

PRESENTER GUIDE

TO USING THE APAA 2021 VIRTUAL PLATFORM

Presenter Checklist:

- ❑ You will need a PC/laptop, webcam, microphone, and stable internet with 5-10Mbps bandwidth.
- ❑ Before you log into the platform, sign out of all applications (sign out of Zoom, Microsoft Teams, Skype etc.).
- ❑ We recommend accessing the platform via Google Chrome.



HOW TO SIGN IN



1. Once registered, you will receive an email with your unique username and pin.

2. Enter the meeting platform via

<https://portalapp.arinex.eventsair.com/VirtualAttendeePortal/apaa2021/apaa-2021/login>



Sign In

Email

rraeside@arinex.com.au

PIN

.....

Enable Enhanced Accessibility
(keyboard navigation, focus highlight,
screen reader compatibility and high
contrast colors)

Sign In

[Forgotten your PIN?](#)

Click the 'Forgotten your PIN' in case
you wish to set a new PIN

UPDATE YOUR PROFILE & SETTINGS



1. Select to enable 'Enhanced Accessibility'.

Enhanced Accessibility

- Enable Enhanced Accessibility
(keyboard navigation, focus highlight,
screen reader compatibility and high
contrast colors)

Continue


2. Set your microphone & camera.

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.

Headset Microphone (Jabra EVOLVE LINK... ▾

Set

 Camera Access

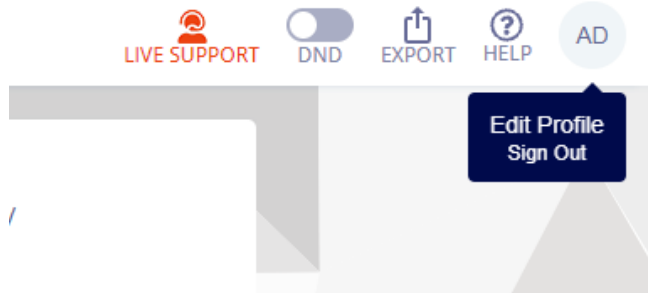
 Camera Selection

 Live Video Call Check

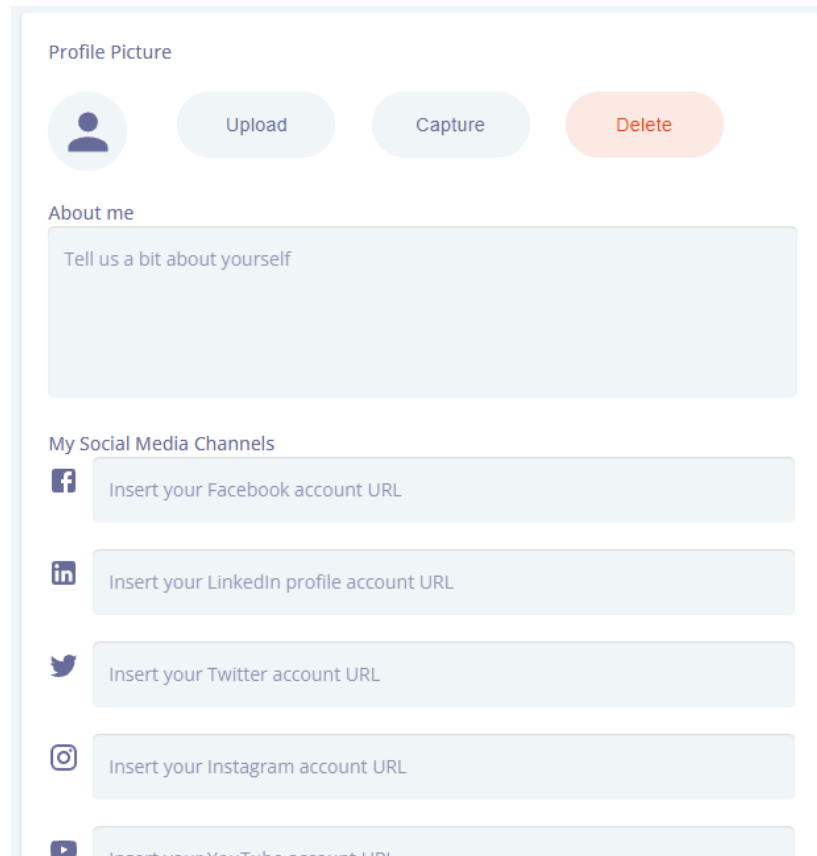


SETTINGS AFTER SIGN IN

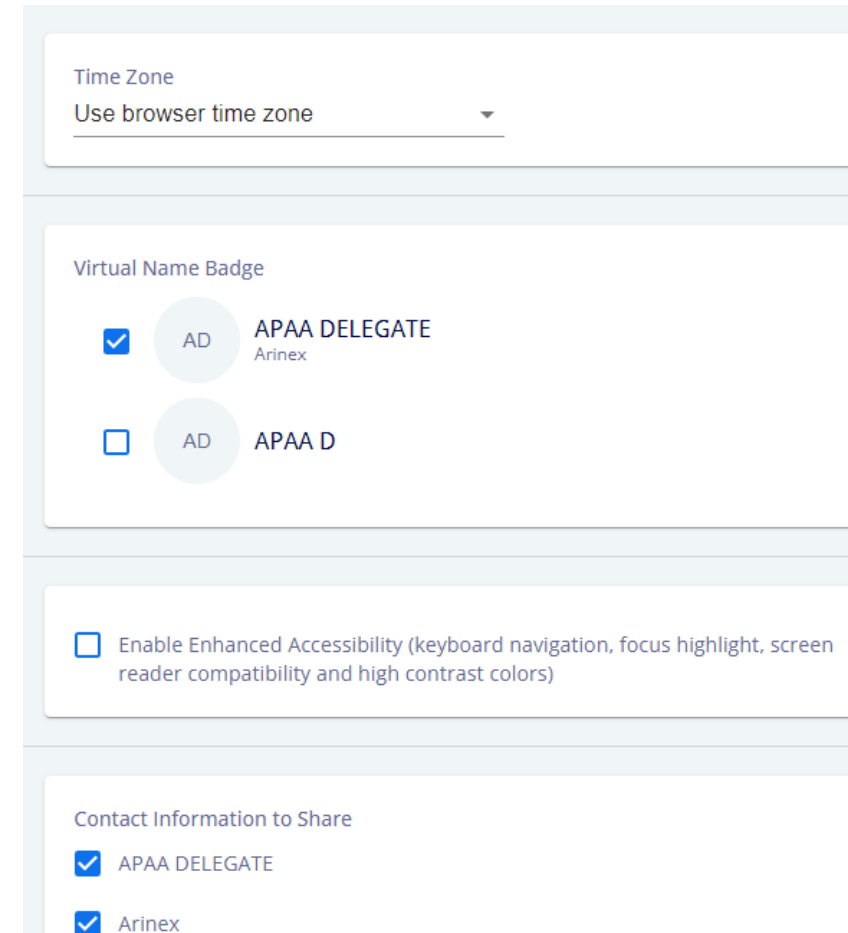
1. Click on your initials on the top right corner.



2. Update your profile to make the most of the networking opportunities.



3. Select your time zone and what other delegates will be able to view about you.





HOW TO BROWSE THE PLATFORM

THE TIMELINE

This is the session time. Please note the time converts to your local time.

Welcome to the Asian Patent Attorneys Association Council Meeting 2021

JOINING LIVE SESSIONS: The program is available below – simply click the 'join' button for the session you'd like to join. Sessions are available 15 minutes prior to the start time.

NETWORKING: Use the 'Meeting Hub' to network with fellow attendees via video, voice or chat.

UPDATE PROGRAM TO YOUR TIME ZONE: Click on your initials in the top right-hand corner of the screen, and then 'my settings'.

NEED SUPPORT? Click the orange 'LIVE SUPPORT' button on the top right-hand side of your screen to chat with the team. This is only available during the Meeting hours. Outside of these times, please email us at apaa2021@arinex.com.au

OCT 23 OCT 24 OCT 25 OCT 26

3:00pm

Afternoon Tea - Saturday
3:00pm - 3:30pm

5:00pm

Session 3
5:30pm - 6:30pm

Group Presidents' Meeting ☆ Preview

Finance Committee Meeting ☆ Preview

7:00pm

Opening Ceremony ☆ Join

No further events today

Filter ☆ Advanced +

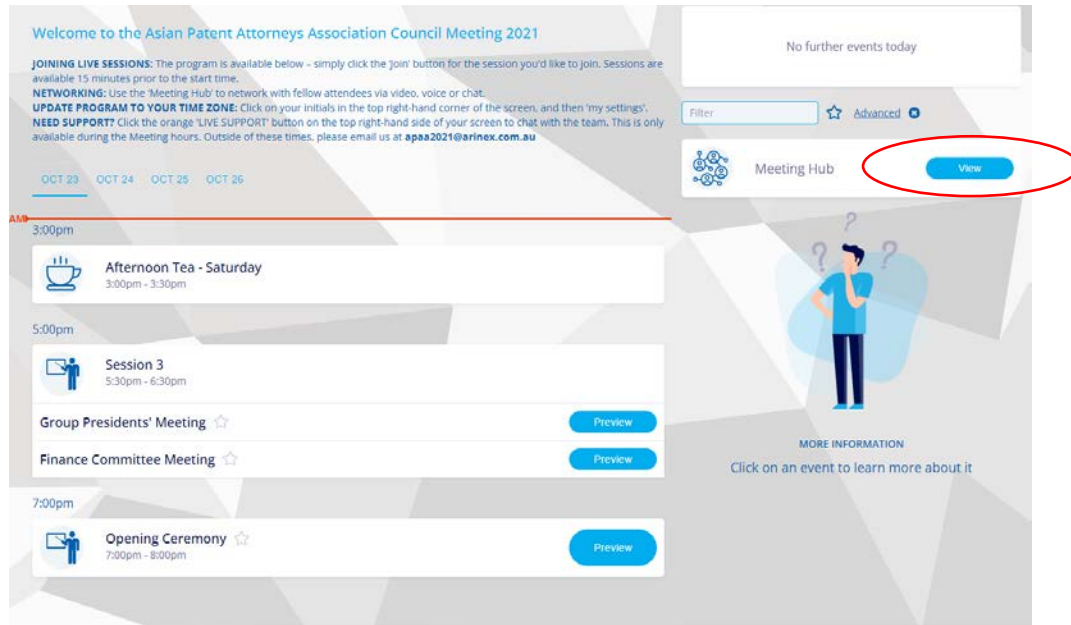
Meeting Hub View

MORE INFORMATION
Click on an event to learn more about it

15 minutes before a session starts, a 'Join' button will appear. Click on this to join the session. If it does not appear, refresh the page.



MEETING HUB – BUSINESS MEETING TABLE



Once you are in the Meeting Hub, you can:

- Search for other attendees by name, organisation, position and more.
- Request to connect with others.
- Once someone accepts your request, you can chat, audio call, video call, message, and schedule meetings.
- Meet with up to 6 people.

Click on 'View' on the right side of your screen to access the Meeting Hub.



MEETING HUB

View your connections,
pending requests and
invitations

Search

Attendee
list

The screenshot displays the Meeting Hub interface. On the left, the 'ATTENDEES' section features a search bar with the letter 'A' and an 'ONLINE NOW' toggle. Below the search bar is a list of attendees, each with a circular profile icon and a name: AA Alonzo A, BA Bruce A, CA Casey Kook-Chan A, CA Chitra A, HA Hiromichi A, OA Omkar A, PA Philip A, SA Sudhir D A, and SA Syed Muhammad Bilal A. At the bottom of the list is a profile for Gavin Adkins, Principal at Griffith Hack. On the right, the 'CONNECTIONS PENDING INVITATIONS' section is visible. A modal window is open for 'Rebecca Raeside' (Arinex), showing a 'Connect' button, a row of action icons (Call, Chat, Message, Meeting, Notes, Details), a video call window (currently inactive), a 'Video Call' toggle, and a 'Call Rebecca' button.

'Connect' before
scheduling a
meeting

Call, chat,
message,
schedule
meetings, take
notes and view
attendee
profiles



HOW TO PRESENT IN A SESSION

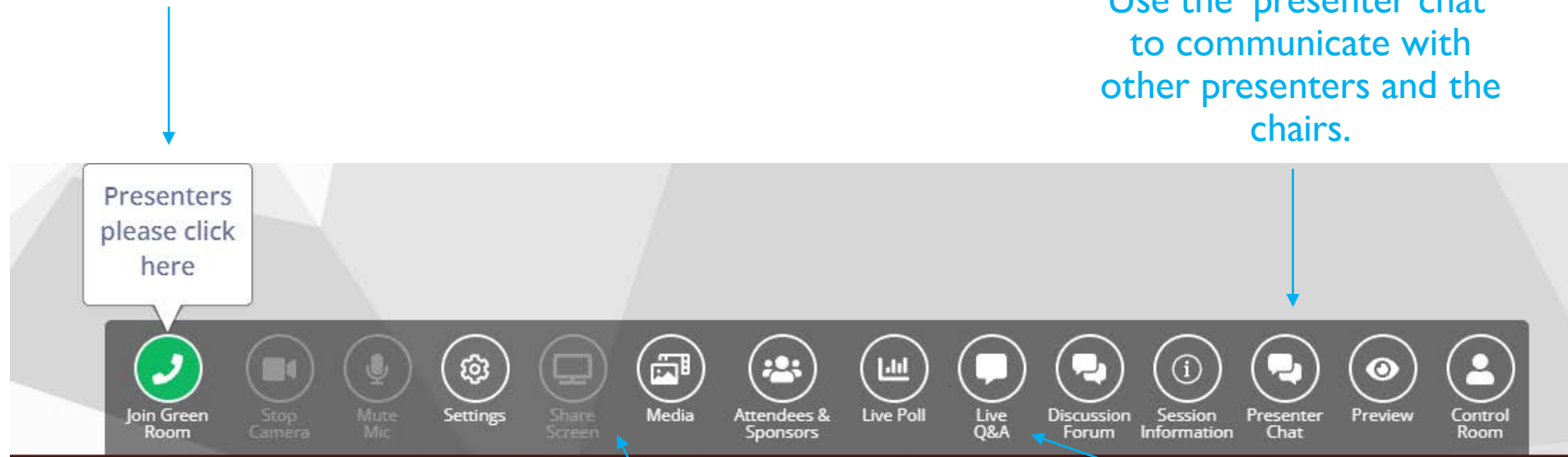


THE GREEN ROOM

For sessions you are chairing or presenting, select **'Preview'** to enter the session **at least 20 minutes prior** to the session start time.

Select **'Join Green Room'** once you enter the session on the bottom panel.

Use the **'presenter chat'** to communicate with other presenters and the chairs.



Turn your camera and microphone on/off.

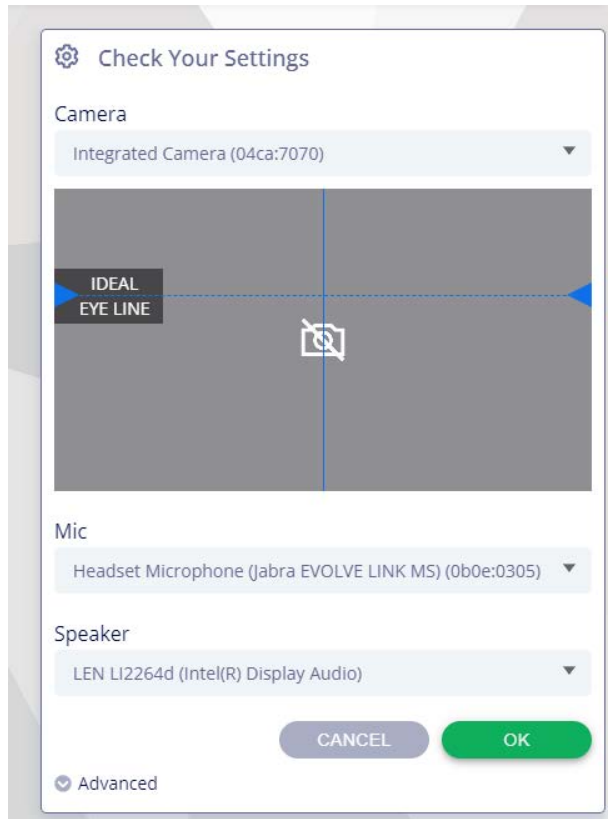
Share your screen to show the audience your presentation or report.

Attendees will submit questions here.

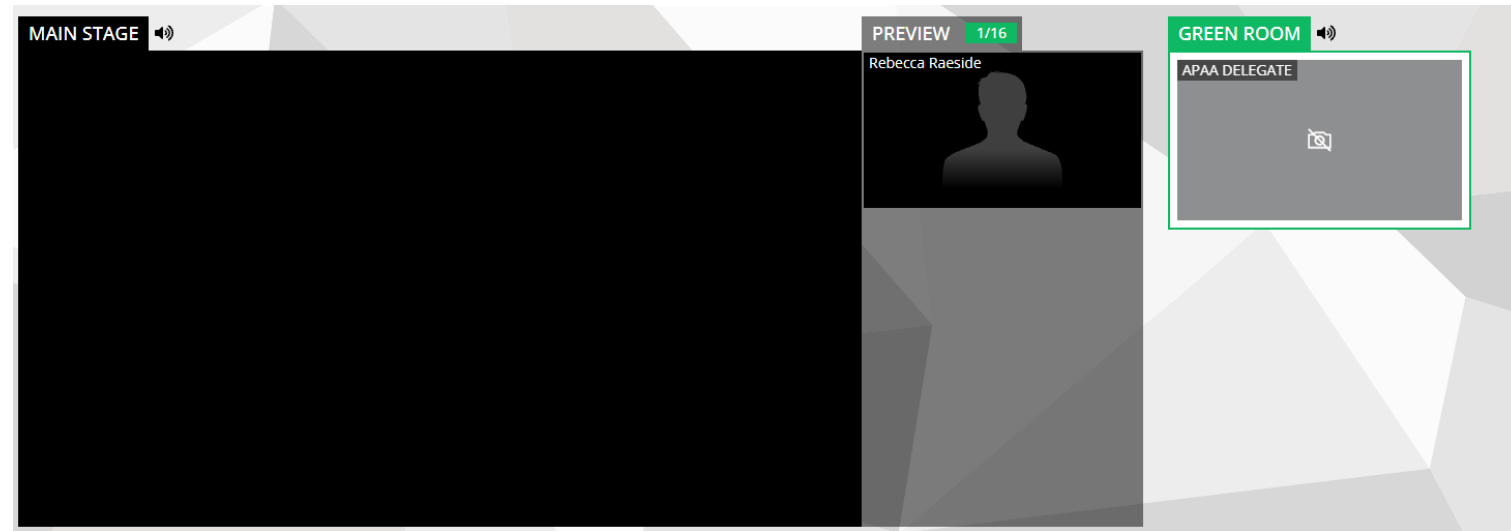


THE GREEN ROOM

When you select 'Join Green Room', a pop up asking you to check your settings will appear.



The Green Room is a private room for you, the chairperson and other presenters. Attendees will not be able to see or hear you here.

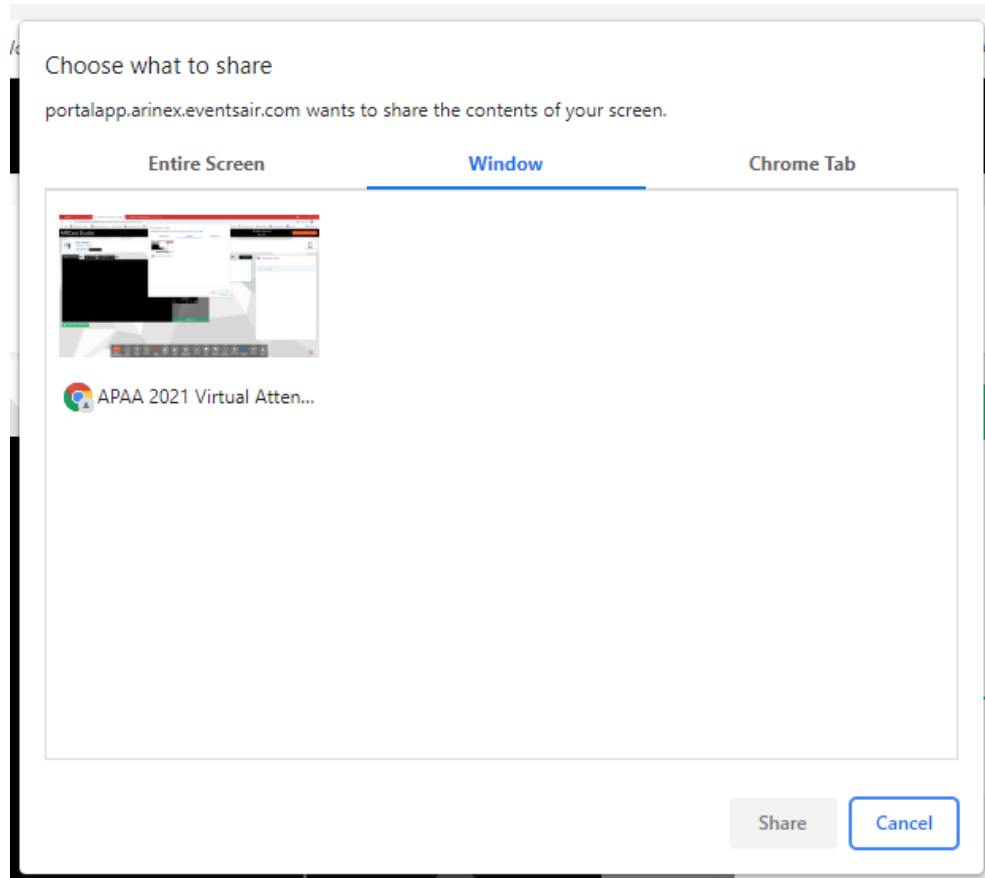


The Main Stage is where all attendees can see and hear you.

Before the session is live, the virtual host will move you into the Preview section. Here you can share your screen and attendees can hear you but **not** see you.



HOW TO SHARE SCREEN



The virtual host will move you to preview a few minutes before the session is live.

The preview is a 'back stage' – if you are not on mute, all **viewers will be able to hear you.**

You can share your screen once moved to preview.

If you have **2 monitors** – choose to share your entire screen. Have the presentation or report on one screen and the platform on the other.

If you have **1 monitor** – share your window only and select your presentation or report.



TECHNICAL SUPPORT



The virtual host will be on hand to assist in your session.

If you experience technical difficulties in your session, use the Presenter Chat or Control Room to contact the virtual host.

If you experience issues outside of your session, please contact the Live Support as seen above.

