

# A step-by-step guide to use Airmeet: For participants



## Airmeet participant's guide

A comprehensive step-by-step guide for participants to get the best out of an Airmeet event.

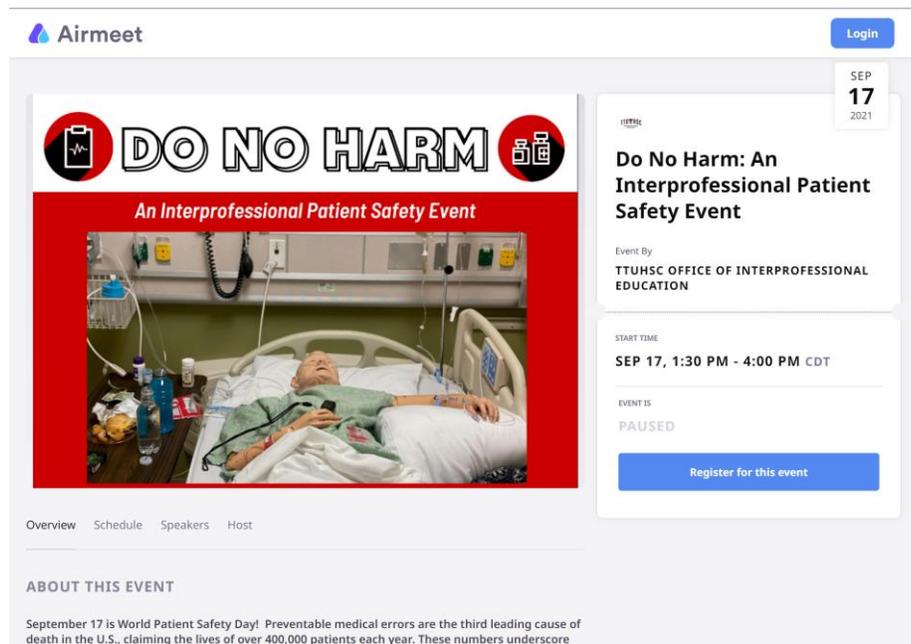
[Help guide](#)



## Step 1: Registration

Use the event link below to reach the event landing page for *Do No Harm: An Interprofessional Patient Safety Event*. This page will display the event details including title, date, time description, etc.

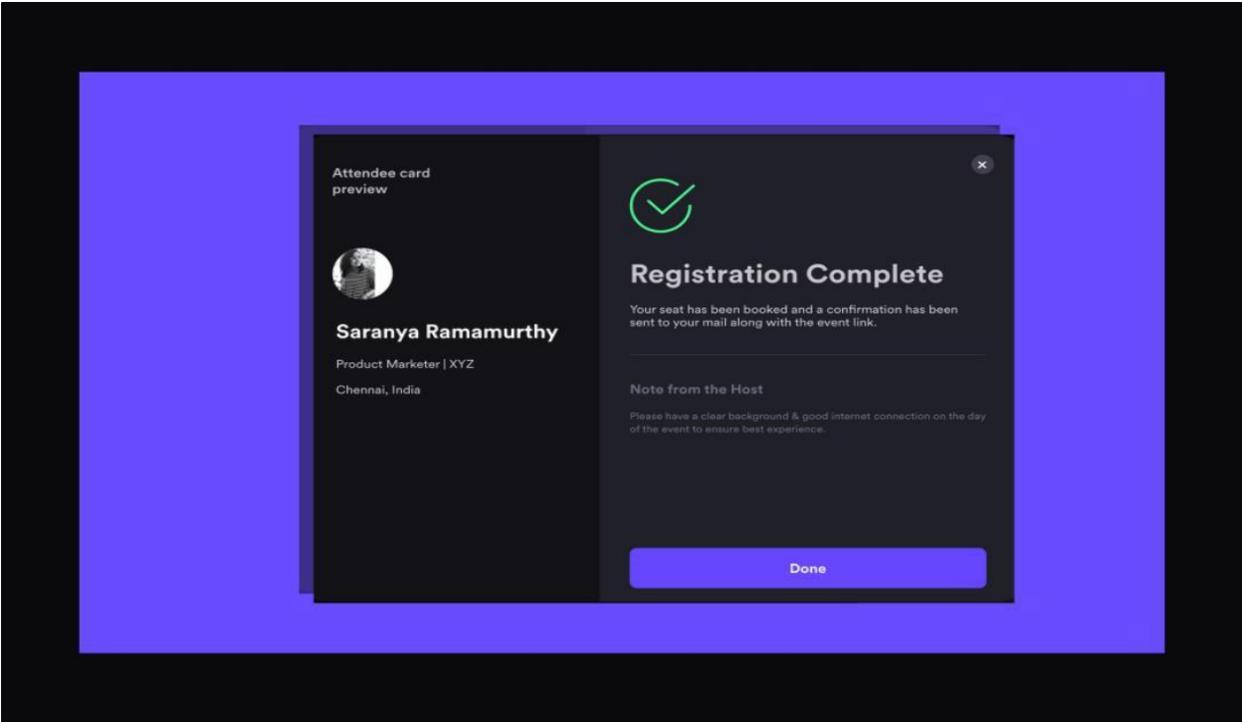
<https://www.airmeet.com/e/62c06c40-05b5-11ec-9536-3558b07499cb>



The screenshot shows the Airmeet event landing page. At the top left is the Airmeet logo, and at the top right is a 'Login' button. The main event banner features the text 'DO NO HARM' in large, bold, black letters, with 'An Interprofessional Patient Safety Event' in smaller red text below it. A central image shows a patient lying in a hospital bed. To the right of the banner, event details are displayed: the event title 'Do No Harm: An Interprofessional Patient Safety Event', the organizer 'TTUHSC OFFICE OF INTERPROFESSIONAL EDUCATION', the start time 'SEP 17, 1:30 PM - 4:00 PM CDT', and the status 'PAUSED'. A 'Register for this event' button is located at the bottom of the details section. A date widget at the top right shows 'SEP 17 2021'. At the bottom of the page, there is a section titled 'ABOUT THIS EVENT' with introductory text.

Click on the “Register for this event” button. You’ll be requested to log in using your email or via LinkedIn/Google/Facebook/Twitter.

- Once you have logged in and created your user account, you will be prompted to fill out your user profile (university, school, classification, campus location). This information will be your online “Business card” allowing others to see what school and campus you are from as you interact throughout the event.
- Select “Next” to go to the following screen to check all your details. If things are good, select “Continue,” and you’re in!
- Don’t forget to block your calendar by clicking on “Add this to my calendar.” And you’re all set.



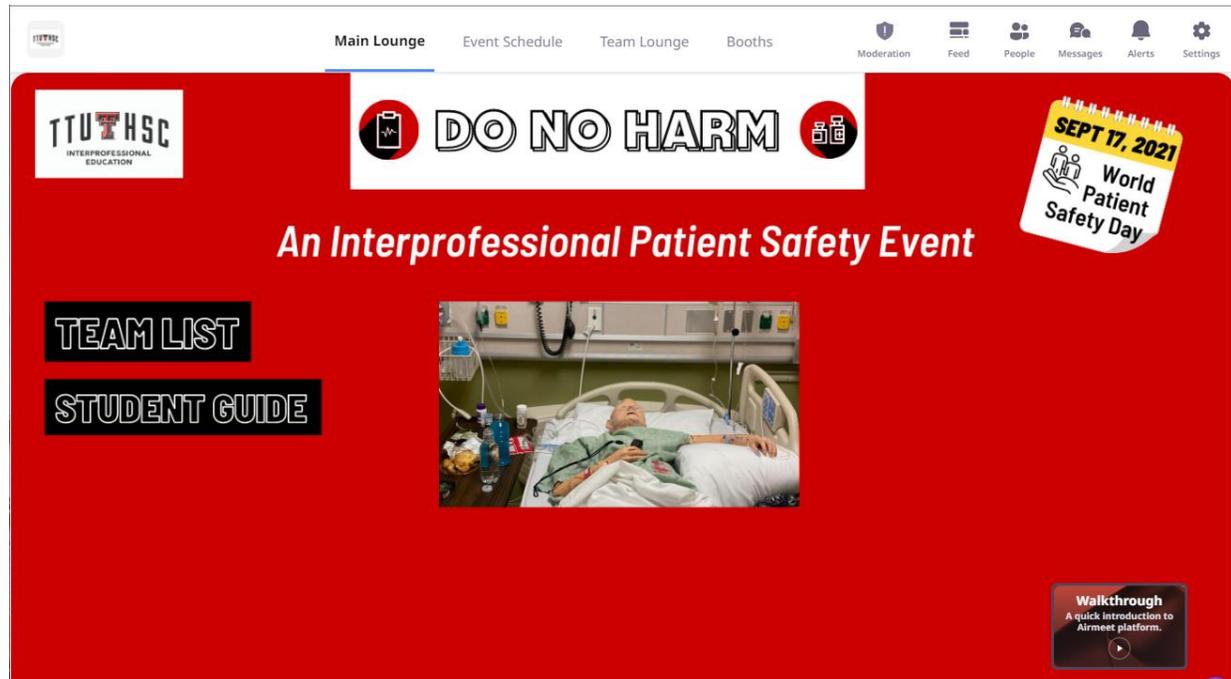
## Step 2: Day of the Event Sign-In

Sign-in is possible only on the day of the event. Use the attendee registration link provided to you via email, and you’ll land on the event window where you have to click on the “Enter Venue” button. Log in using the same information used when creating your account.

***All participants are encouraged to log in by 1:15 pm CT (at least 15 min early) on the day of the event.***

## Step 3: Navigating the Airmeet Platform

Once you enter the event, you will be in the Main Lounge. At the top of the screen, you will see options for “Event Schedule,” “Team Lounge,” and “Booths.”



- **Events Schedule:** View the full schedule for the event.
- **Team Lounge:** Access the live help desk. You will also find your team's breakout room here.
- **Booths:** Access materials for the event or view upcoming events.

## Step 4: Live Sessions/Broadcasts

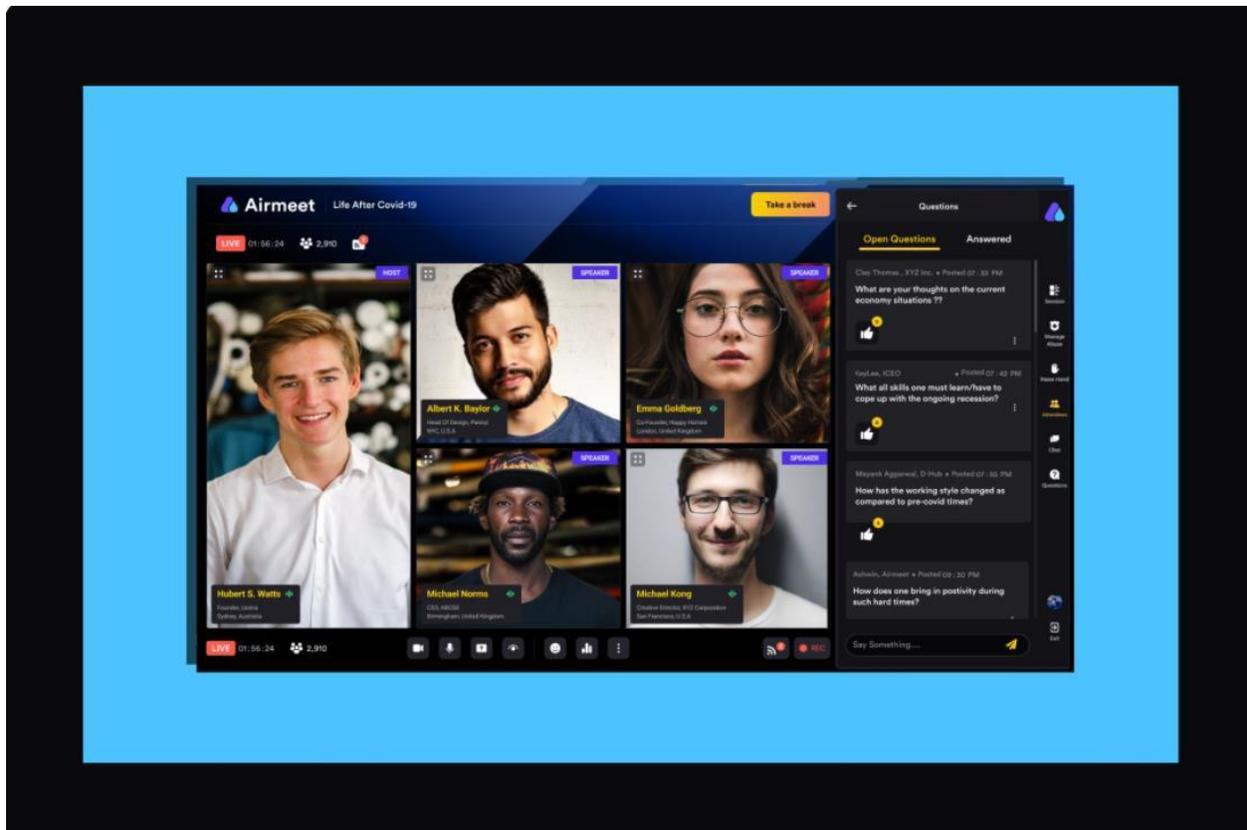
Now that you've entered the Airmeet, you will be in the Main Lounge. Once the Introduction Session and/or the Keynote Session begin, you will be prompted to join the live session/broadcast.

Session - Keynote Session with Amy Loveless,  
Regional Patient Safety Officer - Covenant Health is  
live

Do you want to join now?

Dismiss

Join Session

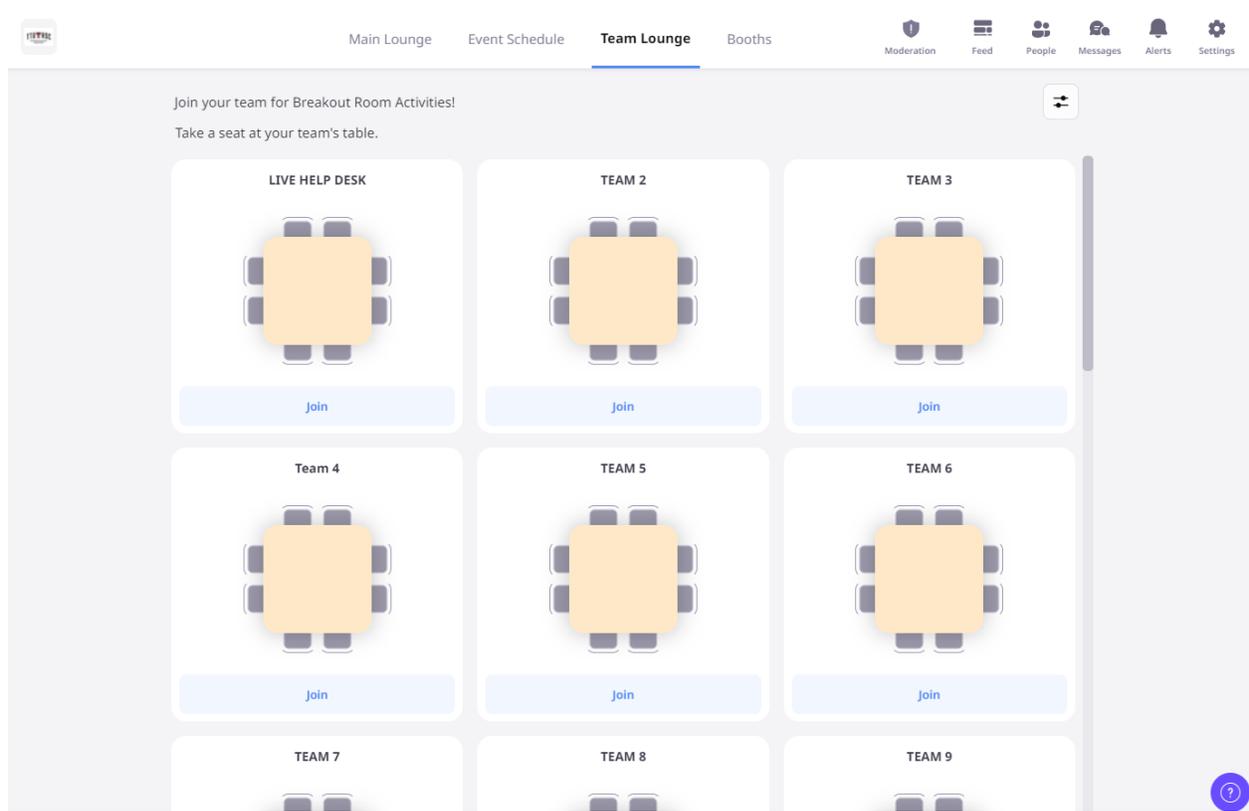


You can initiate the following actions while the live session is on:

- **Raise Hand:** If you want to interact with the speaker and the host during the Q&A, 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. 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 Q&A function 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 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 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.

- **Help:** For content or technical assistance, visit Live Help Desk in the Team Lounge. During the live session, help is available through chat. The “Help” button (Question mark icon) on the bottom right takes you to Airmeeet Whatsapp support and FAQs to assist you in any issues during the Airmeeet.

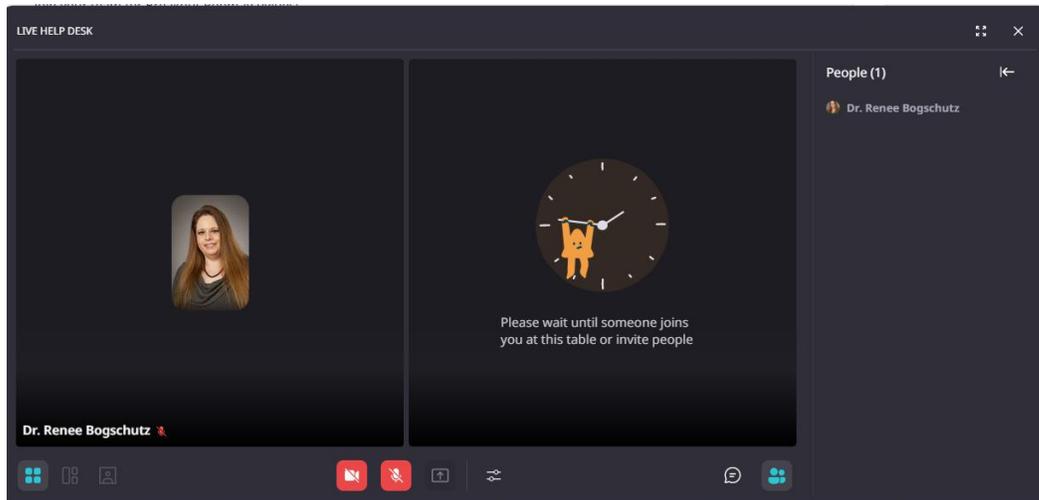
## Step 5: Interprofessional Team Breakout Sessions



**The LIVE HELP DESK is located at the first table in the Team Lounge** and assistance will be available throughout the live event.

The Team Lounge is active before and throughout the event. You can experience the following in the Team Lounge:

- **Join tables:** Tables will be labeled with team numbers associated with each team assignment. Once you find your table associated with your team, select the “Join” button below the table. If you want to leave the conversation, say “Goodbye” to the table participants, and click on the “X” button at the top of the window.



- **Table participants:** Click on the table participants icon to display a list of breakout room participants. You can then hover over any participant to view their participant profiles.
- **Table chat:** You can interact with the other members of your team. You can also have a private table chat.

## Quick Tips

For a flawless visualizing experience on Airmeet, do keep the following in mind:

- Use a Desktop or Laptop Computer with Google Chrome to join.
- Mobile devices such as phones, Ipads, and other tablets are not supported and you will not be able to join a breakout room.
- Have a stable internet connection.
- If you have difficulty seeing the speaker's feed, refresh the page/restart browser, and ensure that you close any other video conferencing tool you may have used recently.