



Roorkee Water Conclave 2022 will be organized in hybrid format. We are using Airmet platform for the same. **It is supereasy to use and nothing needs to be installed in the system (like we do for Zoom/Team). It only use web-browser: Chrome (preferred).**

Please see the step-by-step guide if you find any trouble.

Moreover, we have 24\*7 live help support.

The screenshot displays the Airmet event page for the 'Roorkee Water Conclave 2022'. The event is organized by IIT Roorkee and NIH Roorkee, running from March 02-04, 2022, with a focus on 'Water Security for Sustainable Development'. The page includes a 'Schedule' tab, an 'About This Event' section, and a help icon in the bottom right corner. A blue circle highlights the help icon, with an arrow pointing to the text '24\*7 live help support'.

24\*7 live help support



## Step-by-Step guide for speakers:

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### Overview

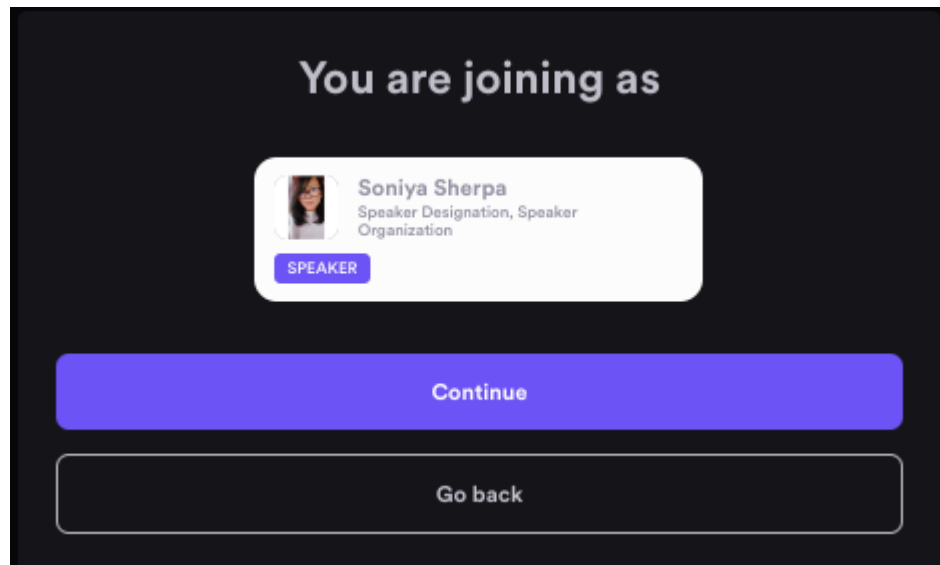
Are you speaking at an Airmeet event? Awesome, we are delighted to welcome you on board. Now it's time to prep yourself for your online event.

We are here to make your Airmeet experience seamless—this guide will help you make the most of this experience.

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### Join Airmeet Upon Invitation

- You must have received an **invite email to join from Prof. Ashish Pandey and also from Airmeet System**. Please click on the link "enter event" to join the event.
- This link is **unique to you as a speaker**, and only you should log in using this link. **Please do not share it with anyone.**



- When you click on the specific link shared with you, you will directly enter Airmeeet with no signing-in required.
- Provide device permission to grant access to your camera and mic. For **technical Instruction**, kindly click [HERE](#).

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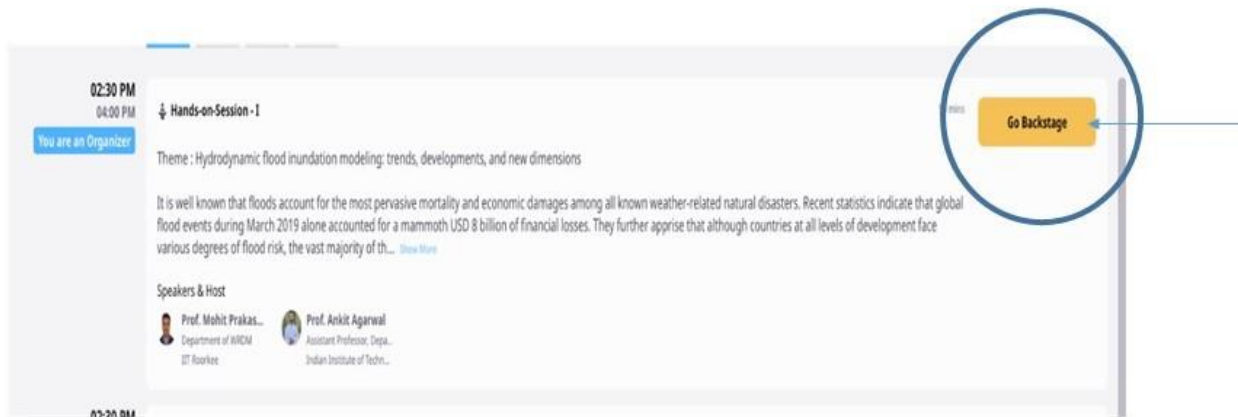
After entering the event, all speakers can connect 10-15 minutes before your live session on **backstage (i.e. only organizer/speakers can talk but no audience can see you)**.

### Go Backstage (Schedule Tab)

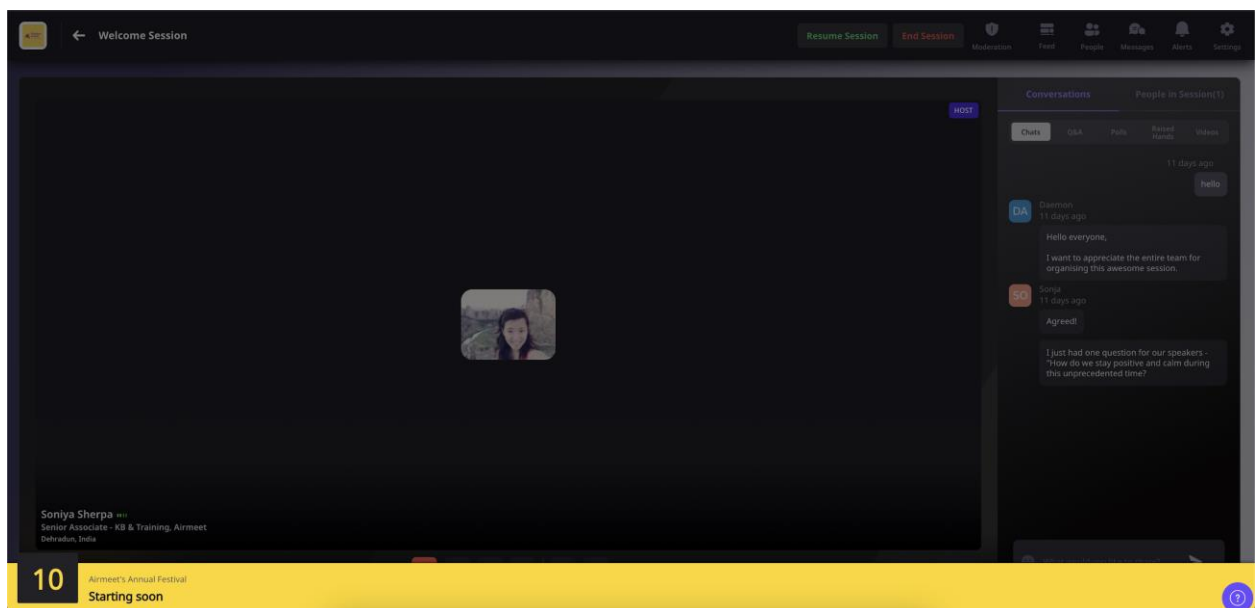
- Once you click on the schedule icon, you'll see the event agenda. There will be multiple sessions where you can see the host and speaker's description. A number indicator will show how many sessions are live as well.
- You as a (speaker) will be able to see the **Go Backstage** button on your mapped session(s) and join the same by clicking on it.



Here, you can test your audio, video, and devices to avoid last-minute surprises by clicking on the "Settings" icon, and also interact with the host and other speakers, getting to know them before you go live.



- Once everything is in order, the host can start the session. A countdown of 10 seconds will indicate that the session is about to begin.





## Commence Session

- Once the session starts, you can present your content. Remember that a speaker is always visible to all event participants unless you choose to switch off your camera. The buttons to control **Video, Audio and Screen-share** should appear on the bottom centre of your screen.

**Learn more:** [How to share screen on Airmeeet?](#)

- Every message, emoji, and question posted by the attendees will be visible to you. If an attendee uses the “Raise Hand” feature, the host can moderate and accept or dismiss the request. If accepted, the attendee shares the stage with the speakers for the interaction.
- As a speaker, you would be able to leave an ongoing session and join back again. Once joining back you would be on a hidden mode and only the session host/co-host can unhide you to show you live on stage.

## Take a Break

Longer sessions call for breaks in between. The host moderates the event and can execute breaks during the session. During the break, you can go to the '**Social Lounge**' or '**Booths section**' (to network or participate in the booth exhibition).

- **In the lounge**, you will be able to view the profiles of all of your fellow participants. You will see their names, organizations, and job titles. Select “**Join**” at any table to start a conversation with people at that table in a mini virtual conference. You can chat with all the people at that table.
- In the **Booths Section**, you will experience multiple exhibitor booths and enter just by clicking on them. You can catch up with the booth representative in the booth lounge for video chat and discussions. You can find Exhibitor's resources like



Marketing Collaterals, Social media plugins & Videos inside the exhibitor booth.

### **Session Chats & Q&A**

The '**Q&A**' icon on the right-hand side of your screen lists all the questions asked by the attendees.

The '**Chat**' icon on the right-hand side of your screen lists common chats initiated by the attendees.

### **Interactions in The Social Lounge**

The social lounge is available when the sessions are yet to start, paused, or ended. You cannot access them when the session is live. Therefore,

The area allows you to interact with other event participants and hop between tables to meet new people and network.

You can do experience the following in the Social Lounge:

#### **1. Join Tables: -**

- Tables may have labels and logos on top of it to signal and inform participants about the conversations in specific tables.
- Airmeet virtual table can hold up to 50 participants (2-8 participants in free version). Once you decide which table you'd like to be seated at, click on the "Join" button below the table you would like to join.
- If you want to leave the conversation, say bye to the table participants, and click on the "Cross (X)" sign on the top right corner of the table.

**2. Speed Networking:** An easy way to interact with participants one-on-one for a time limit set by the event's host.



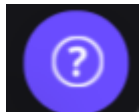
**3. View Profiles:** Click on the display picture of any participant to view their participant profiles.

**4. Table chat:** You can interact with the other members seated at the table in a virtual mini-conference. You can also have a private table chat. Anyone who joins the table will view the chat (ones written after they join) on the bottom of the control bar.

**5. Request increase table size:** You can request the host to increase the table size— a table can have a maximum of 50 seats.

#### **6. Help icon: Airmeet Support**

The “**Help**” icon on the bottom right takes you to the 24\*7 Support Lounge & Chat Support along with FAQs to assist you in case you face any issues during the Event.



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### **Quick Tips**

For a flawless Airmeet experience, do keep the following in mind:

- Please have a stable and good internet connection.
- A noise-free ambiance is conducive to a smooth interaction.
- [It is recommended to use a laptop with a Chrome browser.](#)
- Restart the browser to avoid issues (if you face any) due to caching.
- An external and good headset with a mic is recommended, though not mandatory.



- If you have difficulty seeing other speakers' or the host's feed, please refresh the page or restart the browser and ensure that you close any other conferencing tool you may have used recently.