



**CONFERENCE  
DESIGN**

# Online Sponsors Guide OnAir Platform

SPONSORS & EXHIBITORS

# Important Information

Below are the most important rules to follow, to ensure you have the best online conference experience as a sponsor and/or exhibitor.



## USE A DESKTOP COMPUTER OR LAPTOP

The online conference platform is not designed to be accessed from mobile phone or tablet devices.

You will need to have access to a desktop computer or laptop to successfully log into the platform and watch sessions.



## USE GOOGLE CHROME

Please make sure you log into the platform using CHROME. Other internet browsers such as, Firefox, Microsoft Edge, Safari etc **DO NOT** support presenting within the OnAir platform. If you do not have Chrome installed, please download and install it prior to the start of the conference.

[Click Here to install Chrome](#)



## STABLE INTERNET CONNECTION

Make sure you have a stable internet connection (2Mbps upload, 4Mbps download or better). If possible, use a wired internet cable for stronger and more reliable connection.

You can test your Internet connection speed at [SpeedTest.net](https://www.speedtest.net)



## TEST YOUR CAMERA & MICROPHONE

Please ensure you have tested your microphone and webcam settings. We strongly encourage using a headset with an inbuilt microphone for the best audio.

# Accessing the Online Sessions

If you intend to experience and engage in the Online Conference platform from your **work computer/laptop** please ensure that your **workplace firewall** does not block access to the sessions and networking functions. You should check access with your IT department as early as possible as it may take a few days or weeks for your request to be processed.

Below is a list of all the streaming platforms that will be used during the Online Conference. Your IT department will need to **whitelist** these programs to enable you to access the online events.

- Twilio
- Vonage
- Vimeo
- Zoom
- AirCast
  - livefeed.aircastcdn.com
  - studio.aircastcdn.com
  - hls.aircastcdn.com
  - live.aircastcdn.com

**NOTE:** If you have issues with connecting to the platform and/or sessions during the conference. You may need to use your mobile data hotspot or participate from a private (home) network. You can always log a live support ticket to get help with any issues you may have.

# Online Conference Portal

ATTENDEE PORTAL

AUSTRALASIAN ASSOCIATION  
CONFERENCE 2022

WIN POINTS 00100

LIVE SUPPORT DND EXPORT HELP

AUSTRALASIAN ASSOCIATION  
CONFERENCE 2022  
25 - 28 September 2022 Harbour Hotel Hobart, Tasmania

MAR 2 MAR 12 MAR 24 JUN 1 JUN 15 >

ALL MEETINGS

11:00am

01. Opening Plenary ☆  
11:00am - 3:00pm [View](#)

12:00pm

Concurrent Session 1  
12:15pm - 1:30pm


03. Test Session 3 ☆ [View](#)

04. Test Session 4 ☆ [View](#)

05. Test Session 5 ☆ [View](#)

06. Test Session 6 ☆ [View](#)

1:00pm

Concurrent Session 2  
1:30pm - 3:00pm 


No further events today

Filter ☆ Advanced

Virtual Exhibition [My Virtual Stand](#) [Meet Exhibitors](#)

Meeting Hub [View](#)

Resource Gallery  
Poster Gallery



MORE INFORMATION  
Click on an event to learn more about it

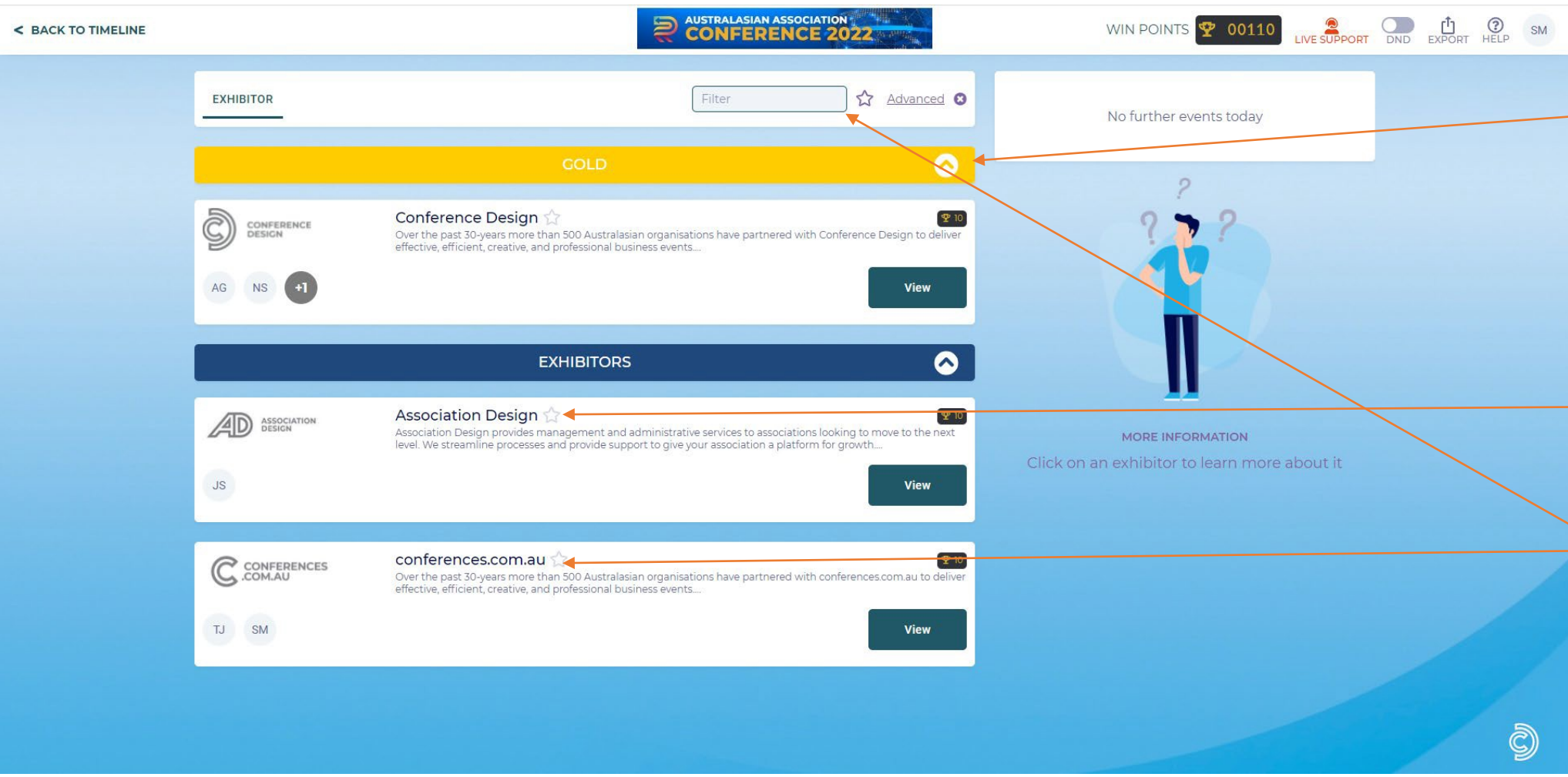
The timeline will appear when you first log in.

The banner at the top of the screen, will rotate throughout the online conference. Depending on your sponsorship level, your logo may be included here.

From the main timeline, you can access the Virtual Exhibition.

**Note:** A generic online conference has been used for the purpose of this guide. Your log in will take you to the conference online portal.

# Online Exhibition Area



All Sponsors & Exhibitors online booths will be displayed here. Booths will be ranked by level of sponsorship followed by alphabetical order.

Your company logo, name and company bio will appear in your exhibition listing.

Delegates can favourite, filter and advanced search exhibition listings to find you in the listings.

# Online Exhibition Area

[← BACK TO TIMELINE](#)

WIN POINTS 00110

LIVE SUPPORT

DND

EXPORT

HELP

SM

EXHIBITOR

Filter

☆ Advanced

✕

No further events today

GOLD

Conference Design ☆

Over the past 30-years more than 500 Australasian organisations have partnered with Conference Design to deliver effective, efficient, creative, and professional business events...

AG

NS

+1

Meet

EXHIBITORS

Association Design ☆

Association Design provides management and administrative services to associations looking to move to the next level. We streamline processes and provide support to give your association a platform for growth...

JS

View

conferences.com.au ☆

Over the past 30-years more than 500 Australasian organisations have partnered with conferences.com.au to deliver effective, efficient, creative, and professional business events...

TJ

SM

View

MORE INFORMATION

Click on an exhibitor to learn more about it

The image and green dot indicate which staff members are online & ready for meetings.

Delegates can click to view your full profile and request to meet with your staff.

Delegates will be provided with incentives to visit your exhibition booth and encouraged to meet with you using the Win Points functionality. The more points they collect, the higher chance they have to win a prize!



# Online Exhibitor Stand | Delegate View

Conference Design

AG

Amelia Griggs

Coordinator

Conference Design

NS

Nikia Shaw

LW

Lucy Woodward

Conference Design

LET'S MEET


Representatives of Conference Design are available right now for live meetings. Just click the Request Live Meeting button above and you will be put in the queue for the next available meeting slot.

Request Live Meeting

Request Live Chat

Conference Design Advertisement

Learn about Conference Design



WIN POINTS

00110

LIVE SUPPORT

DND

EXPORT

HELP

SM

No further events today

Exhibitor Information

Frequently Asked Questions

Meeting Hub

Brochures

My Notes

Exhibitor Information

Conference Design

About

Over the past 30-years more than 500 Australasian organisations have partnered with Conference Design to deliver effective, efficient, creative, and professional business events.

We specialise in the production and delivery of state, national and international business events. Our clients are professional and scientific organisations seeking to enhance their meetings through a strong and effective partnership.

Frequently Asked Questions

Search

What is the best way to get in contact for a conference quote?

Do you do conferences outside of Australia?

If you can't find what you are looking for, you might want to connect with the Exhibitor. If the exhibitor is available now, you can use the buttons on the screen to Request Live Chat or Request Live Meeting.

Brochures

Learn more about our new products!

Learn more about our new products!

PDF Document - 402.3 KB

Meet our team

Meet our team

PDF Document - 121.9 KB

Our website

www.conferencedesign.com.au

Meeting Hub

LW

Lucy Woodward

Conference Design

Connect

AG

Amelia Griggs

Coordinator

Conference Design

Connect

NS

Nikia Shaw

Connect

If you have uploaded a video URL as one of your brochures, it will be embedded in your booth for Delegates to view.

Delegates also have the ability to send a Meeting Hub connection to any staff assigned to your booth.

Delegates can view your exhibitor information, FAQs, and brochures.

# Online Exhibitor Stand | Sponsor/Exhibitor View

[BACK TO TIMELINE](#)

AUSTRALASIAN ASSOCIATION  
CONFERENCE 2022

WIN POINTS 00010

ADMIN MODE DND AG

Conference Design

AG Amelia Griggs  
Conference Design

NS Nikia Shaw

LW Lucy Woodward  
Conference Design

**YOU'RE OPEN FOR BUSINESS**

Attendees can now visit your virtual stand and request live meetings. Keep an eye on your Queue (on the right) for any attendees waiting to meet you. Just click Start Meeting and this will automatically start a video call and you will be able to use screen share. You can end a live meeting any time by clicking End Meeting and then you are free to start your next meeting.

**Manage FAQ**

Search

What is the best way to get in contact for a conference quote? ✓

Do you do conferences outside of Australia? ✓

Add FAQ

Add FAQ

New FAQ Question

New FAQ Answer

Cancel Save

**Queue**

No further events today

Queue

In Meetings

Conference Design Team Chat

Manage FAQ

Brochures

**Conference Design Team Chat**

Me 3:13pm

Had a great chat with Sam - they are going to send through an email with a request for us to manage their next conference.

Type a message

**Queue**

Sam Morley  
conferences.com.au

In Queue 5s

Remove Start Video

**In Meetings**

Sam Morley  
conferences.com.au

AG Amelia Griggs  
Conference Design

End Meeting

If a delegate has requested a live meeting or live chat with you, they will appear in your queue.

Booth staff members are able to see which other staff members are currently in meetings and with who.

Manage FAQ is where you have the ability to add/edit your FAQs that appear in your booth. You can add in FAQs anytime before, after or throughout the conference.

The Team Chat is an internal chat for all booth staff members. This is a great tool, if staff members are joining from different offices.



# Online Exhibitor Stand | Exhibitor Unavailable

← BACK TO VIRTUAL EXHIBITION

AUSTRALASIAN ASSOCIATION  
CONFERENCE 2022

WIN POINTS 00310 LIVE SUPPORT DND EXPORT HELP SM

Conference Design

AG Amelia Griggs  
Coordinator  
Conference Design

NS Nikia Shaw

LW Lucy Woodward  
Conference Design

**EXHIBITOR UNAVAILABLE**  
There's no one here right now. Please come back later.

Conference Design Advertisement  
Learn about Conference Design

CONFERENCE DESIGN

No further events today

Exhibitor Information

Frequently Asked Questions

Meeting Hub

Brochures


My Notes


Anytime your booth is unattended, meaning none of your team members are logged in and in your booth. A message will appear saying 'Exhibitor Unavailable' and to come back later.


Exhibition times will be built into the conference program and are outlined on the Sponsors & Exhibitor Manual. You do have the choice to have someone available at anytime during the conference hours.


# Online Exhibitor Stand | Meeting Requests


[← BACK TO VIRTUAL EXHIBITION](#)





WIN POINTS  00110

 LIVE SUPPORT


 DND


 EXPORT


 HELP


 SM

### Conference Design



AG **Amelia Griggs**  
Coordinator  
Conference Design

NS **Nikia Shaw**


LW **Lucy Woodward**  
Conference Design

#### LET'S MEET

Representatives of Conference Design are available right now for live meetings. Just click the Request Live Meeting button above and you will be put in the queue for the next available meeting slot.


Request Live Meeting

Request Live Chat


 200


#### Conference Design Advertisement


Learn about Conference Design





No further events today

 Exhibitor Information

 Frequently Asked Questions

 Meeting Hub

 Brochures

 My Notes

Whenever you are logged into your Exhibitor Booth, delegates are able to Request Live Meetings or Request a Live Chat

# Online Exhibitor Stand | Live Meeting

Conference Design

WIN POINTS 00010

ADMIN MODE

DND

AG

Conference Design

No further events today

Queue

In Meetings 1

Chelsea Burdon Conference Design AG Amelia Griggs Conference Design [End Meeting](#)

Conference Design Team Chat

Manage FAQ

Chat

Meeting Hub

Brochures

Lead Capture

Sponsor/Exhibitor Camera Feed

Delegate Camera Feed

End Meeting

Stop Camera

Mute Mic

Settings

Share Screen

Invite Attendees

Invite Guest

Maximize

Lead Capture

Please rate the exhibition booth\*

☐ ★★★★★

☐ ★★★★★

☐ ★★★★★

☐ ★★★★★

☐ ★★★★★

Would you like to join our mailing list? \*

☐ Yes

☐ No

Queue

Chelsea Burdon Conference Design [Remove](#)

In Queue 10s

[Start Video](#)

Delegates can request a Live Meeting. Live Meetings are a video call function.

Delegates in the queue will display if they have requested a live meeting.

After clicking 'Start Video', 2 boxes will appear with your camera feed and the delegates camera feed.

You can update your camera & microphone, by clicking the settings button.

You also have the ability to share your screen and invite other attendees.

If you have set up lead capture, you will be able to answer the questions during your video call. The lead capture questions are only available whilst the video is live.

# Online Exhibitor Stand | Live Chat

Delegates can request a Live Chat. Live Chat is an instant chat messaging function.

Delegates in the queue will display if they have requested a live chat.

After clicking 'Start Chat' a message box will appear. You will be able to message the delegate for as long as you like.

If you have set up lead capture, you will be able to answer the questions during your chat. The lead capture questions are only available whilst the chat is live.

Conference Design

Live Chat

Sam Morley  
conferences.com.au

Type a message

Lead Capture

Queue

In Meetings

Conference Design Team Chat

Manage FAQ

Meeting Hub

Brochures

Live Chat

Sam Morley  
conferences.com.au

Sam Morley 10:43am

How many conferences are you expecting to organise this year?

Me 10:44am

Hi Sam - thanks for the live chat. We are expecting to host 36 conferences this year, in a variety of formats from face to face, hybrid and online conferences.

Type a message

Lead Capture

Please rate the exhibition booth\*

☐ ★★★★★

☐ ★★★★★

☐ ★★★★★

☐ ★★★★★

☐ ★★★★★

Would you like to join our mailing list? \*

☐ Yes

☐ No

Queue

Sam Morley  
conferences.com.au

In Queue 7s

Remove

Start Chat



# Online Exhibitor Stand | Meeting Hub

The screenshot displays the 'ATTENDEE PORTAL' for the 'AUSTRALASIAN ASSOCIATION CONFERENCE 2022', held from 25-28 September 2022 at the Harbour Hotel in Hobart, Tasmania. The interface includes a top navigation bar with 'WIN POINTS' (00010), 'ADMIN MODE', 'DND', and a user profile 'AG'. The main content area is divided into two columns. The left column shows a timeline of events: '01. Opening Plenary' (11:00am - 3:00pm) and 'Concurrent Session 1' (12:15pm - 1:30pm), followed by 'Concurrent Session 2' (1:30pm - 3:00pm). The right column features a 'Virtual Exhibition' section with a 'My Virtual Stand' button and a 'Meeting Hub' button, which is highlighted by an orange arrow. Below these is a 'Resource Gallery' section with a 'Poster Gallery' link. The bottom of the page includes a 'MORE INFORMATION' section with a link to 'Click on an event to learn more about it'.

During registration, delegates have the option to opt in to be included in the Meeting Hub.

The Meeting Hub allows you to make connections with other sponsors, delegates and presenters.

You can schedule meetings, live chat and live call each other anytime when the OnAIR platform is open.



# Online Exhibitor Stand | Meeting Hub Connections

The screenshot displays the 'AUSTRALASIAN ASSOCIATION CONFERENCE 2022' Meeting Hub interface. At the top, there's a navigation bar with a 'BACK TO TIMELINE' link, the conference logo, and a 'WIN POINTS' section showing '00010'. To the right of the points are icons for 'ADMIN MODE', 'DND', and a user profile 'AG'. Below the navigation bar, the main area is divided into sections. On the left, the 'ATTENDEES' section has a filter input 'Filter on name or organization' and an 'ONLINE NOW' toggle. It lists three attendees: 'David C' (DC), 'Kylie Crawford' (Conference Manager, Conference Design), and 'Ben G' (BG). Below them is 'Lucy Woodward' (LW, Conference Design). In the center, the 'CONNECTIONS' section has tabs for 'PENDING' and 'INVITATIONS'. An 'Advanced' filter icon is visible. An 'Advanced Search' modal is open, showing fields for 'First Name', 'Last Name', 'Position', 'Organization', 'State' (dropdown), 'Country' (dropdown), and 'Order By' (dropdown). It has 'Clear' and 'Search' buttons. On the right, a 'No further events today' message is shown. Below it, a profile card for 'Lucy Woodward' (LW, Conference Design) is displayed with a 'Connect' button. Below the profile card are icons for 'Call', 'Chat', 'Message', 'Meeting', 'Notes', and 'Details'. A video call window is open, showing 'Lucy Woodward' and 'Amelia Griggs'. The video call is currently 'Inactive'. A 'Video Call' toggle is turned on. A 'Call Lucy' button is at the bottom left of the video call window.

You can search delegate names, or use the Advanced Filter option to filter by organisation, state, country etc.

You can send a connection request to anyone in the Meeting Hub. They will receive a notification with the option to accept.

# Online Exhibitor Stand | Meeting Hub Calls, Live Chats & Meetings

← BACK TO TIMELINE

AUSTRALASIAN ASSOCIATION  
CONFERENCE 2022

WIN POINTS

00010

ADMIN MODE

DND

AG

ATTENDEES

Filter on name or organization

ONLINE NOW

Advanced

DC

David C

Kylie Crawford  
Conference Manager  
Conference Design

BG

Ben G

CONNECTIONS

1

PENDING

4m 44s

1

INVITATIONS

0m 21s

LW

Lucy Woodward  
Conference Design

CB

Chelsea B

The next session Starts in

2m

CB

Chelsea B

Remove Connection

Call

Chat

Message

Meeting

Notes

Details

Video Call Inactive

Chelsea B

Amelia Griggs

Video Call

Call Chelsea

Pending Connections are when you have sent someone a connection request

Invitations is when someone has sent you a connection request.

Once you have accepted a request, or someone has requested yours, they will appear in the connections section.

You can call them, live chat, send messages and schedule a meeting through your connection.