



**EventsAIR**  
More Successful Events

## **Presenting Sessions in the OnAIR Portal**

### **Introduction**

If you are new to virtual presentations in the OnAIR Portal, there are a lot of things to remember and prepare for!

Some of these are specific to OnAIR, such as knowing how to use the Presenter View and understanding the different tools and options you have to work with while presenting your topic.

Other skills are more general; these are skills you will develop in understanding how to present a virtual session, managing your hardware, understanding lighting and much more.

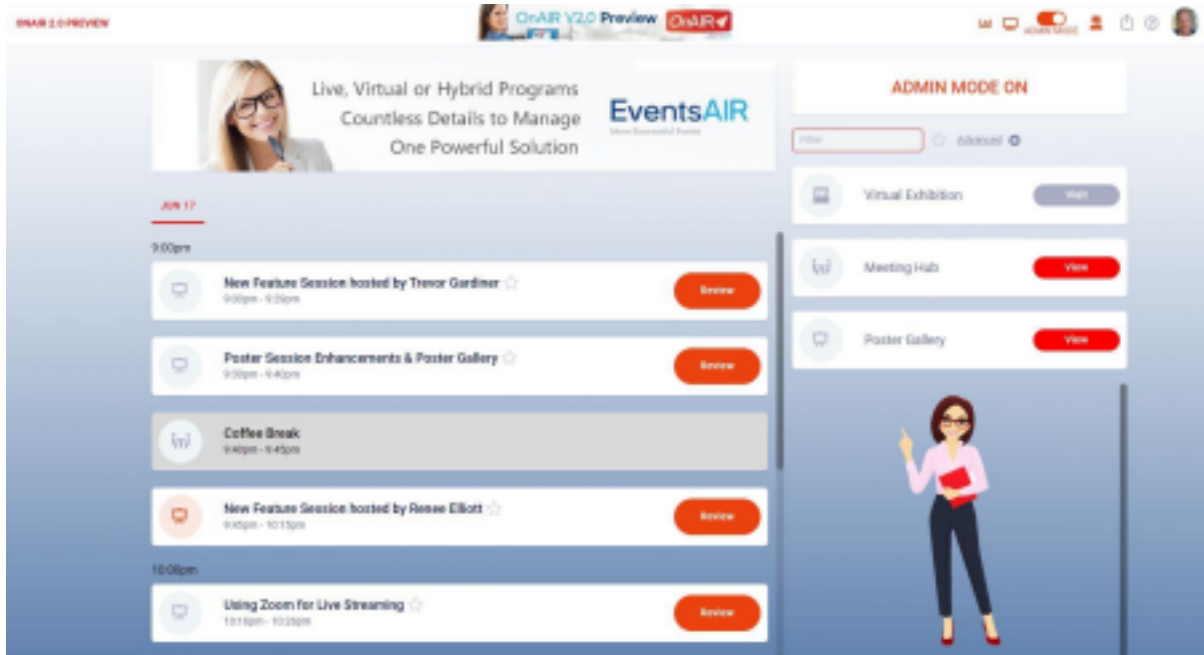
This white paper will cover:

- An Introduction to the OnAIR Portal
- An Introduction to the Presenter View in the OnAIR Portal
- Our Top Ten Tips and Tricks for Great Virtual Presentations

Rev: 2 March 8<sup>th</sup>, 2021



**Introducing the OnAIR Portal**



When any user (including you as a presenter) logs into the OnAIR Portal, they will be presented with the timeline view, that includes their personalized timeline of sessions, functions and one-to-one meetings with exhibitors.

If active, they will also see links to a virtual exhibition and virtual poster sessions.

On the right side of the portal, they will see different options for any session, function or one-to-one meeting, based on the timeline item that is currently selected.

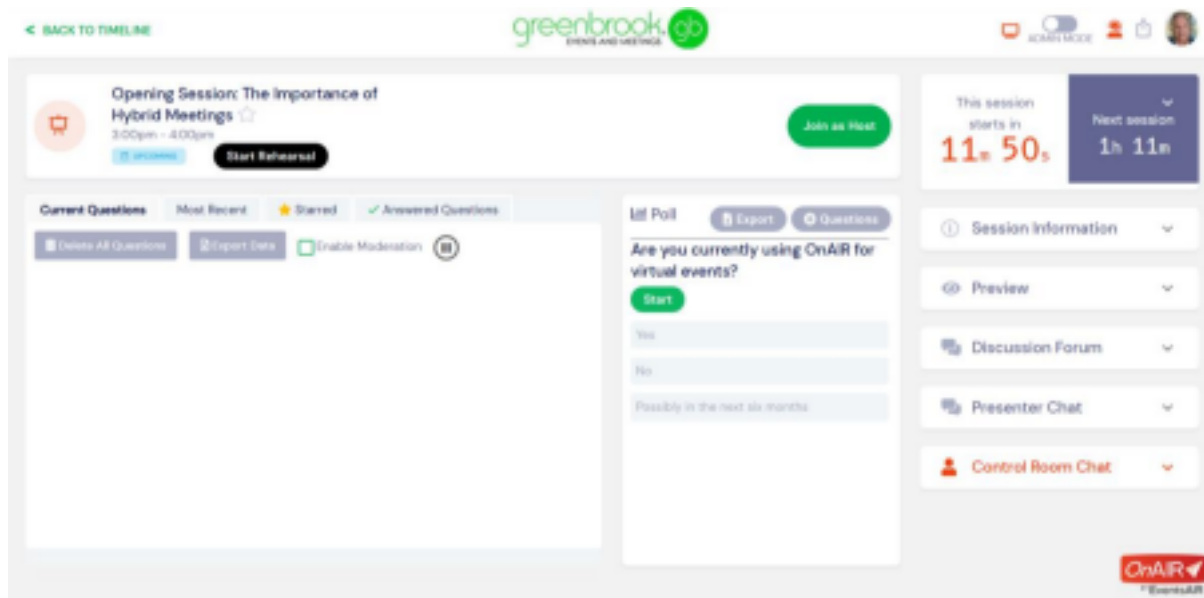
If enabled, you can also see Meeting Hub, which is an attendee to attendee networking hub where attendees can search for other attendees, have video chats and exchange contact details.

As a presenter, you are able to enter your session at any time where you can preview your session, run a practice session for timing and pre-populate Live Poll questions, if that function is enabled for your session.

Rev: 2 March 8<sup>th</sup>, 2021



**Your Presenter View**



When you are a presenter or panelist, you can preview your session at any time. There are many options available and it will be up to your event organizer to determine which of several optional functions are available for your event.

In the Presenter View, you have these options:

## Session Details



Shown at the top of your Presenter view, you can see the title, time, status, start rehearsal button and Join as Host or Panelist button.

## Start Rehearsal

Selecting Start Rehearsal will display a timer that you can use to practice your presentation against the scheduled time of your session.

Rev: 2 March 8<sup>th</sup>, 2021



**Join as Host or Panelist**

Selecting Join as Host/Panelist will start your session in the pre-set webinar platform, such as Zoom. The webinar program will run independent of your OnAIR panel, and you should keep both programs running side by side, typically on two screens.

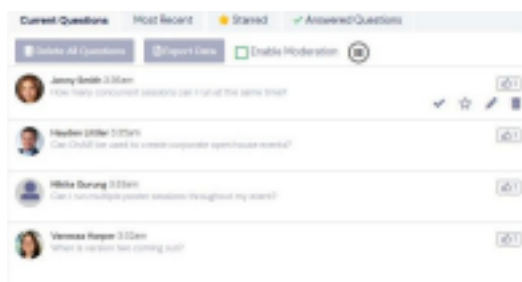
This way, you can manage your screen shares and other webinar specific activity on one screen and keep an eye on Live Q&A, Live Polling, discussions and chats going on in OnAIR.

## Session Timer



Shown in the top right corner of your Presenter View, the timer shows your session countdown on the left, and upcoming session timings on the right.

## Live Q&A (Optional)



Live Q&A is a powerful question management system where you can view incoming questions from your attendees.

- Clicking on the star moves the question to the top
- Clicking on the checkmark (tick) will move the question to the answered tab
- Clicking on the pencil lets you enter an answer to a question and automatically move it to the answered tab
- Clicking on the trash icon will remove the question from the system

You should check with your meeting organizer as it is common to assign a moderator to review, pre-answer and sort questions so you can focus on your responses to your attendees.

Rev: 2 March 8<sup>th</sup>, 2021



## Live Poll (Optional)

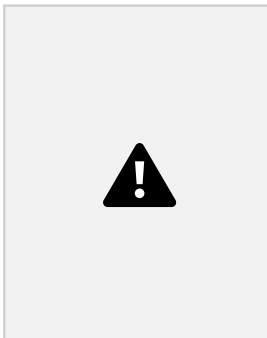


Live poll is a powerful tool that lets you create poll questions and then display them to your attendees during your presentation.

- Start will show the poll to your attendees
- Share results will display real time results appearing in the poll window •
- End will close the live poll
- Reset will remove all responses and reset it to its unanswered stated

You can create poll questions any time you wish in advance of your session, or even create one on the fly if needed. All poll responses can be exported once your session has ended.

### Session Information Panel



The Session Information Panel displays the presenter and session information. This is the same information viewable on the timeline when you select a session to preview.

Rev: 2 March 8<sup>th</sup>, 2021

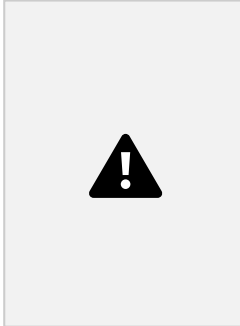


### Preview Panel

The preview panel gives you two preview options that you or a member of the Control Room team can use to preview your session:

- **Show Attendee View** displays a thumbnail screen of what the attendee would be viewing while in your session. Please note that if you are a host or panelist, it is not recommended to use this option as the two audio tracks can be confusing.
- **Show Preview** is a way for you to take a quick preview of what your current broadcasted screen would look like to an attendee

### Discussion Forum (Optional)



The discussion forum is a chat function for both you and your attendees to use before or during your presentation.

### Presenter Chat

If you have more than one presenter in your session, you can use Presenter Chat to have casual chat conversations before or during your session.

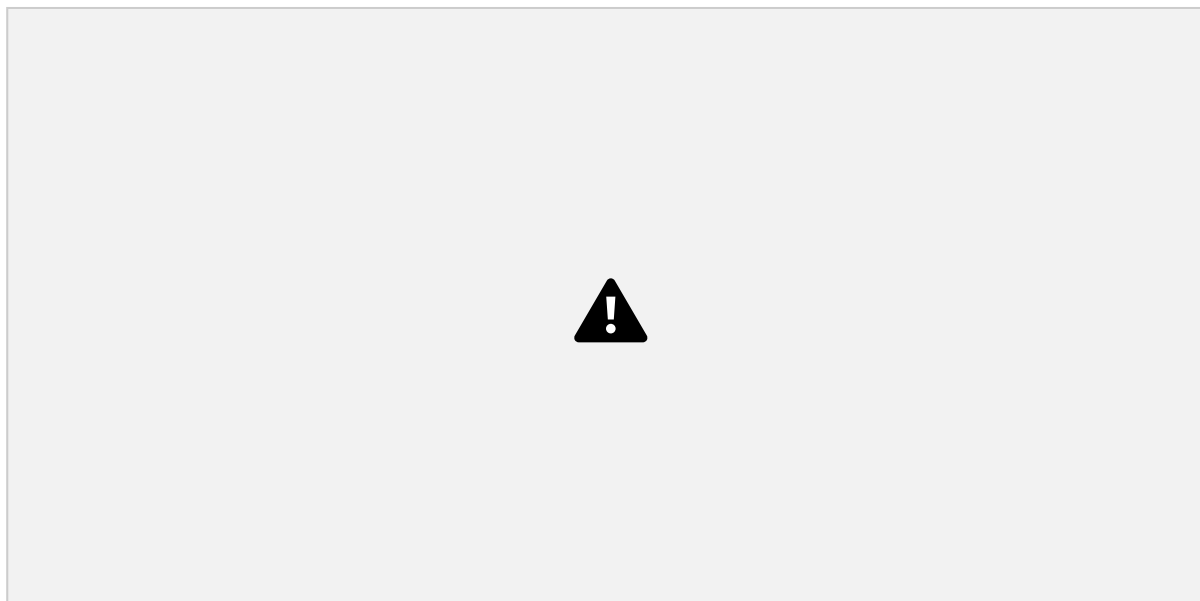
### Control Room Chat

If the event organizer has staff managing and monitoring the event, they will be in the virtual Control Room. This chat lets you have a chat conversation with the staff keeping an eye on your session.

Rev: 2 March 8<sup>th</sup>, 2021



## When Your Session is Live



When your session is live, you will see different things happening in your presenter view. While activity may be occurring on the far right, such as Discussion Forum or chats, you will want to keep your eye on the main area of your presenter view which are showing:

- Your Session Live Indicator and the time, showing the remaining time for your session
- Live questions appearing in the Live Q&A Panel. When you are answering questions, you may need to check the questions you have already answered if you don't have a Q&A moderator assisting you
- Results from your Live Poll. You will want to end and share results at some point in your presentation.

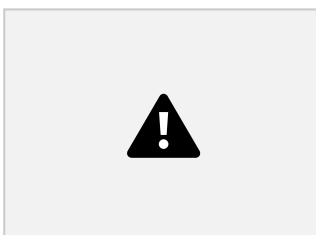
Rev: 2 March 8<sup>th</sup>, 2021





## Our Top Ten Suggestions for a Great Presentation

### #1 – Be Prepared!



When you are a presenter, being prepared is your number one task. You know your materials, and that is great.

But, are you comfortable with OnAIR? Have you spent some time testing the Presenter View and attending any training sessions organized by the Event Team?

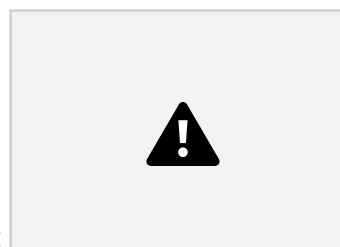
This also includes practice with your webinar environment, such sharing screens, showing videos and being comfortable with turning on your audio and video?

Take the time to become familiar with the controls in your platform to make all that happen!

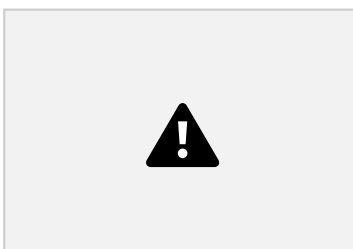
### #2 – Be Ready!

Be ready to present! This includes practicing ahead of time, so you are comfortable with your presentation tools.

This also means being early to your office or studio and having your presentations and videos queued up and ready to present. You should always connect with the virtual event producer/manager ahead of time to perform sound and video checks



### #3 – Be Focused!



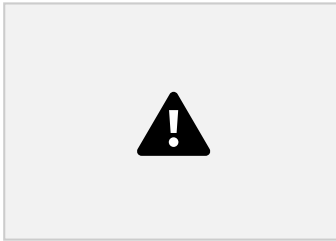
Get focused on your presentation! This includes removing distractions and turning off your phone, email, Skype, Slack, Tik Tok, whatever is running on your computer!

It's also important to keep the door closed to your office, put the cat (and kids) in the other room, and remove any other distractions during your presentation. If you hear the doorbell,

DON'T get up to answer it!



#### **#4 – Be Relaxed!**

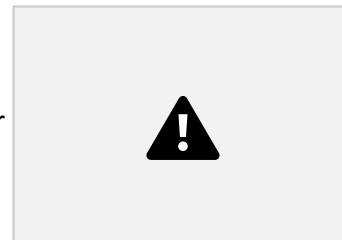


Remember, this is supposed to be fun...remember why you like speaking in front of people! You have a message to share and you are passionate about your message!

Just because you are remote from your audience, don't assume you can't connect with them. Show your passion and excitement for the subject, and you will be amazed how this comes across to your audience.

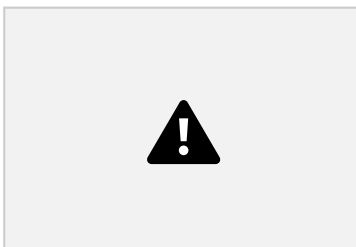
#### **#5 – Be Succinct!**

For Virtual Presentations, less can almost always be the best route. Use bullet points and keep sentences short and specific. Your presentation slides are there to help drive your message, not BE the message.



Finally, it is a good idea to end a little early, never push your presentation to the last second! Remember, even if you end a few minutes early, your attendees can take a few minutes for a short break, check out Meeting Hub or the virtual exhibition.

#### **#6 – Be a Presentation Pro!**



Think like a professional broadcaster! Always be conscious of speaking to the camera and smile. At the start or end of your session, always remember to look into the camera if you can. Eye contact is important!

How you and your office looks is also important. Dress appropriately, keep your background simple and uncluttered, keep windows closed behind you and try to have natural lighting on your face. You can also invest in a low-cost desktop video light if you don't have a source of natural light in your office.

Finally, you can always run your web cam software to test your camera and lighting in advance. Keep your webcam at eye level, and make sure you and your office look professional and inviting.

Rev: 2 March 8<sup>th</sup>, 2021



### **#7 – Be a Television Professional**

Act like you are a professional newscaster on television. Speak conversationally and directly to the camera.

Eye contact is important, and you want to speak to your audience, not just recite your presentation to a computer!

It can add great interest to your presentation to interview someone, show a short video clip, or add other interesting visual elements to your presentation.

Try not to overdo PowerPoints. They are needed, of course, but try to keep your slides short and to the point and use them more as talking points rather than reciting your content directly from the slide.



### **#8 – Be Animated!**



It's OK to move around a little bit! Try to avoid appearing stiff and mechanical. Of course, this takes practice, so you should set up a webinar session with a friend or colleague in advance so you can practice!

A good tip is to consider presenting while standing, using hand motions and speaking with energy and passion. Your attendees will be more engaged and interested in what you have to say, no matter how far away they are.

### **#9 – Be Engaged!**

One of the most important things to master is finding a way to connect with your audience. Using the Live Q&A and Live Poll functions if possible.

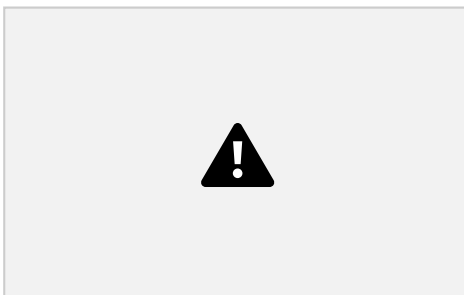
Answer questions live if you have time, and always use their name – that is another way to engage and connect with your attendees. People really respond positively when they know you are listening to them!



Rev: 2 March 8<sup>th</sup>, 2021



## #10 – Be Connected!



Whether live or virtual, presenting is a relationship between you and your audience. It's easy to disconnect when you are alone speaking to a web cam.

Don't let the camera and computer be a barrier to your audience - your audience cares about what you have to say – speak to them like they are in the same

room.

## A Few More Thoughts on Being a Great Virtual Presenter

Presenting a virtual session, while dramatically different from presenting in front of a live audience, is skill you can master with some practice and focus.

The suggestions in this White Paper are just a beginning for you to learn, and there are many other great resources that you can check out to learn more about being a great presenter for your upcoming virtual event.

Here are a few tips from the world's leading experts in virtual presentation skill:

### ***William Thomson***

#### ***Communications professional and virtual event organizer***

My one tip would be to find out if the content is available to watch after you have spoken. If attendees can re-watch your session it can and should impact the amount of content you decide to cover.

### ***Laurie Schloff***

#### ***Master Speech and Public Speaking Coach***

Mix up the format. The value of a meeting is the collective brainpower and problem-solving ability of participants. If your meetings are devoted to just updates or providing information,

they are bound to get dull.

Get creative by using a variety of formats within a session. Have participants bring up an issue and have the group chime in. Create opportunities for discussion or brainstorming.

Rev: 2 March 8<sup>th</sup>, 2021



### ***Rob Geraghty***

#### ***Founder and Presentation Coach at The Wow Factor***

When presenting yourself online, turn the camera on! It's important in order to capture the full attention of your audience; having the camera switched off and just listening to someone's voice is disengaging.

To maximize the audience's attention, ensure that the camera is capturing your face properly. Lean in so that it is mainly your face that the camera is focused on and not the stuff in the background. In fact, try to declutter the background to make sure you're the core focus.

Meanwhile, ensure that the lighting in the room is enough to make your face clear. Having a source of light coming from behind the camera, such as a spotlight, is great. And cut out any background noise to give greater audio focus to the presenter.

### ***Graham Davies***

#### ***THE Presentation Coach***

Watching a "Talking Head and Shoulders" on your laptop screen is a much less enjoyable experience than watching as part of an audience who are in the same room as the speaker.

In fact, it can quickly become rather grating. So, I recommend that Virtual Speakers ruthlessly edit their material, so that they reduce the length of their presentation by at least a third.

Don't include everything you COULD say. Just keep the stuff that you MUST say.

### ***Clare Forestier***

#### ***Media Trainer, Public Speaking Coach, Emcee and Event Host***

Imagine you're talking to one person. Visualize that person. That way you will feel less nervous and it will really help keep the engagement of the audience.

The individual sitting at home or in their office will be less likely to be distracted if they feel you are talking directly to them and not a gazillion others.

For example, use the word 'you' rather than saying 'you all' to emphasize that. If you're being interviewed on camera don't talk about the audience, think of them as one individual person.

Rev: 2 March 8<sup>th</sup>, 2021



***Stewart Bewley***

***Director of Amplify, a story-telling training company***

I would say that ENERGY is the key.

If everyone on a virtual presentation saw themselves as an MC who has to bring the energy, like Dermot O'Leary in X Factor, or Ant and Dec - they are the orchestrator, in the moment that they speak of energy and attention.

Everything is about waking up the audience - if you deliver like an energized and energizing MC (not over the top and crazy but with the intention to bring joy and delight to others before you pass on to the next presentation) then you will literally light up that remote meeting.

Rev: 2 March 8<sup>th</sup>, 2021