

# How to join and present at an APPEA online event

From the attached email (PDF) please find your personalised link to access the webinar platform. You will first come to this screen. Set you mic and camera etc here to proceed.



## WELCOME

Please sign in and check your profile settings for this virtual event

**Note:** even if you allow your microphone & camera when setting your profile, you will not automatically be seen once logged in. This step is merely to ensure all devices are working properly & your connection is stable should you choose to connect with others later on.



### Welcome

We really want you to enjoy the event, but before we continue we want to make sure you can participate.

Let's quickly check everything and then you're on your way.

Mic Access

Mic Selection

Great. Now let's make sure we're using the right mic. Select your preferred mic and click Set to continue.

Microphone Array (Realtek(R) Audio) ▼

Camera Access

Camera Selection

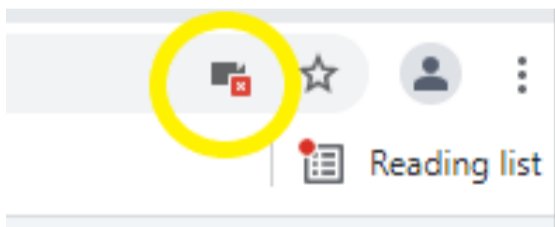
Live Video Call Check

### Important things to note before joining:

1. Please ensure that you are logging into this portal via google chrome.
2. It is also highly recommended that you have 2 screens if you are sharing on a ppt slide.
3. It is also highly recommended that you have a windows device running this platform as opposed to a MAC device.
4. If possible, ensure that you are connected to a high bandwidth internet connection.

### TROUBLE SHOOTING

If your camera is being blocked on your login screen, follow the prompts, to unblock the site and allow camera access.



Camera blocked

This page has been blocked from accessing your camera.

Always allow https://portalapp.appea.eventsair.com to access your camera

Continue blocking camera access

Camera: Integrated Webcam (0c45:6a09) ▼

This page may need to be reloaded before the new settings take effect.

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Mic Access

Microphone Array (Realtek(R) Audio)

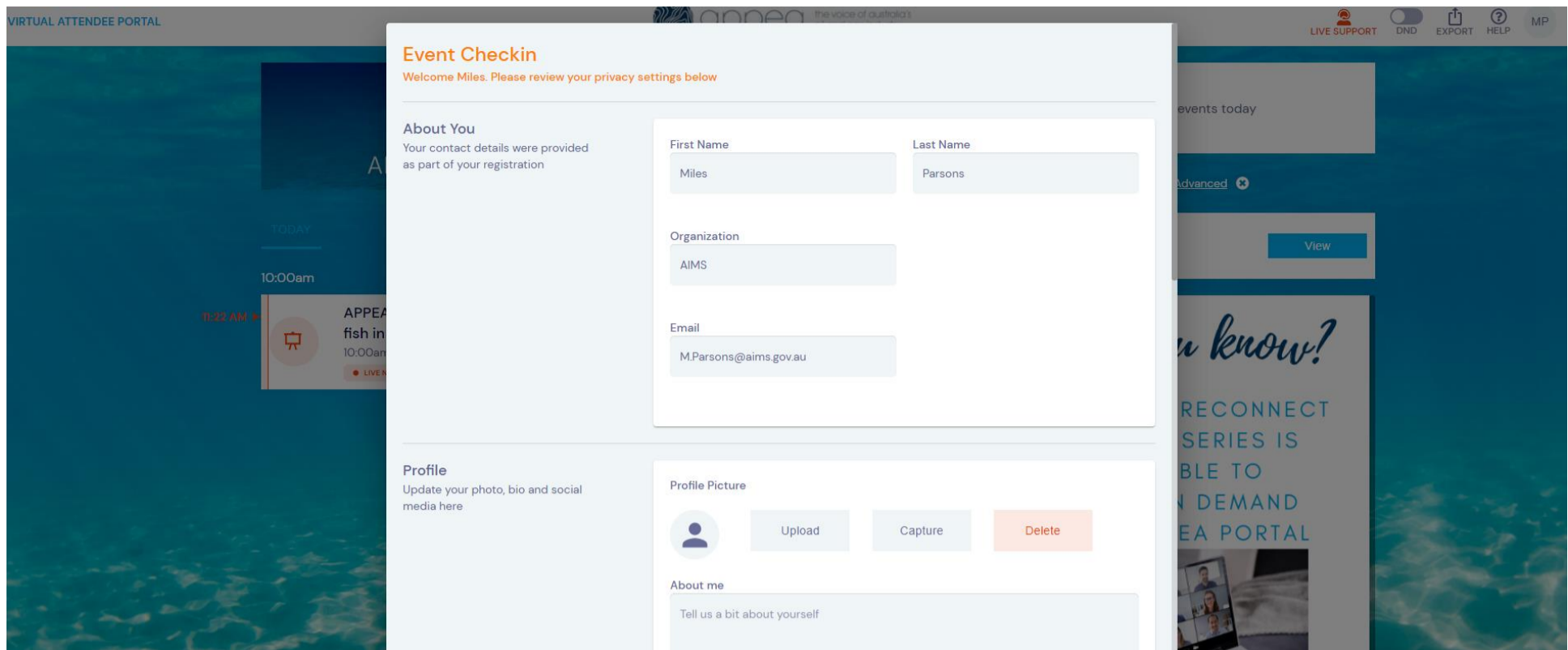
Camera Access

Camera Selection

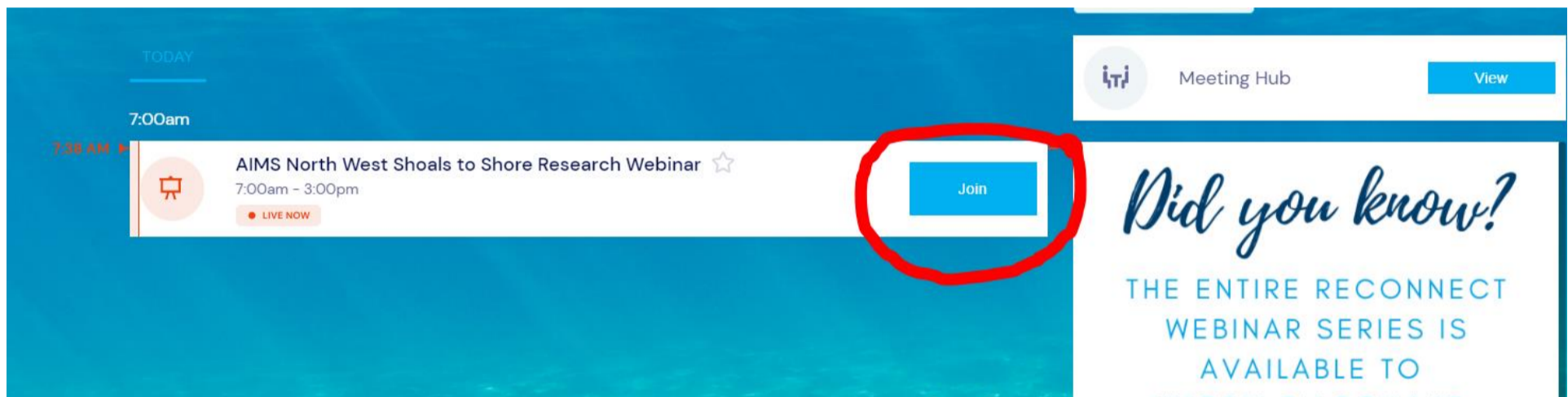
Live Video Call Check

We detected that some of your devices are blocked. If you block your device, your participation may be limited. To unblock your device, click on the icon in the URL bar of your browser and allow access.

On your first visit, you may be asked to confirm your privacy settings & what information is displayed to the webinar viewers.



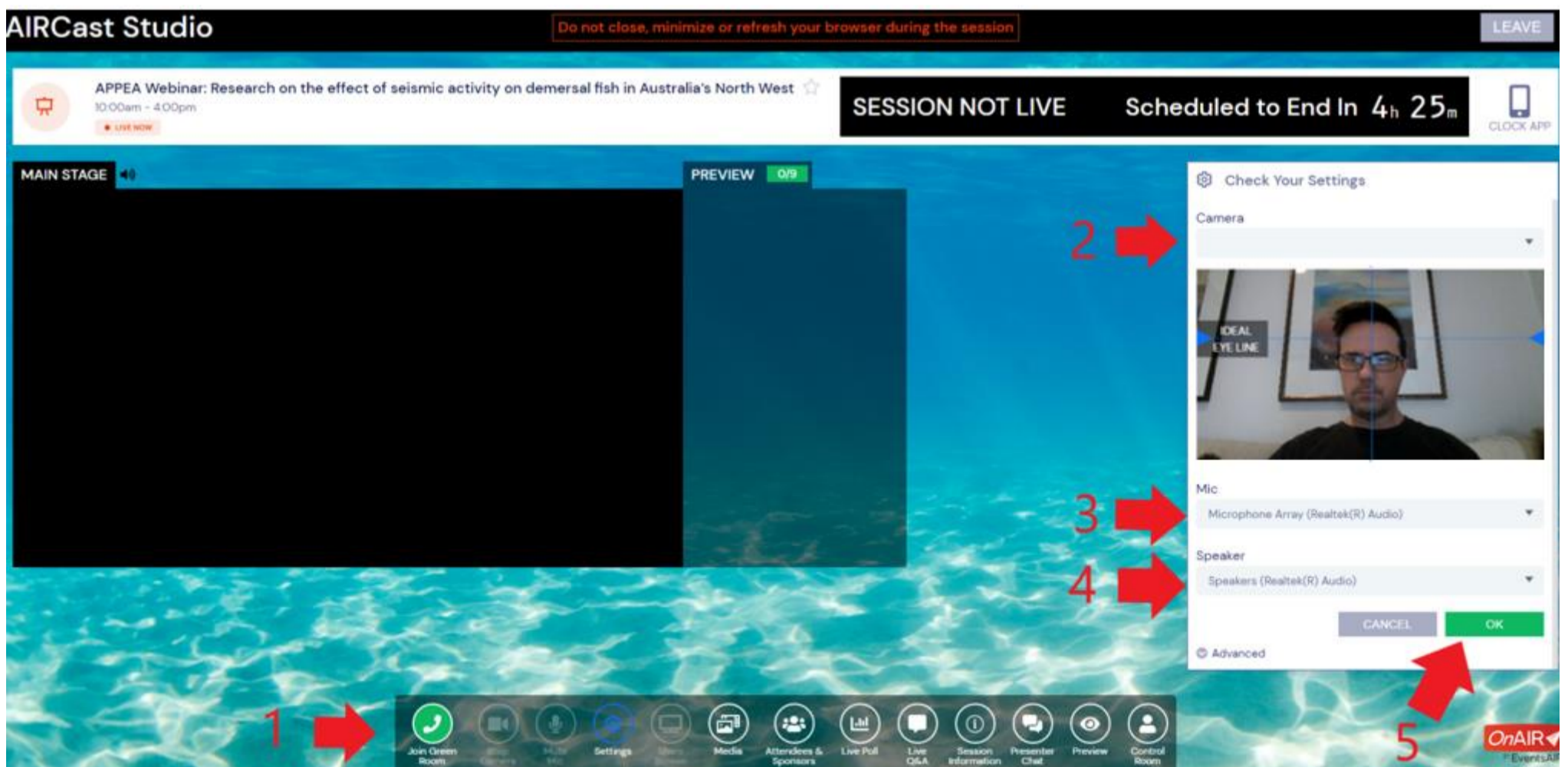
Once you've completed all your details you'll come to this screen, where you select JOIN



Once you enter that session you will end up in what appears to be a studio view of that session where you will be able to join as a presenter, share your camera and also be able to share your slides.

Once you enter the session you will need to follow the below steps to join:

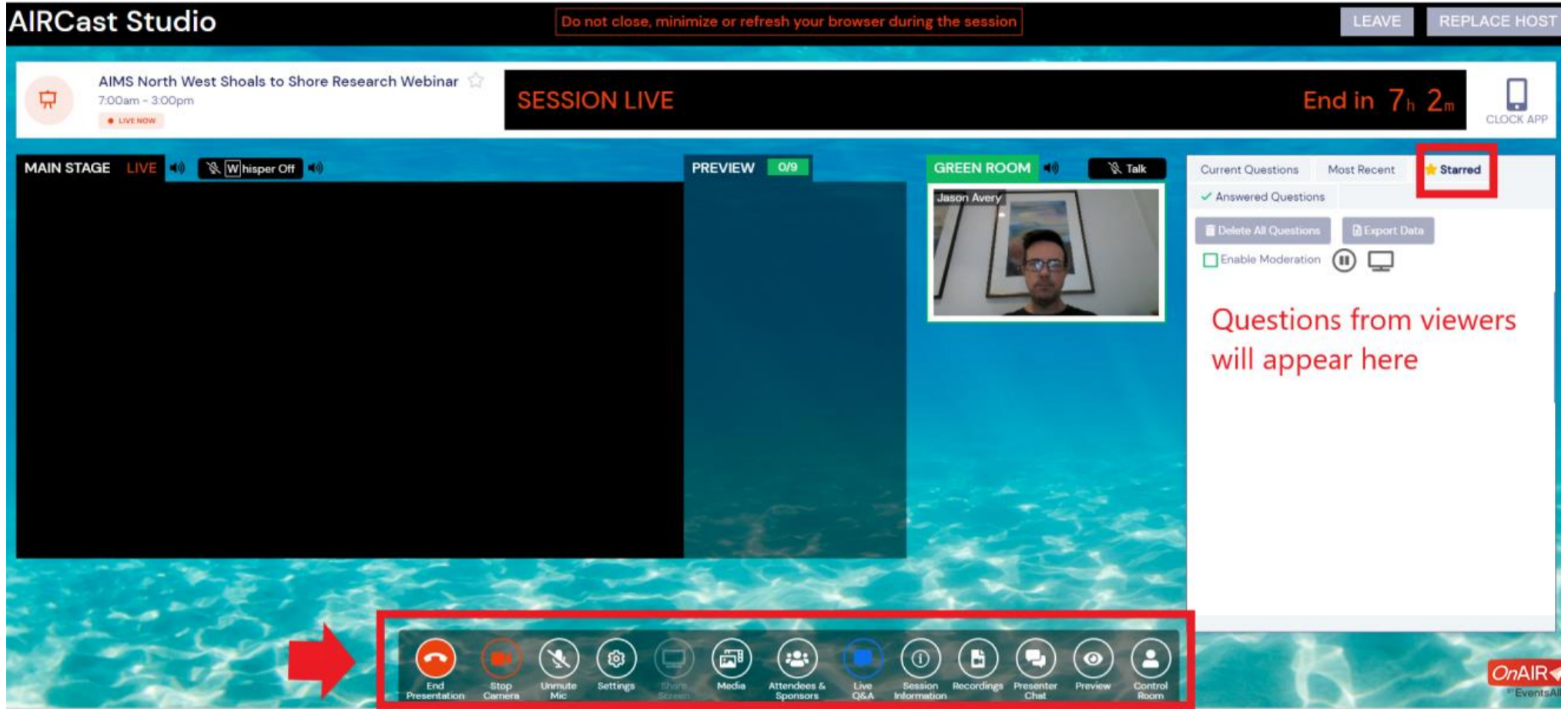
1. Click the green "JOIN GREEN ROOM" button in the bottom widget bar menu,
2. This will bring up a device check on the right hand side, first select your camera
3. Select your microphone and speakers
4. Then finally Click "OK" to confirm which then allows you to appear in the green room. (see images below of steps and the outcome)



**Note:** If APPEA as the webinar host has not logged in to enable the session yet, you'll see the below message "waiting for host to start AIRCast Studio" and the green Present button will be greyed out. So Steps 1-4 above can only be actioned once an APPEA representative has turned the session on.



Screen shot of once you are in the green room (not visible to the public/viewers)



Click the 'Live Q&A' widget from the bottom menu to bring up the question panel

If you have a PPT presentation, click the 'share screen' widget to share your screen with the PPT.

### APPEA Logistics Contact

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