

ATTENDEE USER GUIDE

airmic

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Registering for a webinar

Step 1: How to register. You have the option to sign up for a webinar using either your email address or by connecting through Google (provided you have a Google account).

Step 2: Complete the registration form. You will receive an email that contains your unique joining link to access the webinar – you will have the option of adding this to your calendar.

Accessing a webinar for which you have registered

One hour before the start of the webinar, you will receive a reminder email.

If you are eager to join the webinar before it starts, you will be held in the event waiting room until the host starts the webinar. If the webinar has already started, you will be directed straight into the live webinar.

Upon entering the session, a panel with the following features will appear at the bottom of your screen: People, Polls, Questions and Chat.

People Tab - This feature allows attendees to see a list of other participants who have joined the webinar.

Polls Tab - After the poll question is initiated, the question will appear in the middle of your screen to start voting or a notification will appear at the bottom right-hand side of the screen on the poll tab.

Chat tab - To engage with speakers or other attendees during the session, click the "chat feature" in the bottom right-hand corner.

Questions Tab - To submit a question to the speaker, click the questions tab. The Airmic moderator will then present your question to the speaker for a response. Attendees can also be "brought onto the stage" to pose their questions. The moderator will inquire if you are comfortable being invited before extending the invite - If you are happy to join the stage, accept the invitation. Once your question is complete, you will be taken off the stage.

Leaving a webinar

Click the "Leave" button located at the bottom of the screen to exit the webinar. After leaving, an email from 'Alchemer' will be sent to your inbox within the next 10 minutes asking for your feedback. If you would like the slides, please request this in the feedback.

Having trouble? You can reach out to the Airmic IT and Digital team at enquires@airmic.com. Additionally, the Livestorm support page has useful information and resources about the platform.