

EventsAir User Guide: Chair



This is a guide on how to use the EventsAir platform to chair one of our events. If you have any questions, please do not hesitate to contact the producer of your event.

Your login details for EventsAir will be sent two business days before the event – please feel free to log in the day prior to the event to get a feel for the platform.

Please note that EventsAir is an in-browser platform, you will not need to download additional software. We strongly recommend that you use either the Google Chrome or Microsoft Edge browsers to access EventsAir.

The day before the event, you will receive a Zoom link for each session of the day. Please save these links and have them ready on the day so you can easily join each session. We use Zoom in conjunction with EventsAir – speakers present via Zoom which is broadcast to the EventsAir platform. Zoom is our default presenting platform, however there may be some instances where we need to use MS Teams to accommodate speakers’ IT restrictions.

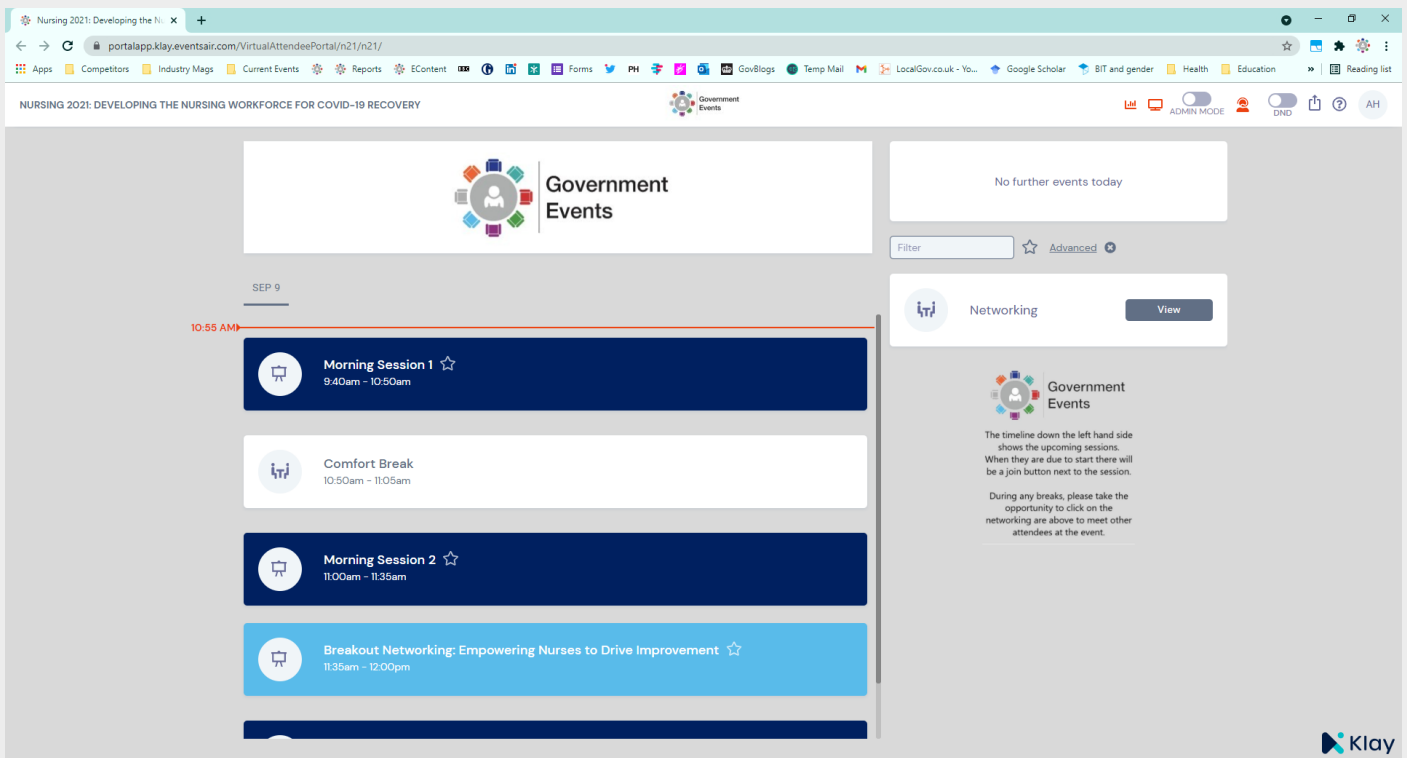
Please ensure that you have the software indicated by your producer downloaded and logged in prior to the event. E.g. if the event is taking place on Zoom and Teams, please ensure both are downloaded, and that you are logged in.

Getting Started with EventsAir

Please log into EventsAir with plenty of time to spare before the opening session to familiarise yourself with the platform. **Join the Zoom call 30 minutes prior to the start of the event** and the producer will talk you through using EventsAir and get you set up.

If you are using a presentation for your opening address, please have it open on PowerPoint so that you are ready to share once the first session of the day starts.

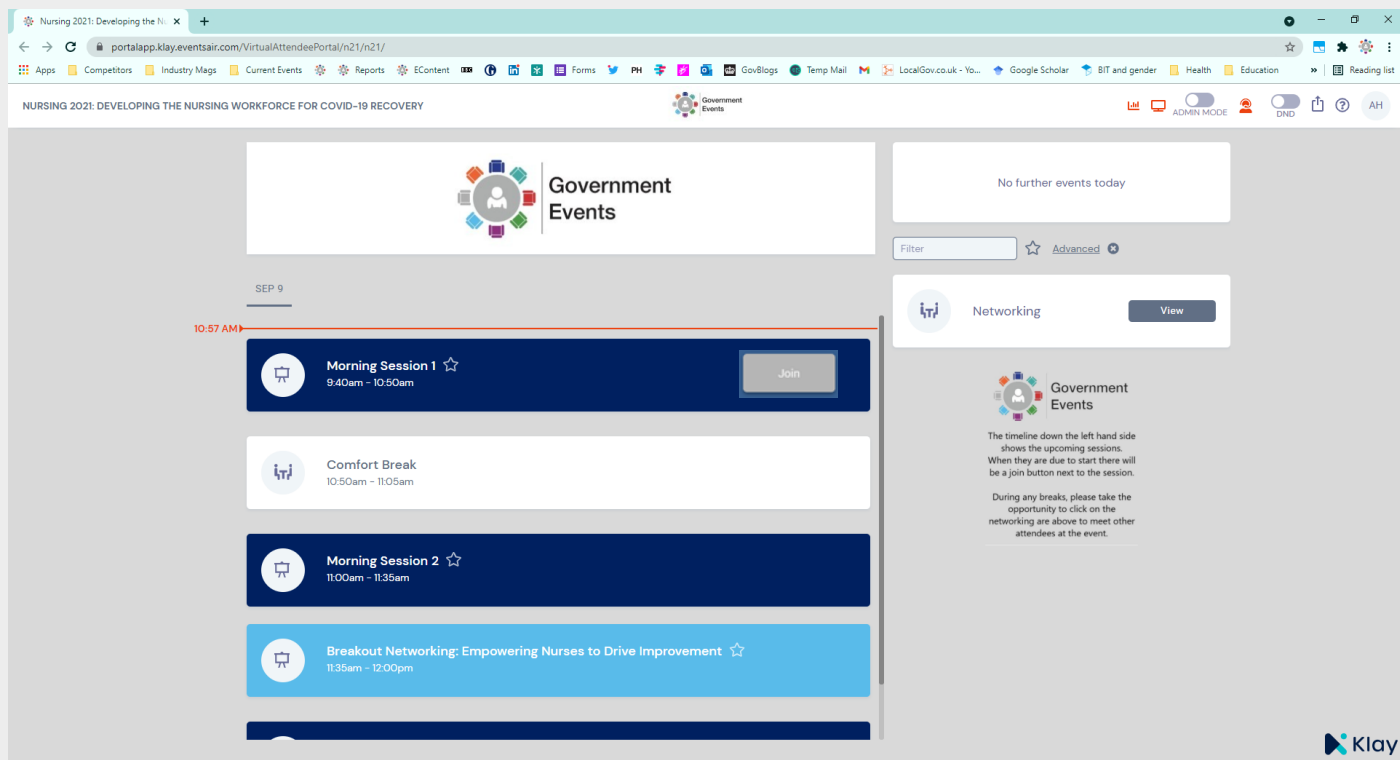
Below is an example of how the programme will look on the day including a timeline with the scheduled presentations:



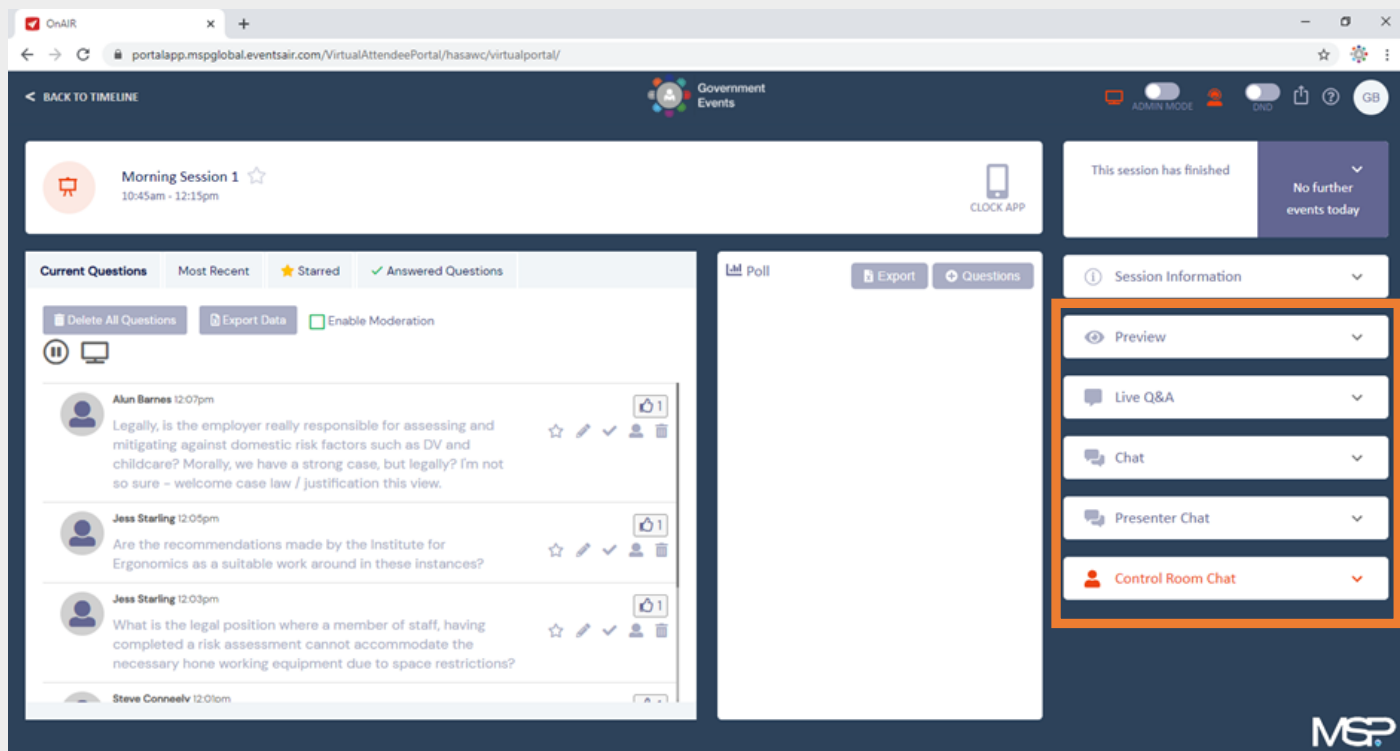
Please note if you click the back button on your browser you will be taken away from the platform and you will need to log back in. To navigate EventsAir, please use the 'back to timeline' button in the top left corner.

Viewing the Sessions in EventsAir

As Chair, you will be able to enter each session at any time throughout the day. Click on the 'Join' or 'Preview' button next to a session to enter it:



Once you are in the session, you will be able to see the Q&A, Chat and other functions. We recommend using Zoom to communicate with your producer and other speakers, rather than the Presenter Chat and Control Room Chat.



If you would like to use the poll function during the day, please send any questions and answers to the producer as soon as you can, so they can be set up in advance. The producer can make the questions visible to the audience whenever you would like.

Joining the Sessions in Zoom (or Teams)

Please also join each session using the Zoom link. These will have been provided to you the day before the event in an email from the producer - please save this email for easy access. If you cannot find the email, please let your producer know.

Once you have joined the meeting, you will be met by the producer and the AV tech. Please ensure you **join the first session 30 minutes prior to the official start time** so we can get you set up, introduce you to the other speakers, and answer any questions you may have.

If you have a presentation, we ask that you share your presentation slides while you are presenting. This will ensure you are able to control when your presentation moves on to the next slide. If you have trouble sharing your screen, please let the producer know.

If your event is on Zoom you can find a useful guide (including video tutorial) on [how to share your screen here](#).

If your event is on Teams you can find a useful guide (including video tutorial) on [how to share your screen here](#).

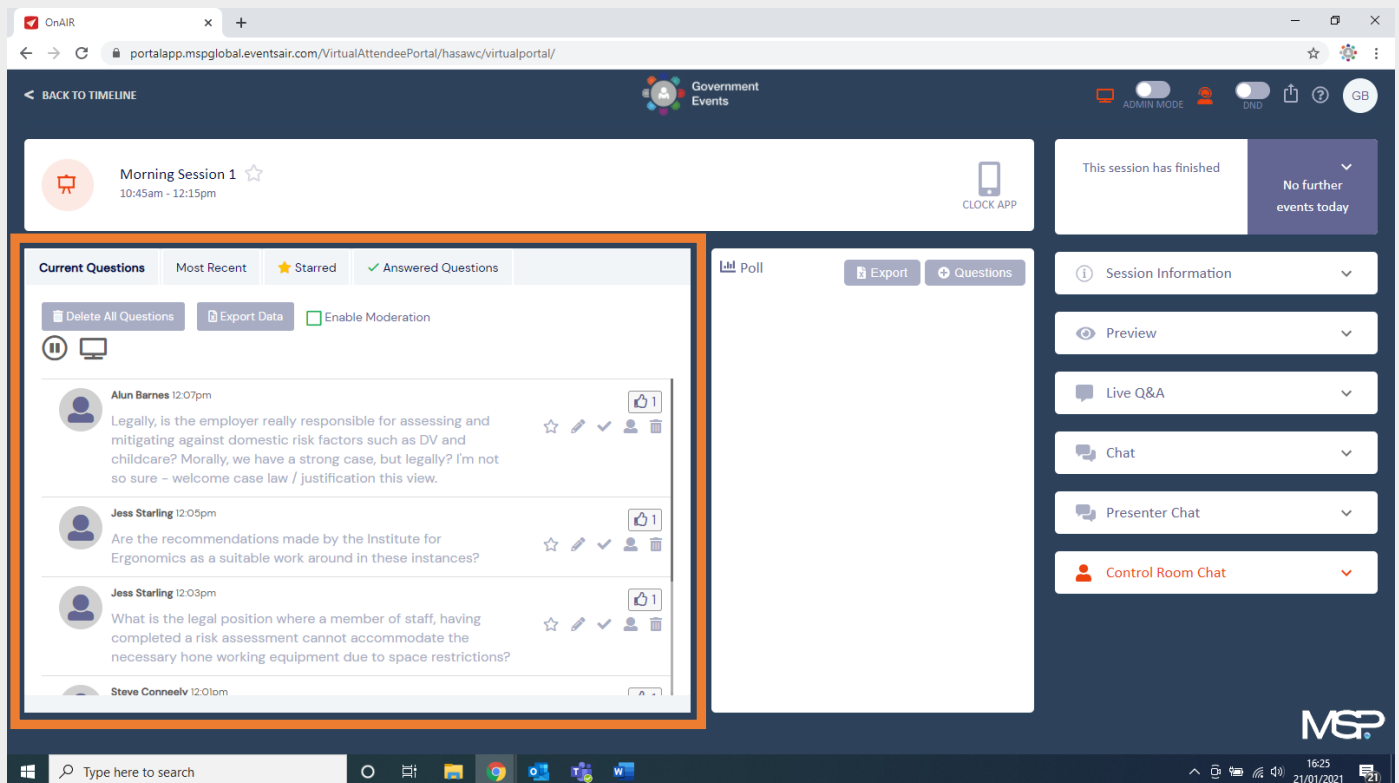
The producer and AV tech will be on hand throughout the day to ensure that you are able to share your screen and provide any other additional support you might need.

When each speaker is presenting, please ensure you are muted and your video is turned off so you can relax and watch the presentations.

Q&A

For the Q&A, please ensure your video is switched on and that you are not on mute when you are speaking.

You can view the live Q&A in each session page in EventsAir – e.g. questions for Morning Session 1 can be . If you have two screens, you can position Zoom on one screen and the Q&A page on the other. If you are using one screen, simply minimise Zoom and you will be able to read the questions while remaining visible to the audience.



The screenshot displays the EventsAir interface for a Q&A session. The main area shows a list of questions under the 'Current Questions' tab. The questions are:

- Alun Barnes 12:07pm: Legally, is the employer really responsible for assessing and mitigating against domestic risk factors such as DV and childcare? Morally, we have a strong case, but legally? I'm not so sure – welcome case law / justification this view.
- Jess Starling 12:05pm: Are the recommendations made by the Institute for Ergonomics as a suitable work around in these instances?
- Jess Starling 12:03pm: What is the legal position where a member of staff, having completed a risk assessment cannot accommodate the necessary home working equipment due to space restrictions?
- Steve Conneely 12:01pm: [Question partially visible]

The interface includes a sidebar on the right with options like 'Session Information', 'Preview', 'Live Q&A', 'Chat', 'Presenter Chat', and 'Control Room Chat'. The top navigation bar shows 'Government Events' and 'Morning Session 1' (10:45am - 12:15pm). The bottom of the screenshot shows a Windows taskbar with the date 21/01/2021 and time 16:25.

If there a lot of questions from the audience, please prioritise the questions with the most likes.

Please note that during the Q&A you will be visible (and audible) to the audience and other speakers. We recommend that if you are not answering a question you keep your microphone muted to avoid background noise.

Joining the Next Session

Once each session is finished it will be ended by the AV tech. To access the next session in EventsAir please click on the 'back to timeline' button and click 'join' or 'preview' on the next session. Please also join the next Zoom call via the link provided by the producer.

We would ask that you join each session in the day at least 5 minutes before they go live to meet the other speakers. If you have any trouble joining a session, please do not hesitate to call the producer.