

ACP OnAIR Remote Delegate guide

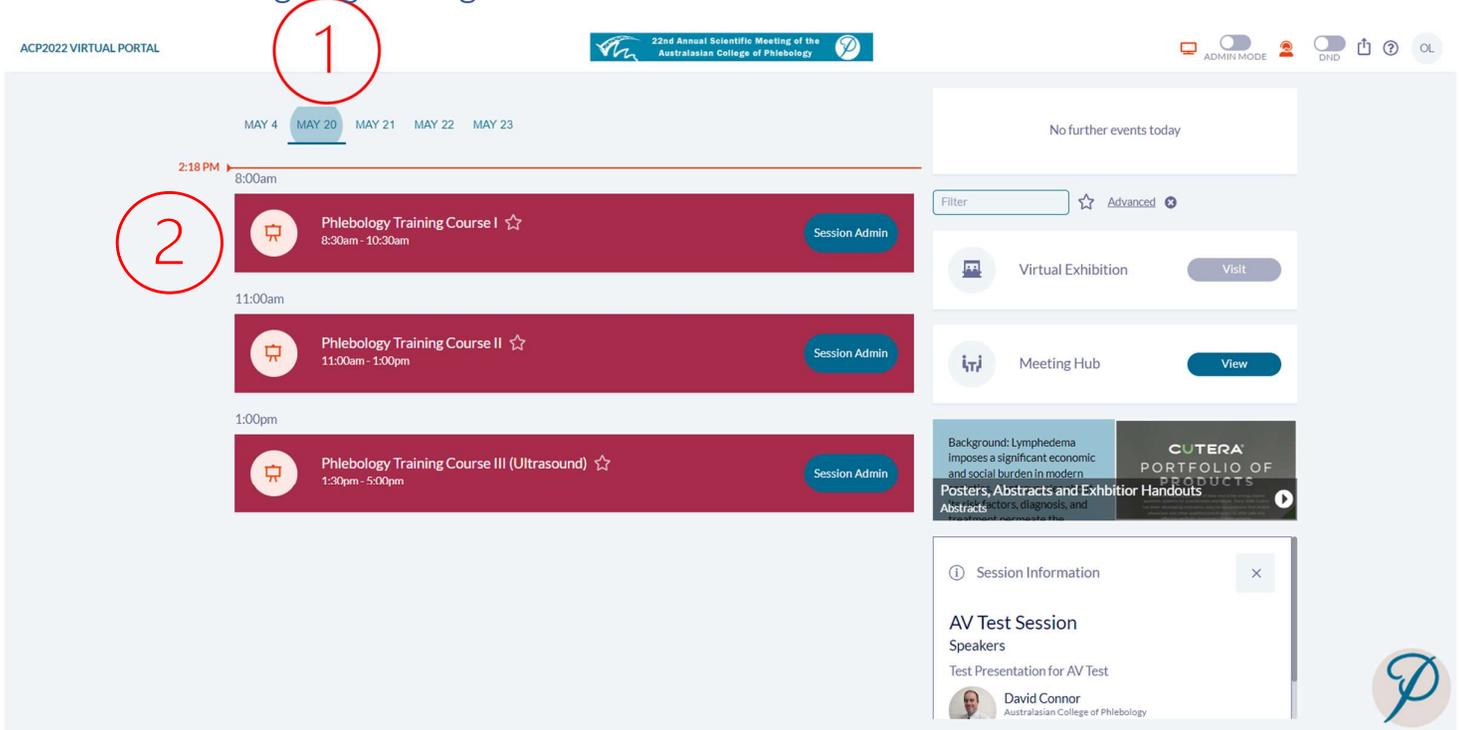
Step 1: Login in using your unique delegate link provided via email

Step 2: Connect using Google Chrome or Microsoft Edge – these are the supported browsers for this platform.



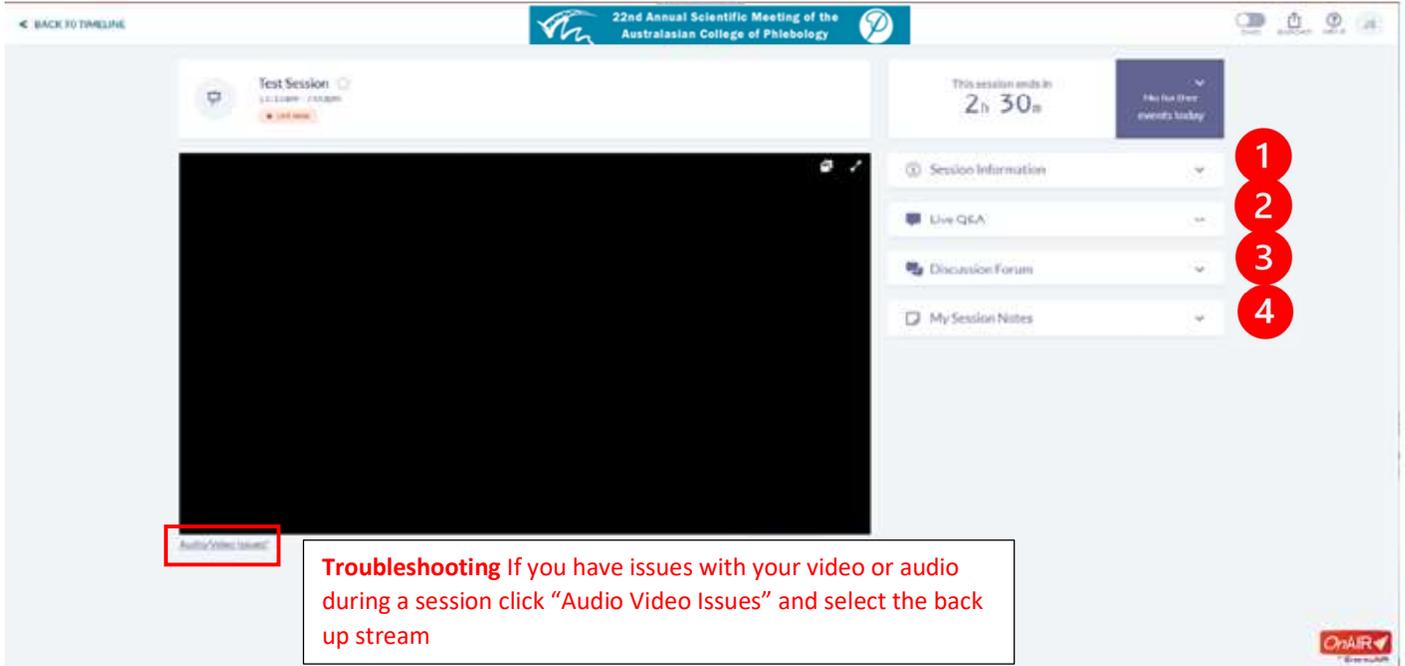
Step 3: After logging in you will be connected to the event landing page

Landing Page Navigation



1. **Calendar:** This is your calendar for scheduled events: From here you can select the day you wish to view and see what sessions are available
2. **Timeline:** this is list of available sessions on your selected day: You will be able to select any session to preview before it begins. You will not be able to hear or see anything until the session start time.

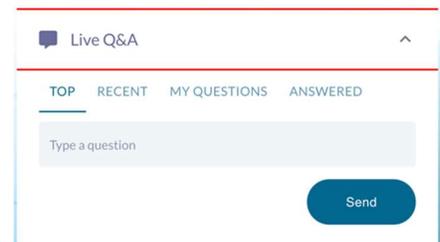
Session features and use



1. **Session information** – This option displays the session details, including all presenters



2. **Live Q&A** – this is where you can ask questions for the presenters during the Q/A segment for each session



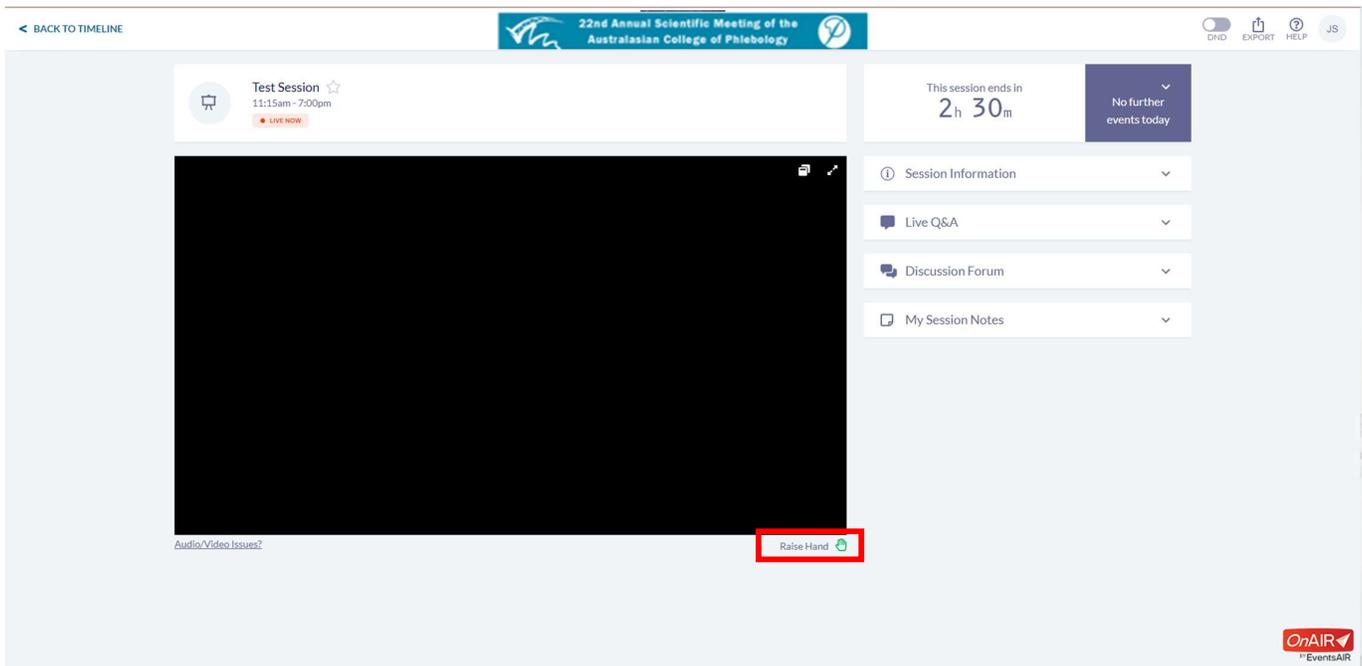
3. **Discussion forum** – This is the event chat area for presenters and delegates for general communication via text during a session



4. **Session Notes** - Here you can take personal notes during the live session.

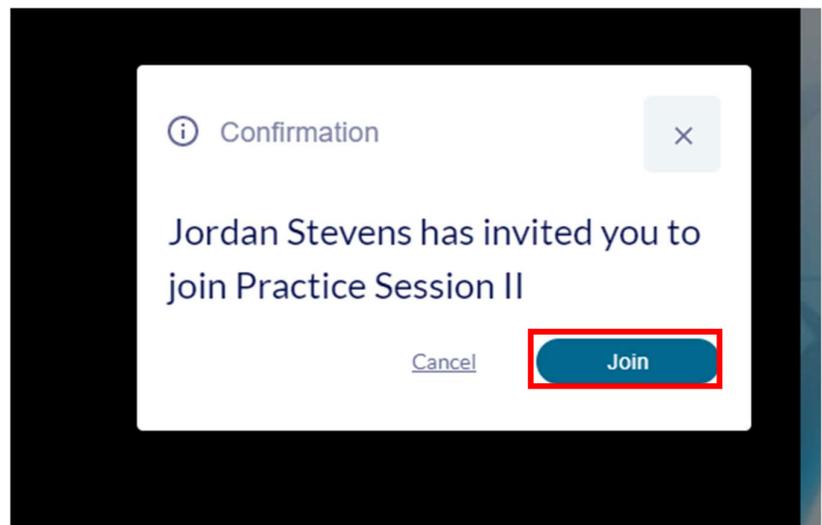
Raising hand to ask a question on stage

stage press the raise hand button on the bottom right of the video

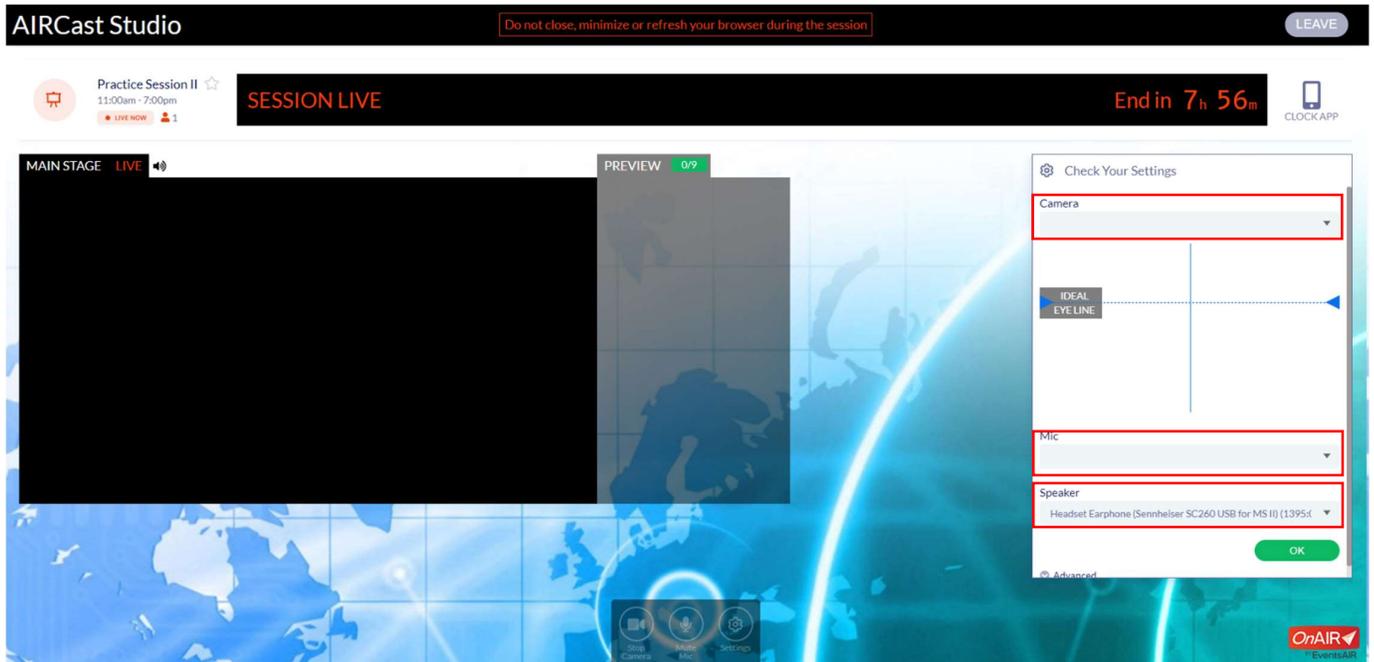


When raised a moderator will promote you to the green room to be prepped to ask your question live.

Press "Join" when ready to be promoted.



Once Joined please select your **Camera** and **Audio** (Mic/Speaker) device and click okay.



You will join the “Green Room” and be prepped to go live on air to ask your question to the panellists.

Requesting Live support on the platform

To request Live support on the platform, return to the timeline and click the live support icon in the top right-hand corner of the platform.

You will be able to ask for help directly using the remote support chat.

