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ICAIIS

Airmeet Events Attendee Guide for ICAIS 2022

Best Practices and Frequently Asked Questions

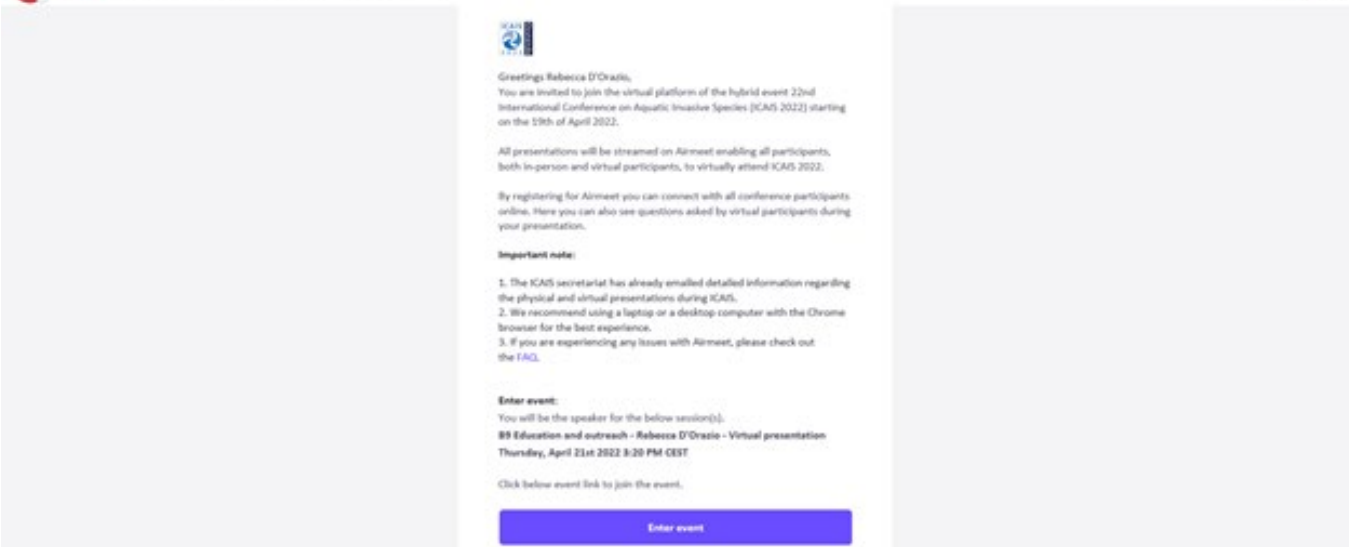
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[Before attending the event:](#)

- Ensure you know the correct email address that you need to use to access the event in Airmeet. This is the address used by Airmeet to send you the attendee registration link to log onto the platform. The same email address must be used each day you enter the event.
 - If you are unsure which email address to use, search your inbox(es) with the keywords “Airmeet + ICAIS”. The address this email is sent to is the email address you need to use when you login to the ICAIS event on the Airmeet platform.
- For the best experience on Airmeet, please use Google Chrome and ensure you have a stable internet connection.



Joining the event:

- Use the attendee registration link provided to you by email and click 'Enter event', where you will be directed to Airmeet on your web browser.
 - NOTE: The first time you enter the event, you may have to click the "Enter event" button in your web browser again before being directed to the main reception page.
 - If the 'Enter event' button doesn't work for you, in the email that was sent you will see a link beneath the button. Copy and paste that link into your web browser.
- Once on the main reception page for ICAIS 2022, click the schedule icon to see the event agenda, which has the dates and times of sessions.
- If you want to enter the event via the [ICAIS landing page](#) or www.airmeet.com and not via the link in your email, you are asked for your email address and a password. However, if you entered previously via your registration link, you were not required to make a password. To work around this issue, you click on 'Forgot password?'. Then you will be sent a code to your email address for you to use to enter Airmeet. There, you make a password of your own. Hereon after you will be able to login via the other web links as well.

Navigating Airmeet

- There are several different virtual features available from the main reception page including:
 - The 'Schedule' tab – See the event schedule with information on the presentations, as well as networking opportunities.
 - The 'Lounge' tab - Interact with other participants based on common interests.
 - The 'Poster' tab -
 - See more than 50 poster presentations that will be featured during the Poster Session on Tuesday, April 19 at 18:00 CEST (UTC+2).
 - Visit the virtual booths for some of the ICAIS 2022 financial partners.



Join a session: How to join/enter a session in an Airmeet event

The live session is a video broadcast started by the host of the event. When a session is live, you will be able to see the video streams of designated speakers only.

Click on the "Schedule" icon, you'll see the session agenda with speakers and host details, different tags to search for your relevant interest session, along with the time of the event. There will be multiple sessions where you can see the host and speaker's description, you can also bookmark the sessions you would like to attend. There will be a number indicator to show how many sessions are live as well.

When you have made your selection, click "Join Session". If you change your mind, you have the ability to exit a session and join other live sessions, if any.

Additional Step-by-Step Resources for Attendees

<https://help.airmeet.com/support/solutions/articles/82000480786-step-by-step-guide-for-attendees-conference-format>

Frequently Asked Questions:

1) Where do I find the email that was used to register for the event?

If you are unsure which email was used to register for the conference, search your inbox(es) with the keywords "Airmeet + the name of the event" to confirm the email address used to register (see the screenshot on page 1).

2) I have logged into Airmeet with the correct email address, but I cannot see the upcoming sessions. How do I join a session?

Once you have clicked the 'Enter event' button provided in your registration email from Airmeet, navigate to the 'Schedule' section on the top ribbon of the platform or click 'Sessions' from the reception page. Once the session has been started by the host, you will be able to join.

3) How do I view the poster presentations?

From the reception page, navigate to the 'Poster' section of the platform where you will be able to see all the poster presentations. Click on the poster you want to learn more about.

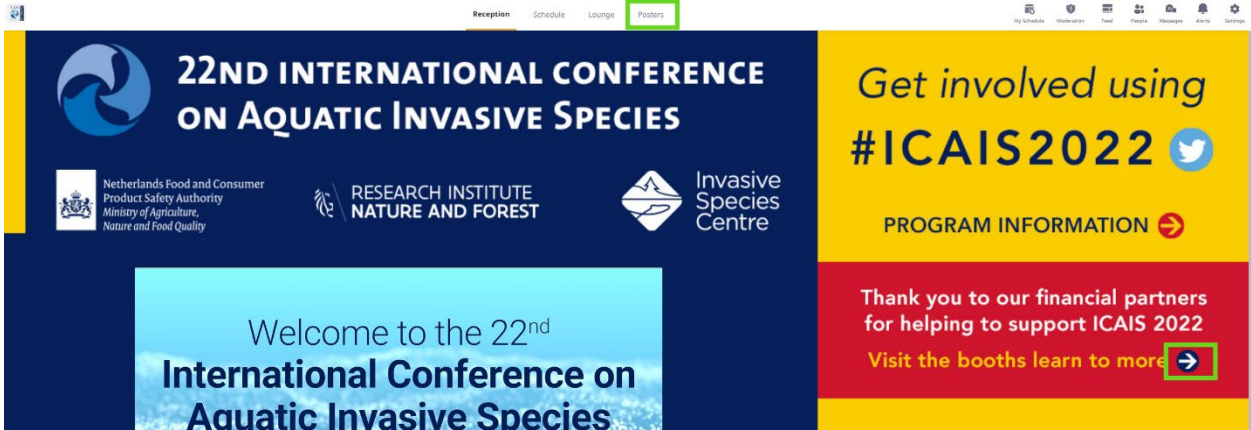
You can also chat directly with poster presenters by sending a direct message, as well as by joining a live broadcast or table.



4) Are there virtual exhibits at the event?

Yes! Virtual exhibits can be found in the 'Posters' section of the platform. This is accessible by clicking 'Posters' on the top ribbon or clicking the booth link on the reception page. Similar to the poster presentations, click on the booth you're interested in for more information.

You can also chat directly with booth hosts by sending a direct message, as well as by joining a live broadcast or table.



5) Are there opportunities to network with other participants?

Yes, there are several ways to interact with other virtual and on-site participants on the Airmeet platform. This includes:

- Attending the networking sessions scheduled in the event program
- Sending a message to participants - find them in the 'People' tab and keep track of your interactions in the 'Messages' tab
- Visit the 'Lounge' tab and join a table
- Share messages with all other participants in the 'Feed' tab
- Join the Fluid Space
- Get social with it and use #ICAIS2022 on Twitter to post about the conference



6) How do I interact and ask questions during the session?

While in a session, there are a number of ways you can interact with the presenter and ask questions including:

- Asking a question: Use the question feature in Airmeet on the right-hand-side panel to ask questions. Do not use the general chat to ask questions of speakers during the Q&A period in sessions. You can also "Upvote" a question already asked to help hosts pick up questions based on popularity.
- Reacting with Emojis: You can quickly react and offer motivation or applause to the speaker using emojis.
- Chat: This can be public event chat or direct/private chat. All the participants can view the general chat. To have a private chat with a particular participant, hover over their display image on the "Attendees" section in the RHS or a message they have posted—from the hamburger menu, select "Direct message." Any participant can choose to "Accept" or "Decline" the request for a private chat.
- Raising your hand: In the workshop sessions, if you want to interact with the speaker and session chair, you can choose to do so by selecting the "Raise hand" button in the stage's bottom control bar. If the session chair accepts your request, you will share the stage with the speaker and be visible and audible to all participants.

7) Where can I go for additional support?

- For more information on how to attend sessions as a participant on Airmeet, please click [here](#).
- You can also click the question mark in the bottom-right corner of the Airmeet platform to access the 24/7 Support Lounge.
- If you have additional questions that Airmeet is unable to answer, please contact icaais@invasivespeciescentre.ca.

