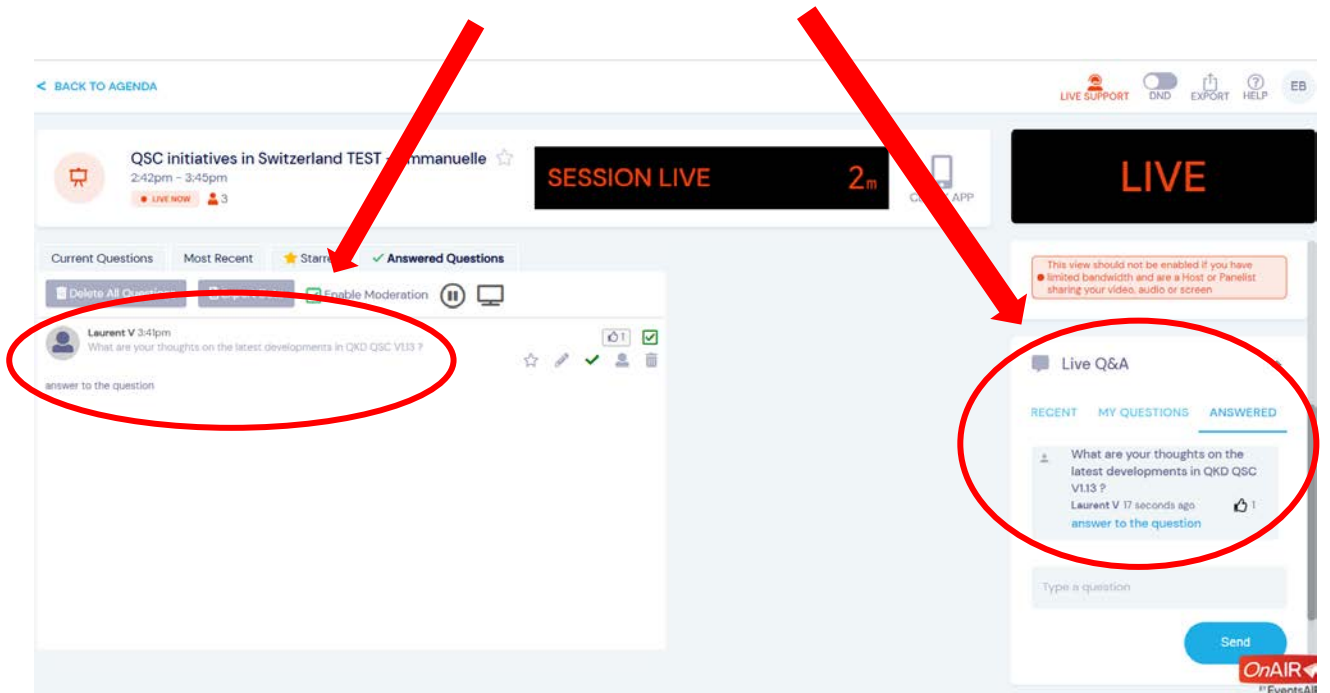
- **Action 4:** **Keep an eye on the time left until the end of your session.**

*A few minutes before the end of your session, ETSI Events will take care of reminding attendees to submit the last questions.

After your session, **please feel free to continue discussions started during the Live Q&A with attendees in the Meeting Hub**!

Thank you !