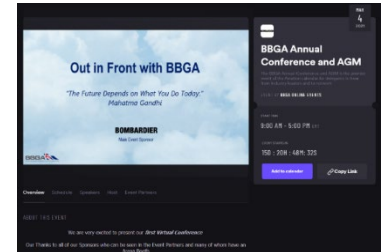


STEP 1: REGISTRATION

If you have registered for a BBGA Event or Webinar, you can expect an email from Airmeet in the week leading up to the event.

- The Subject of the email will be: Registration Confirmation for (and the name of the event)
- It will come from **Airmeet** so please do whitelist Airmeet.com or look in your junk folder if you haven't received this by the week of the event.
- This will contain your **unique** link and joining instructions.
- If you click the link before the Event is live, you will be taken to the Event information page where you can:
 - Add the event to your calendar.
 - Check the Schedule for the Day.
 - See who our Speakers are.

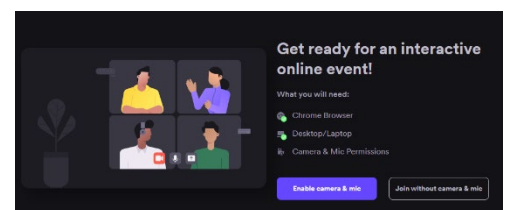


The above is an example Event info page and not necessarily the event you are attending

Please note that your link is unique to you and the copy link option here will not work for anyone who has not been pre-registered by us.

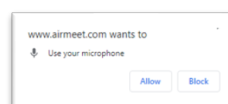
STEP 2: ENTER AIRMEET - ON THE DAY OF THE EVENT

- Open your Link in **Chrome** browser on your desktop or laptop for best experience.
- **Enable your camera** and mic so that you can have the full interactive experience.



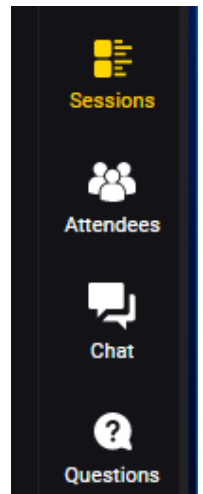
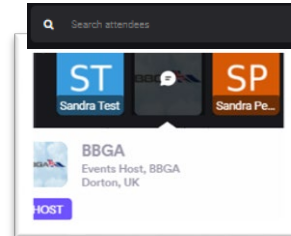
(note: if you join via a mobile device you will have a lite experience which does not allow for interaction other than chat messaging)

- Choose **Allow** if requested to allow Airmeet.com to use your camera and mic
- Choose **Enter Venue** (or test speaker and mic if you'd like to first)



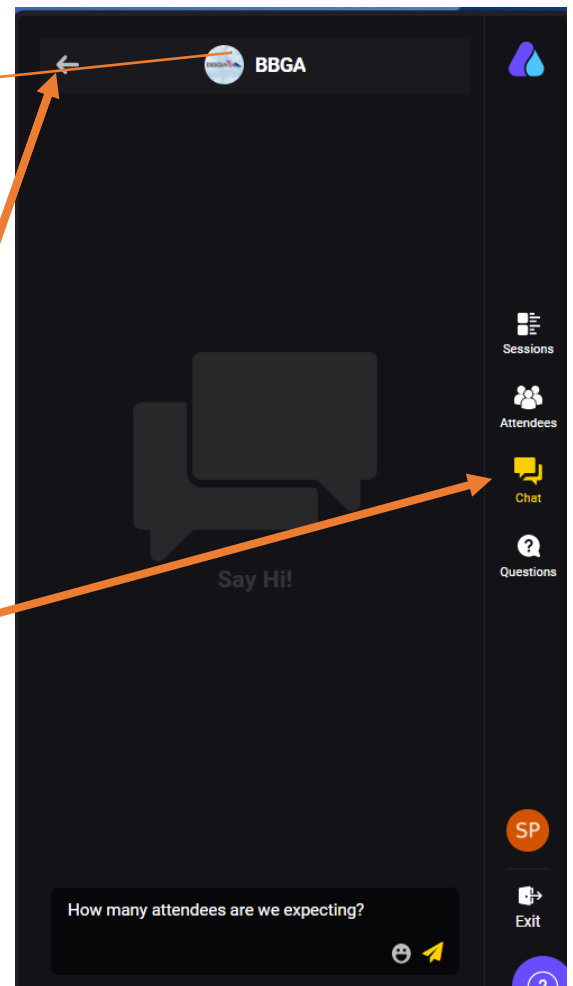
ON THE RIGHT OF YOUR SCREEN THERE ARE 4 MAIN ICONS

- **Sessions** All sessions for the day are shown here.
- You can Add these to your Schedule from the Calendar icon.
- The My Schedule shows your added Sessions.
- **Attendees** The Attendees Icon Allows you to search for and direct message Attendees. To **Direct Message** – find or search for the Attendee and hover over them in the list. You'll be able to click on them to direct message them.
- **Chat** This is where you can live chat to **everyone** attending the conference.
- **Questions** You will be able to pose questions in each session when it's live.



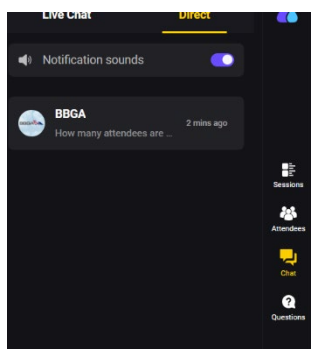
YELLOW HIGHLIGHTED ITEMS

- I can see from the picture on the right that the person is currently in the Chat Space. I can also see from the top of the screen that they are direct messaging BBGA.
- The message being typed at the bottom will go to BBGA when they click the Airplane (yellow at the bottom).



GO BACK A STEP

- At any point I can go back a step from the Arrow at the left of the top panel.
- This will take me back one step at a time until there's no other back step to take in the icon I've chosen from the right.

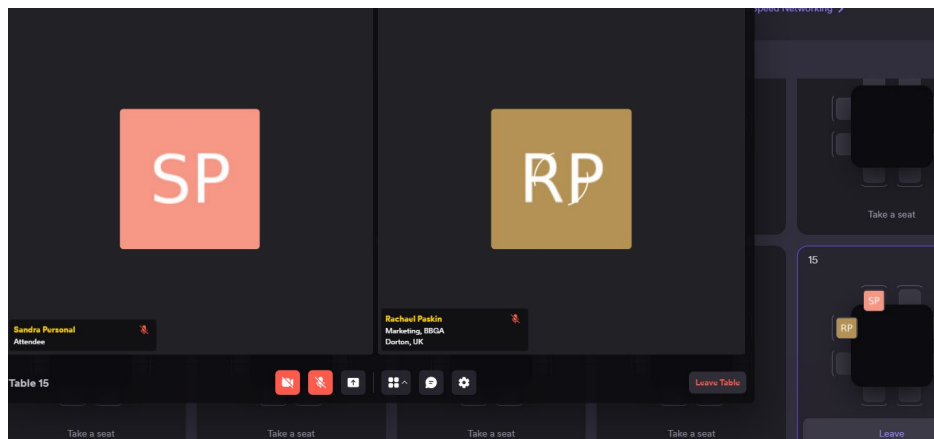
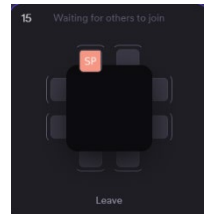


At any point I can click any of the icons on the right to look around and if there's an arrow pointing left at the top of that icon's panel, I can click it to go back a step.

STEP 3: INTERACTIONS IN THE SOCIAL LOUNGE

The **Social Lounge** is active when no live session is happening. You can experience the following in the Social Lounge:

- **Join tables:** Once you decide which table you'd like to be seated at, click on a seat at a table or click Join on a table. If you want to leave the conversation, say bye to the table participants, and click on the "Leave the table" button in the bottom right.



- **Table chat:** You can interact with the other members seated at the table.
- You can also have a private table chat. Anyone that joins the table will be able to view this chat in the bottom control bar. This is a good place to share links etc with everyone on your table.

STEP 4: INTERACTIONS DURING SESSIONS

- A countdown will be displayed when there are 10 seconds left for the session to commence. You will be sent a notification that a session is about to commence.

You can initiate the following actions while the session is on:

- **Raise Hand:** If you want to interact with the speaker and the host, you can choose to do so by selecting the "Raise hand" button in the stage's bottom control bar. If the host accepts your request, you'll share the stage with the speaker and be visible to all participants.

- **Invite to the stage:** The host can invite an attendee to the stage as a speaker. In this case, you will receive a request to become a speaker, and you have complete freedom to “Accept” or “Reject” such requests.
- **Ask a question:** You can use the questions section on the RHS to ask questions. We recommend you use this section to ask a question instead of using the general chat. You can also “Upvote” a question already asked to help hosts pick up questions based on the popularity.
- **React 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.
- **Report a message:** If you come across a message with objectionable content, you can report it to the host.
- **Help:** The “Help” button (Question mark icon) on the bottom right takes you to Airmeet Whatsapp support and FAQs to assist you in any issues during the Airmeet. Before getting in touch, try to get assistance from the hosts and event support agents on the public event chat.