

Instructions to navigate on the EventsAir Platform

A few days before the ISXB-4 Virtual Symposium starts, you will receive an email with the following information:

- A **link** to access the ISXB-4 Virtual Symposium Portal
- Confirmation of the sign in **email address** – that is the email address we have received from you on your registration form
- A sign in **PIN**

Please keep these available, because you will access the portal with this information every time you log on. Please note that some browsers may allow automatic login without needing to enter the pin.

Before the event, please make sure about the following:

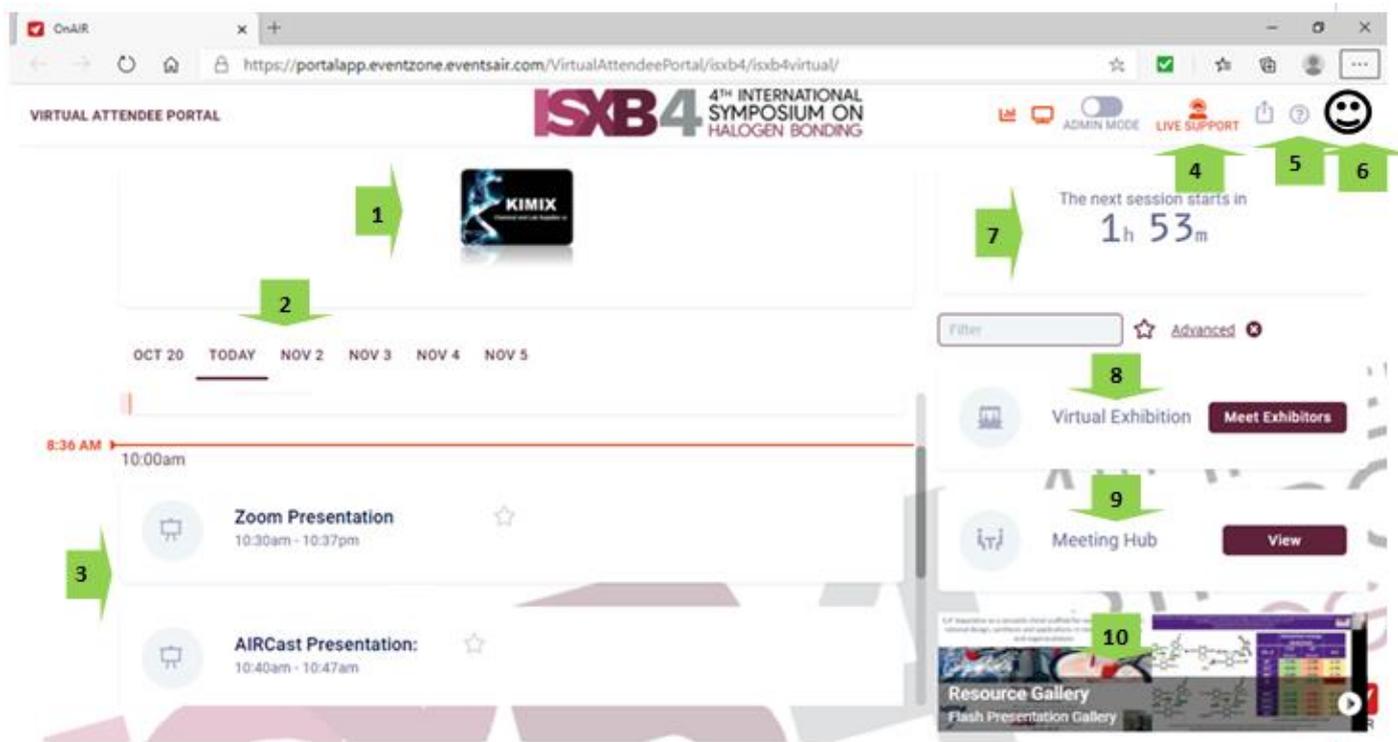
- your internet connectivity is working and that you have enough bandwidth to participate (a wired connection is preferred).
- your browser interacts with the EventsAir platform. Google Chrome works well with the platform.
- Test your microphone and video.

When you log in for the first time, you will find the following:

- An instruction video introducing you to the platform.
- A form to complete requesting **fields of interest**, a **picture** of yourself and a short **bio**. You are welcome to edit the content of this form and add as much information you want, because this will direct other delegates to you for discussion.
- Once logged in, you will not find your own name among the list of delegates in the Meeting Hub. You can edit your detail at any time by clicking on the picture placeholder (or your picture if you have uploaded one) in the right top corner of the screen.

Navigating your way around the EventsAir platform

Home screen



1. Sponsor logos.
2. Event dates.
3. Timeline showing the programme. Please note that the sessions will run according to the times on the Timeline and start and end exactly at the times indicated. If you give a live presentation, please try to keep within the time limit given, otherwise you will be stopped in mid-sentence. To join any of the items, click the **JOIN** button which will appear next to the agenda item.
4. Live support: click here if you experience any technical difficulties to chat with someone in the control room.
5. Open the help function to see more information about the different functionalities on the platform.
6. Your picture will show here.
7. Timer to show you how far you are into the current session and when the next session will start.
8. Click here to see the booths of sponsors and exhibitors.
9. Meeting Hub: click here to see a list of all delegates; this functionality allows you to contact and chat to other delegates either by text or video.
10. The gallery of all pre-recorded presentations, both orals and posters.

Sessions

Once you have clicked on a session on the Timeline, the following screen will appear:



1. If you are in a session or any other part of the platform and want to go back to the Timeline, press "Back to Timeline".
NEVER press the "back" arrow of your browser because that will log you out of the platform.
2. Shows you the session that will be starting, or the one in progress.
3. Once a session has started, you will see a screen in this position. The screen can be enlarged by pressing the white diagonal arrow at the bottom corner.
4. Click here to see information about the speaker and download handouts, if any are uploaded.
5. Use the Discussion Forum to chat with delegates in general or post comments for all to see. **DO NOT POST QUESTIONS TO THE SPEAKERS IN THIS FORUM.**
6. You can make notes visible only to yourself here and then export them to your computer at the end of the event using the **Export button** at the top right corner of the screen.
7. Once a presentation has started, a Q&A option will open.
8. If you are not able to see any of the functionality shown on the images above, try zooming out on your browser.

Technical Programme

- All pre-recorded oral and poster flash presentations are available for quick viewing in the **Resources Gallery**. You can make your own notes that will not be visible to other delegates.
- **Pre-recorded orals** can also be viewed by going to the **specific date and session time on the Timeline**.
- A Q&A feed for the pre-recorded orals will only be available when you watch them on the **Timeline**. You are encouraged to ask the presenters specific questions about their

presentations through this medium, and to ask more general questions during the discussion sessions.

- Q&A for pre-recorded **poster presentations**: as you view the flash presentations, make notes in the **My Session Notes** function. These are your personal notes and not visible to other delegates or the presenters. Before the poster sessions start you can export these notes to use in your discussion with the poster presenter.

Oral Presentations

- **Live presentations**: these will happen on the main stage of the platform and you can ask questions using the Q&A Section. The questions will be handled in the discussion session following the oral presentations.
- **Pre-recorded presentations**: these presentations are already loaded on the portal per theme and can be accessed at any time to watch and to ask questions in the Q&A Section. These questions will be used by a moderator during the discussion session.

Please note: no time has been allocated for watching the pre-recorded presentations during the active event time and you are advised to watch them during the week before the Symposium starts.

Poster presentations

Each poster presentation consists of a

- single page PDF document showing the content of the poster.
- a pre-recorded three minute flash presentation that should be *watched in advance* and which will not be shown during the poster sessions.
- There are two poster sessions scheduled:
3 November: for presenters in the Western hemisphere, Africa and Europe
4 November: for presenters in the Eastern hemisphere, Africa and Europe
- Poster presenters must be available for the duration of their session to answer questions and participate in discussions. Delegates can join at any time to participate and can also contact the presenters outside of the poster sessions
- Please refer to the Programme to find out in which poster session you will participate.

Discussion sessions

- Discussion sessions follow the live presentations for a specific theme and will be facilitated by a moderator.
- Please check the programme to see who presents in which theme.
- All speakers presenting within a theme, both live and pre-recorded, have to be available to participate in the discussion session.
- Q&A for ALL ORAL PRESENTATIONS on that theme will be handled during the discussion sessions.
- Delegates wishing to participate in the discussion can raise their hands and the host will then invite them to join.

- If you have a specific question about a presentation and do not feel it has been addressed in the discussion session, you can set up a meeting with the presenter via the Meeting Hub.

Discussion forum and Q&A

- The **Discussion forum** should be used for general remarks and chatting with other delegates. Comments on this forum will not be used as input to the technical discussion sessions.
- The **Q&A** can be used for posting questions while watching the live talks, pre-recorded talks, poster flash presentations and the discussion sessions. If you see someone has already posted a similar question, you can “vote” for it by clicking the “thumbs up” sign and the one with the most likes will jump to the top.

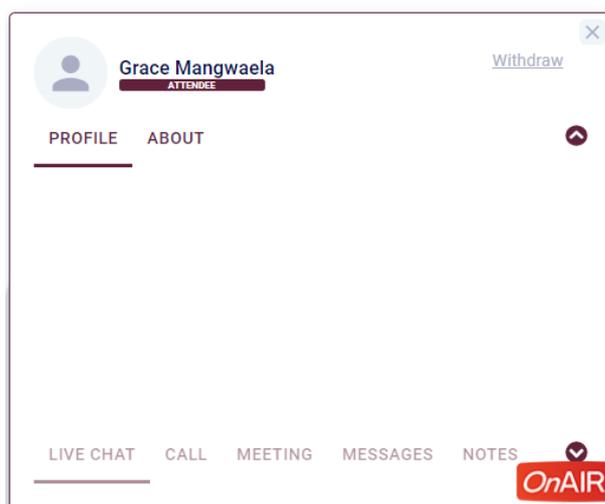
Networking

Monday afternoon ice-breaker session

The opening on Monday will consist of an official welcoming and an opening lecture. After the opening, delegates will be moving into a networking environment where a few people will be able to meet for a short time only. The interaction will be set to for a few minutes only, the idea being for you to greet people, meet new people and say hi to old friends. After a while you will see a countdown indicating the meeting will end and you will automatically move to a new group. You can leave a group at any time to join another group. Please note that the selection for this is random and the purpose is not to go into lengthy conversations.

Meeting Hub

A list of delegates appears in the meeting hub and you can select a delegate you want to learn more about or have a conversation with. This can be done by text, live chat via video or audio or arrange to meet in one of the meeting rooms during the networking timeslot at the end of each day.



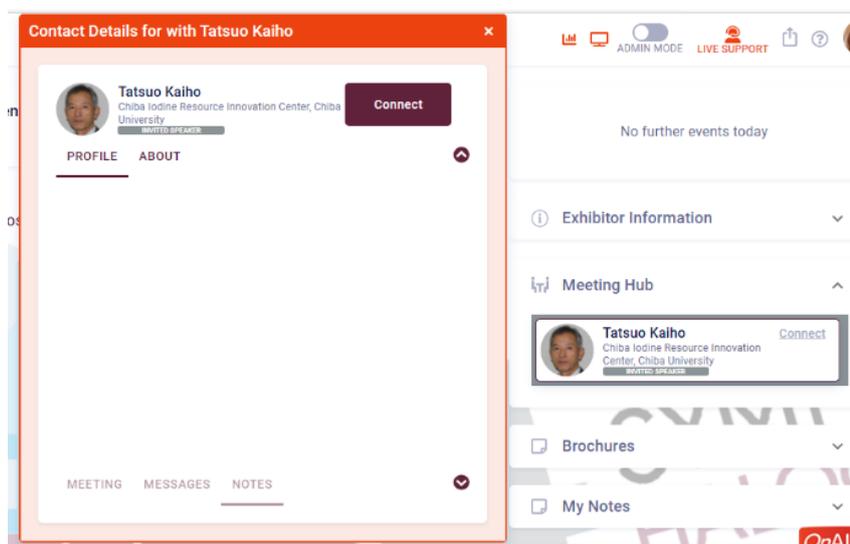
Meeting rooms

- You can pre-arrange with people to meet in one of 15 meeting rooms during the networking sessions at the end of the day.
- The names of the rooms:

- The rooms each have a name, so you can select people from the delegate list and invite them to join you at a certain time in the Bromine room, for instance.
- Rooms are available for small meetings, networking, or catching up.
- These rooms will be available for the duration of the time indicated on the programme. Should you need a room for a longer period than indicated, please let the conference secretariat know.

Exhibitions

- All sponsors are listed under “Exhibitions” and information brochures, contact detail and product lists can be downloaded when you visit the booths.
- If one of the sponsors have the option of a “live” booth, there will be an options “Meeting Hub”. Click to open and then click on “Connect”. This will open a window on the left where you can connect with the exhibitor to set up a meeting time.
- Exhibitors do not need to be available at their booths during the event – they just need to respond to delegates requesting meetings.



When an exhibitor is available the delegates will be given an option to queue for a meeting and once the exhibitor accepts the request, they can have a video conversation here. Should they wish to have another meeting they can then select the meeting hub option and organize additional meetings.

Exhibitors can click [here](#) to see more information

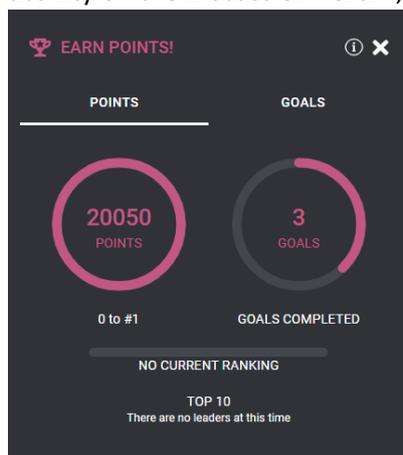
Polls

Polls can be run during the event to test the audience’s knowledge, or for fun purposes. If you would like to run a poll, please send the detail to Thereza (thereza@technoscene.co.za) to set up.

Earning points by using the platform



Using the various functionalities of the platform will earn you points: attending live sessions, poster sessions and discussion sessions, visiting sponsor booths, participating in the networking sessions, activity on the Discussion Forum, etc.



Information for presenters

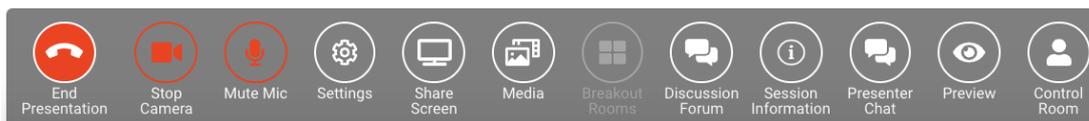
Live Presenters using AIRCast Studio

- If possible, use a wired connection.
Close any background software such as Outlook, Slack, Skype, Teams etc.
- Do not minimize or put the AIRCast Studio into the background. This will cause the broadcast to stop.
- Disable Sleep and Power Saving options on your computer. The presentation is run from your own computer and not embedded on the platform.
- You do not have to watch or react to the live Q&A, because this will be used by the moderator of the discussion session to follow your talk.
- Make sure your presentation fits into the allocate time for your talk. Close to the end of the time allowed for your presentation, a count-down counter will appear prompting you to finish. Once it reaches "0", the presentation will stop. If you use one screen only, you can download the timer app on your phone to check while you are presenting. Click on "Clock app" in the top right corner of the screen and scan the QR code to download the app.
- You can join your session from **10 minute prior to its start time**. When you join your session, you will be placed in a **Green Room** in AIRCast Studio, the presentation environment used by all presenters. Only the platform host and other presenters already in the Green Room can see and hear you at this point. The platform host will start the AIRCast studio a few minutes before you present to get you ready for your presentation.

To start your presentation

Open your presentation on your computer.

- Select **Start Presentation**. You will be brought into the **Green Room** until the platform host brings you on to the **Main Stage**.
- **Adjust your camera** as required to make sure that attendees will see you clearly. Once the platform host has added you to the **preview window**, you can select **Share Screen** to share your presentation with the delegates.
- You will see this toolbar:



- The host will warn you when you are going live with your talk, but it sometimes takes a few seconds for delegates to connect, so wait for a few seconds longer before starting to speak.
- The platform host will warn you when there is **five minutes** left before the end of your talk.
- Once your presentation is finished, you can select **End Presentation** and click the **LEAVE** button to go back to the timeline.

You can click [here](#) to watch a video with the instructions.

Live Discussion using AIRCast Studio

All oral presenters within a session should be present for the live discussion. Clicking on "Session information" on the toolbar allows you to see who is scheduled to be in the discussion. You can join the discussion session from **10 minute prior to its start time**. Other delegates can contribute to the discussion by asking questions through the live Q&A feed (do not use the Discussion Forum for this), or if you wish to take part in the discussion you can raise your hand and the platform host will invite you to join the main stage.

- When you join the session by clicking on **Start presentation**, you will be placed in the **Green Room**. Only the platform host and other presenters already in the Green Room can see and hear you at this point. The platform host will start the AIRCast studio a few minutes before the discussion.
- **Adjust your camera** as required to make sure that attendees will see you clearly. Once the platform host has added you to the **preview window** all the delegates will be able to see and hear you.
- At this point you will no longer be able to see the Q&A questions, it is the task of the moderator to pass the questions asked by the audience on to you – the idea is that you should talk to the other members of the discussion panel.
- Once your presentation is finished, you can select **End Presentation** and click the **LEAVE** button to go back to the timeline.

Poster sessions

- Please note that **you will not be presenting your poster or play the pre-recorded presentation during the presentation** – delegates would have watched the pre-recorded flash presentation already. You can, however, open your single page poster for the purpose of the discussion.
- Make sure that you know in which poster session you will present:
3 November at 16:40 - 17:40 (local South African time, UTC+2)
4 November at 13:00 – 14:00 (local South African time, UTC+2)
- Join your poster session at any time prior to its start time.
- When you click **View My Presentation**, you will be placed into the virtual poster presentation. During the poster sessions, attendees will be able to queue for the discussion - you will need to accept attendees before they can join the discussion. Please note that attendees join the poster session via **audio** only.
- The session will stay open for the duration of the poster session.
- At the end of the poster session, select **End Presentation for All**.

You can click [here](#) to watch a the video with instructions – just ignore the part about the live presentation of your poster and about letting people in for different discussions.

Moderators

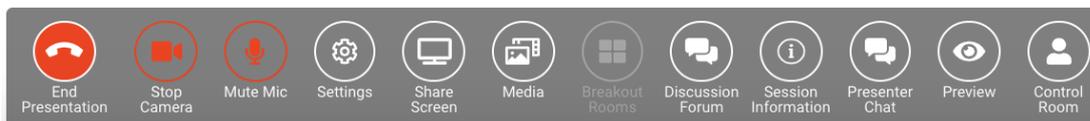
Moderators will facilitate the discussion session covering a specific theme as follows:

- Collate the Q&A for the pre-recorded presentations that are relevant for a general discussion before the start of the session.
- Introduce the speakers of the session, and warn them when they have 5 minutes and 1 minute left to go.
- Bring in all the presenters of the pre-recorded talks together with the live speakers to form a panel.
- Facilitate the discussion based on the Q&A.
- Only 9 people (moderator plus 8) can be on the screen at the same time. If you want to address a speaker not on screen, please indicate that you want to ask him/her a question so that the control room can bring them in.

How to enter the session (the procedure is the same as for live speakers)

- If possible, use a wired connection.
Close any background software such as Outlook, Slack, Skype, Teams etc.
- Do not minimize or put the AIRCast Studio into the background. This will cause the broadcast to stop.
- Disable Sleep and Power Saving options on your computer. The presentation is run from your own computer and not embedded on the platform.
- Watch the live Q&A for new questions coming from the audience.
- Make sure the discussion fits into the allocated time. Close to the end of the allowed time, a count-down counter will appear prompting you to finish. Once it reaches “0”, the session will stop. If you use one screen only, you can download the timer app on your phone to check while you are presenting. Click on “Clock app” in the top right corner of the screen and scan the QR code to download the app on your phone.

- You can join your session from **10 minutes prior to its start time**. When you join your session, you will be placed in a **Green Room** in AIRCast Studio, the presentation environment used by all presenters. Only the platform host and other presenters already in the Green Room can see and hear you at this point. The platform host will start the AIRCast studio a few minutes before you present to get you ready for your presentation.



To join the session

- Select **Start Presentation**. You will be brought into the **Green Room** until the platform host brings you on to the **Main Stage**.
- **Adjust your camera** as required to make sure that attendees will see you clearly. Once the platform host has added you to the **preview window**, you can select **Share Screen** if you want to share some questions on screen with the presenters and delegates.
- Once the session is finished, you can select **End Presentation** and click the **LEAVE** button to go back to the timeline.

You can click [here](#) to watch a video with the instructions for presenters.

If you experience any problems in logging in or if you do not understand some of the steps in the process, CLICK ON “LIVE SUPPORT” AT THE TOP OF YOUR SCREEN AND TYPE A MESSAGE