



## Introducing our Virtual Platform

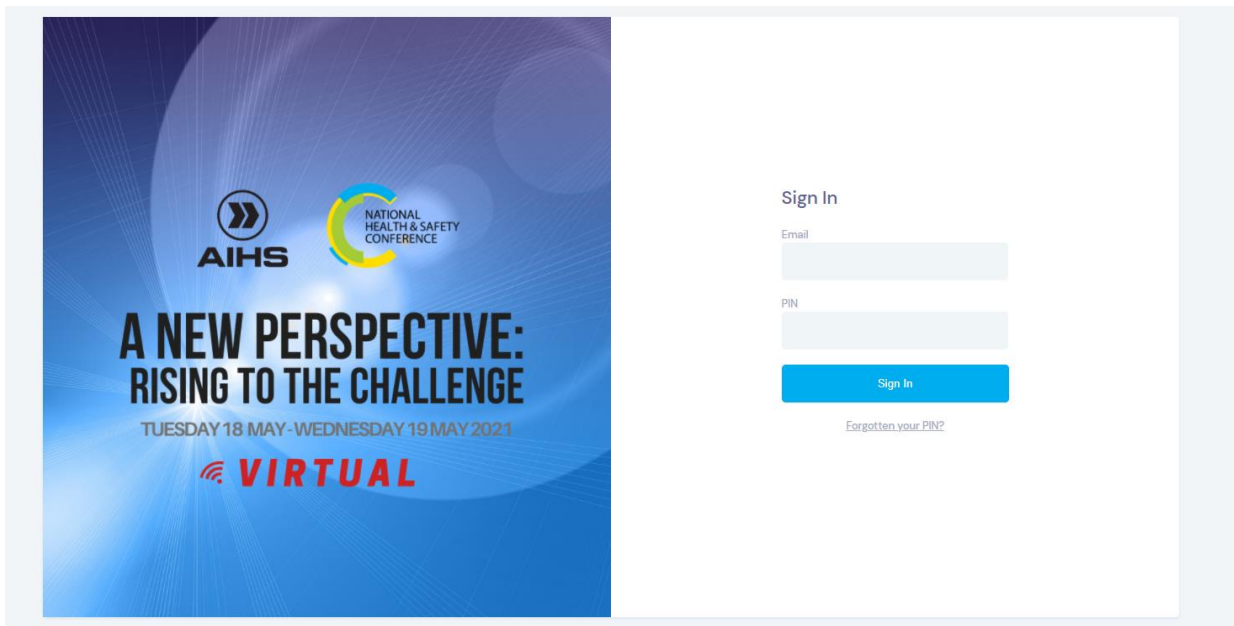
Thank you for registering and being part of the AIHS National Health & Safety Conference - Virtual event!

We would like to introduce you to our online platform. We will be using the OnAIR Virtual Platform, it is a straightforward system to use and will provide you with an enjoyable conference experience.

## Logging in to the OnAIR Portal

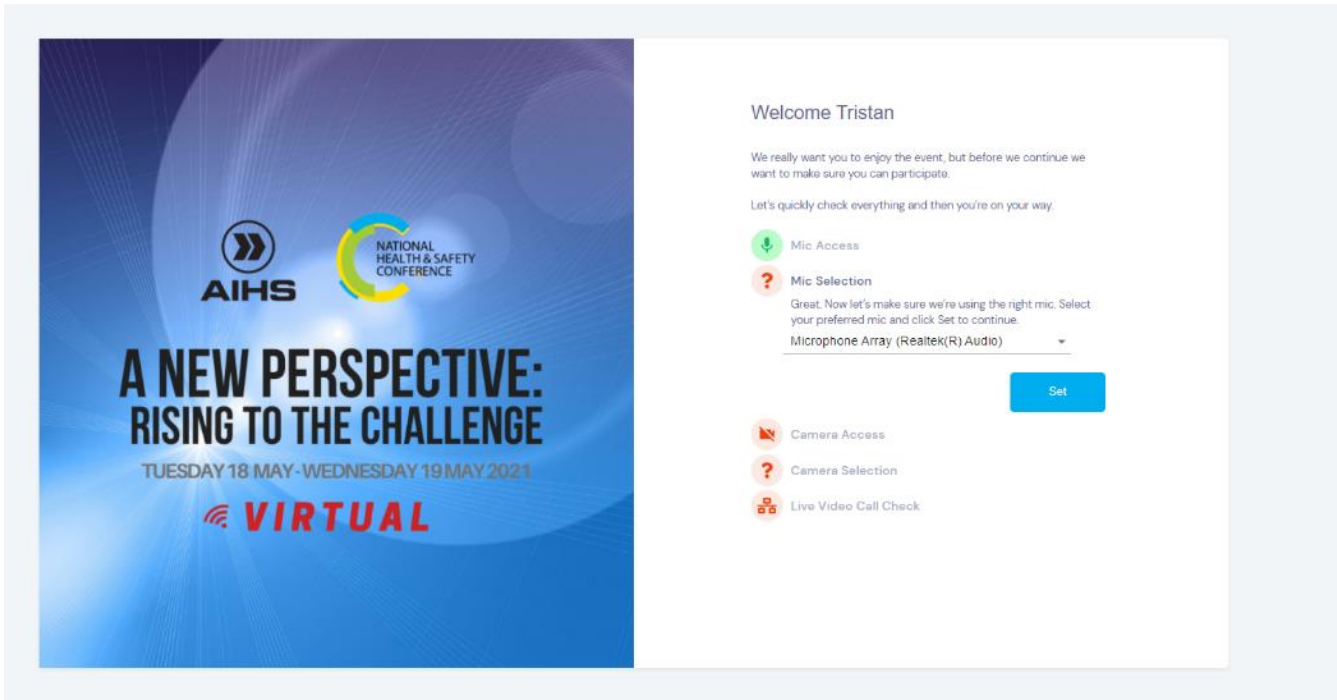
You will have received an email with your portal link and your personalized Sign In for the [OnAIR portal](#).

Please keep your email handy so you can easily log into OnAIR.

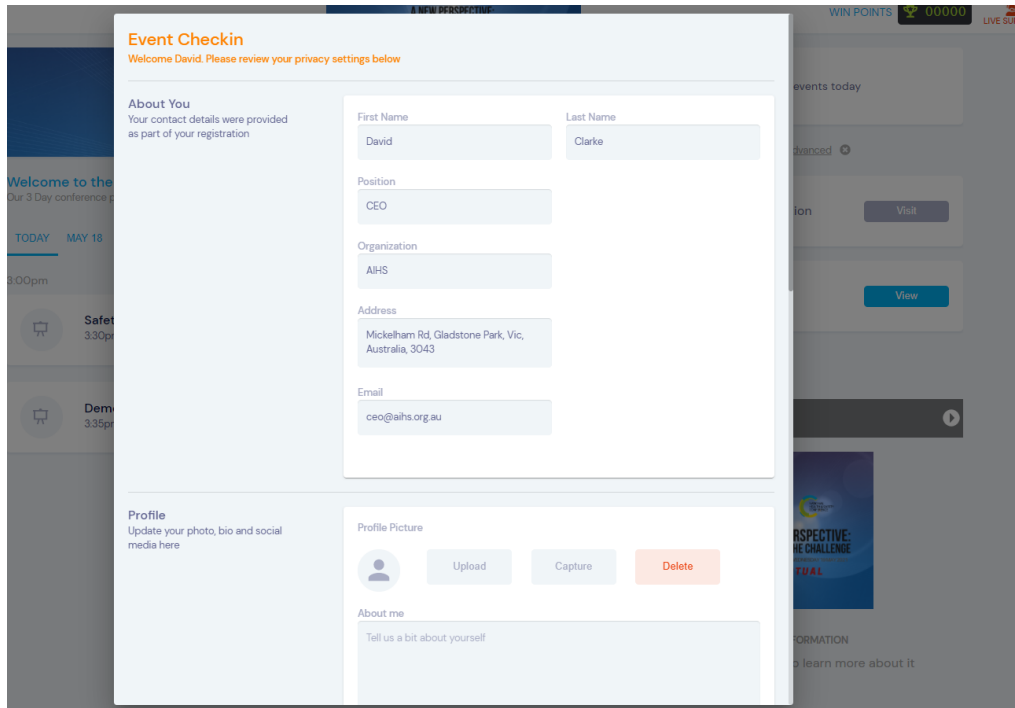


## Setting up

On your first access sign on to the system, you will be asked to allow permission for the platform to access your mic and camera. Please allow this and set you audio setting by click the blue button



Event Check In, once you have completed your settings you will see your event profile. Add further information if you would like, otherwise, scroll down to the update and close button.



## The Timeline

Once you sign in and complete the setup, the timeline is the main page for the conference. With a list of all scheduled program sessions. These are divided up per date and listed by start time.

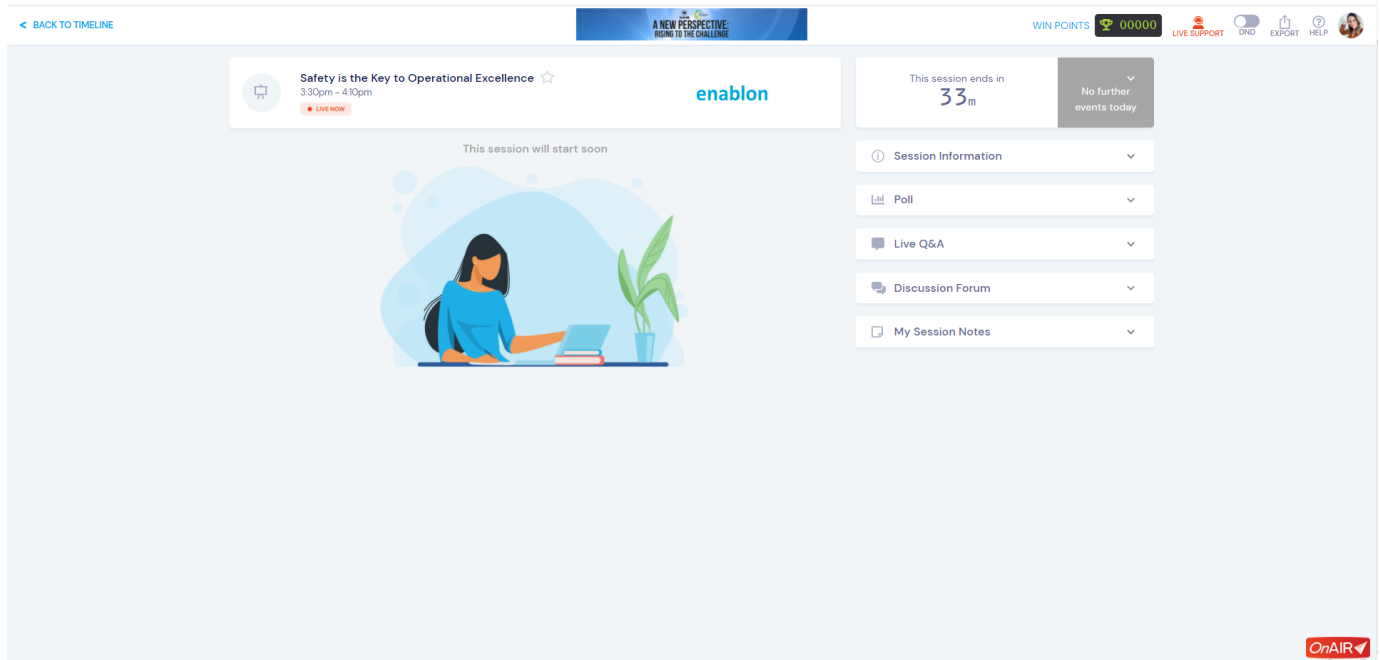
The screenshot displays the 'VIRTUAL ATTENDEE PORTAL' for the 'NATIONAL HEALTH & SAFETY CONFERENCE'. At the top, there's a navigation bar with 'WIN POINTS' (00000), 'LIVE SUPPORT', 'END', 'EXPORT', and 'HELP'. The main content area is titled 'Welcome to the National Health & Safety Conference 2021' and shows a 3-day program for May 18, 19, and 20. The current view is for May 18th, with a timeline starting at 9:00am. Sessions listed include 'Virtual Exhibition' (9:00am - 5:00pm), 'KEY NOTE - Bernard Salt' (9:30am - 10:10am) by enablon, and 'Mental Health' (10:30am - 3:10pm). A 'Session Information' pop-up is open, showing details for a session sponsored by enablon: 'New leadership in COVID normal – thriving in uncertainty'. The pop-up text reads: 'When crisis hits, leaders on the ground need to stand their ground. COVID-19 has seen extraordinary demonstrations of leadership, as well as many that have left us wanting. What lessons can we learn from this major period of disruption and what capabilities...'. An 'OnAIR' logo is visible in the bottom right corner of the portal.

You will also see there are several options available on this screen:

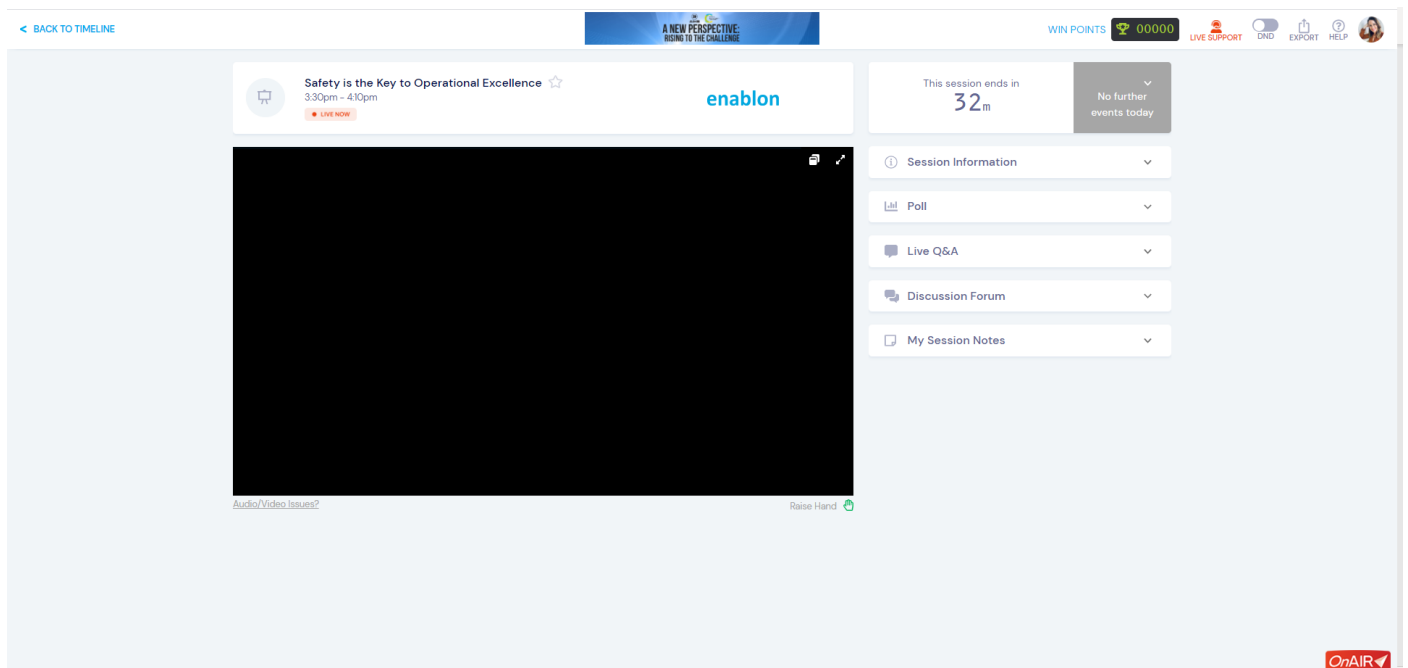
- **Our Speakers** – Click through to see our speaker gallery, to find further information on Speakers and find presentation documents
- **Session Information** – Click on the session title in the timeline, this will show further information about the session and presenter on the right
- **Meeting Hub** – Connect with delegates and exhibitors
- **Virtual Exhibition** – View content from our exhibitors and connect
- **Win Points**– Win points to top the leader board, to win a prize. Click on the score to set the goals you need to achieve to earn points.
- **Live Support** – If you are having technical issues, ask our support team
- **Export** – Export the notes and contacts you have made throughout the conference

## Joining a Session

You can join your session at 15 minutes prior to its start time. When you join a session, you will be placed in lobby, until the session is live.



Once the session is Live. The **Main Stage** will appear, with a live stream of the presenter(s). You can maximise the main stage to full screen, if preferred.

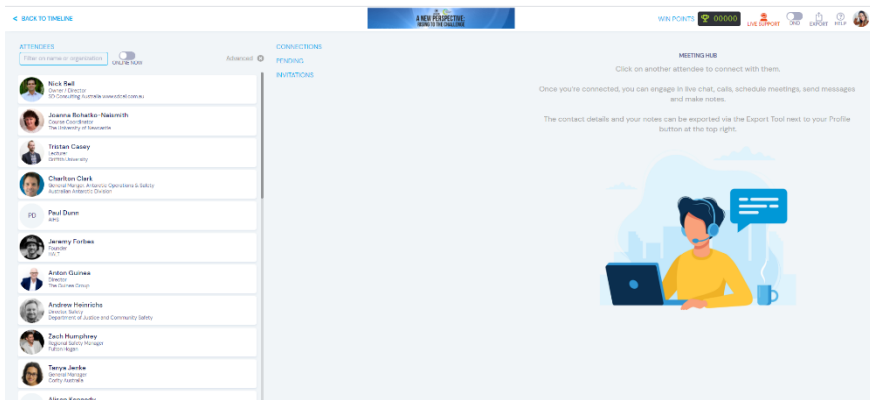


Accessible areas during a session are -

- **Live Poll** – Presenters may ask the audience a multiple-choice question
- **Live Q & A** – This is your opportunity to ask the presenter a question through the presentation or look at other delegates questions
- **Discussion Forum** – You can add comments through the presentation which other delegates can see and comment upon.
- **Session Note** – This is your opportunity to make notes on the session, which no one else can see. These can be exported out at the end of the event from the export button in the top right corner.

After the session has finished, hit the **< BACK TO TIMELINE** button in the top left corner to return to the Conference Program in preparation for the next session.

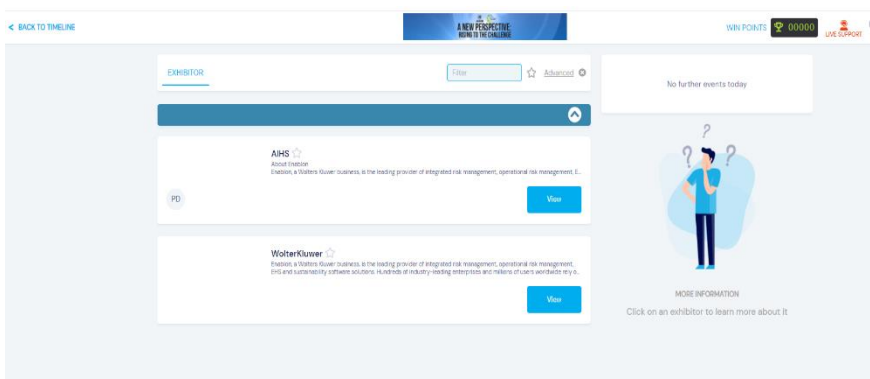
Each session is being recorded. Once a session has finished, the recording will be uploaded into the platform and you will be able to access via the timeline.



**Meeting Hub** is an interactive platform to connect.

Click on another attendee to connect with them.

Once you're connected, you can engage in live chat, calls, schedule meetings, send messages and make notes.



**Exhibitor Hub** is another interactive space, where you can find information from Exhibitors and download brochures

Attendees can connect with Exhibitors via an instant request or scheduled meetings with exhibitors

If you have any further questions or queries, please contact the AIHS Events team via [events@aihs.org.au](mailto:events@aihs.org.au)