

Welcome to Airmeeet!

For a flawless visual experience using Airmeeet be sure to:

- ✓ Use Google Chrome on your laptop, desktop or tablet. Disable the Firewall if one has been installed.
- ✓ Have a stable and good internet connection.
- ✓ If you are having difficulty seeing or hearing the speaker, refresh the page/restart browser.

Using your unique registration link (that will also be sent to you one hour prior to the start of the conference) click on **Enter Event** to join the conference. We suggest that you do this a few minutes before the conference begins, so that you can set up your profile. This will make it easier for you to connect with others who have similar interests and serve in similar officer positions.

To edit or update your profile, go to **Profile**, on the top right corner of your page. Click on “My Profile” and the “Edit Profile” buttons.

Complete Your Profile

1. Click on the word [here](#) (in the upper right-hand corner of your screen upon entering the meeting)
2. Add details about yourself and a picture

The image shows a mobile notification and a web form. The notification says "You can complete your profile from here." The web form is titled "Edit profile" and has the following fields: Name (Molly Davey), Designation (Manager of Member Engagement and Chapter Support), Organization (American Guild of Organists), City (New York), and Country (NY). There is also a profile picture and a bio section.

Fill in all the profile fields such as introduction, interests, leadership role, or website/social media links (Twitter, Facebook, Instagram) to connect with other participants in the event.

Other Icons in the Upper Right-Hand Corner



People: Discover and connect with participants. Click or hover over a person's name/ picture to send them a message.

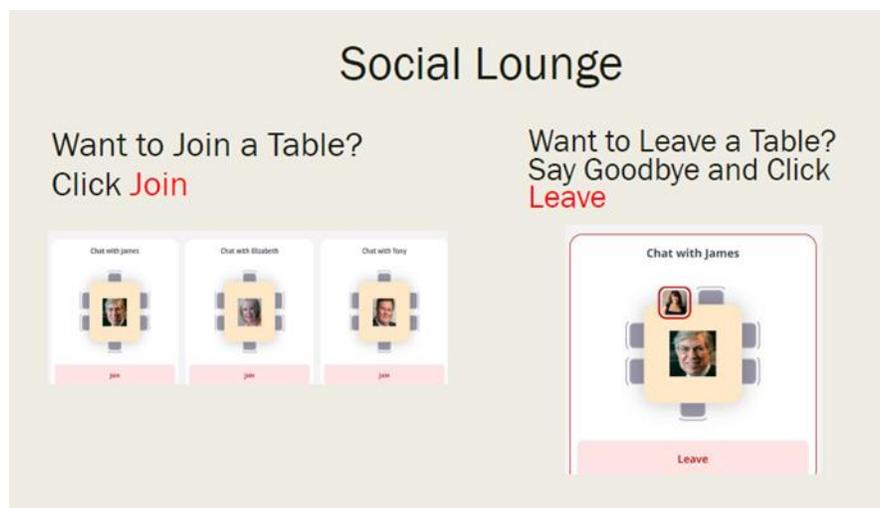
Messages: See and reply to your direct messages here.

Alerts: Check announcements sent by the organizers here.

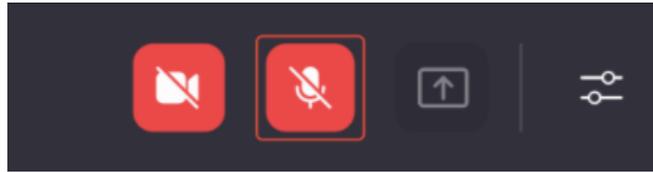
Profile: Update your Profile anytime, change the language, or exit the meeting.

Once you enter the event, you will automatically be placed in the **Social Lounge**. The lounge is active before a live session, during session breaks, and after the live session ends. When you enter the Social Lounge, you will see virtual Tables.

1. **How to Join a Table:** Topics will be listed on top of each table to inform participants about the conversations at specific tables. Once you decide which table you'd like to be seated at, select the **Join** button below the table to be seated. Each virtual table has 8 seats. If the table is full, you won't be able to click on the **Join** button, however, as people will constantly be moving from table to table, at some point during the social lounge networking you will be able to join the table.



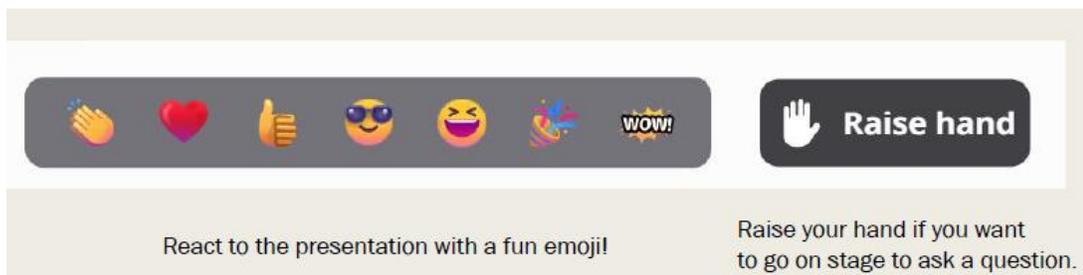
At the bottom of your screen, you will see controls to enable or mute your sound and your video.



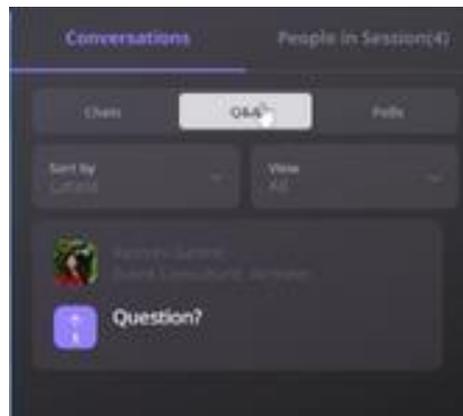
2. You can interact with the other members seated at the table in a virtual mini-conference. You also have the availability for a private table chat with anyone else seated at the table. Anyone that joins the table will be able to view this chat on the bottom of the control bar. Any participant can choose to "Accept" or "Decline" the request for a private conversation.
3. **How to Leave a Table:** If you want to leave the conversation, just say good-bye to the table participants, and click on the **X** sign on the top right corner of the table. This will give you the opportunity to go to another table and join a new conversation.
4. **View Profiles:** Click on the display picture of any participant to view their participant profile under the "**People**" tab.
5. A countdown will be displayed when there are 10 seconds left in the Social Lounge. After 10 seconds, you will automatically be placed in the live/plenary session.

Experiencing the Main Stage/Plenary Session

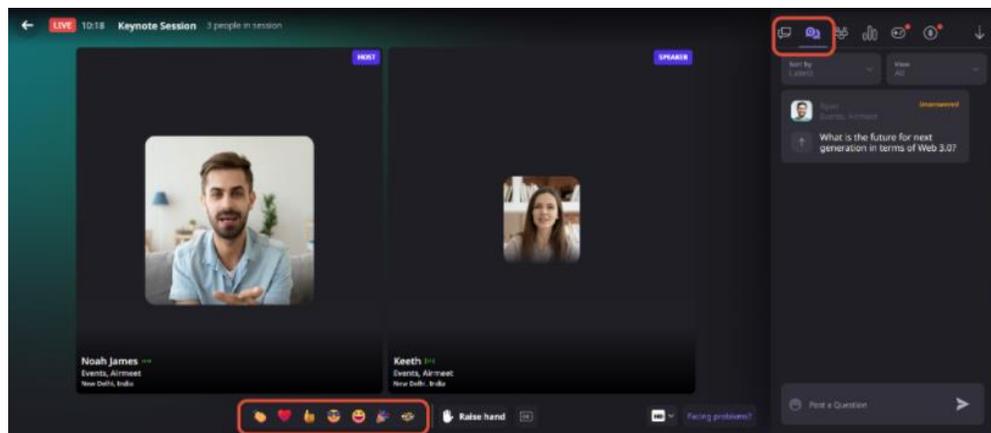
1. **Raise Hand:** If you want to interact with the host or a speaker, you can choose to do so by selecting the **Raise hand** button visible on the bottom of your control bar. If the host accepts your request, you'll share the stage with the speaker and be visible to all participants.



2. **Be Invited to the Stage:** The host can invite an attendee to the stage as a speaker. In this case, you will receive a request to become a speaker, and you have complete freedom to "Accept" or "Reject" the request.
3. **Ask a Question:** You can use the Q&A section on the right-hand side of your screen to ask questions. We recommend you use this section to ask questions, instead of using the general chat section. You can also "Upvote," a question already asked to help hosts pick up questions based on popularity.



4. **Chat Feature:** You also can chat with other attendees during the **Main Stage** session. The Chat button can be found on the upper right-hand corner of your screen and react with Emojis.



5. **Attendee Concierge:** If you get disconnected, make sure your internet is stable. Reload the page and you will automatically join the Airmeet session. If you face any technical difficulties, please contact the Airmeet support team
<https://www.airmeet.com/event/b6645470-f81d-11ea-bdd0-e9fe5fe214a9>