



Frequently Asked Questions for Airmeet

Q. How do I set up my profile in Airmeet?

A: In the upper right-hand corner of your screen, you will see your name or initials - click on this icon and select 'Complete Profile' or 'Edit Profile'. Edit as much of the information as you wish and keep in mind that the information will be visible to other users.

A: You are encouraged to include your photo and LinkedIn link as an easy way for other attendees to connect with you throughout the event.

A: To upload a photo, hover over the box containing your initials and upload your preferred photo

Q. How will I get access to the event?

A: Airmeet will send you a UNIQUE link that you will need to click to log-in; be sure to check your Spam or Junk folders

A: You will use the same link for BOTH days of the event (April 12 & 13)

Q. What email will my Airmeet link be sent to?

A: It will go to the link you used to register. If you did not register through the Registration page, then whatever email you have used to communicate with Dr. Hilliard or the Hilliard Solutions Team will be the address used

Q: Where can I find the event Schedule?

A: The event schedule will be posted in Airmeet and you should be able to see it at the top of your screen once you have joined the event. The schedule can also be accessed on the Hilliard Solutions website by clicking [this link](#)

Q. What should I expect from the Airmeet platform?

A: When you first join the event, you will notice a layout similar to an aerial view of a meeting room. There will be "tables" with seats around each one and the names of each speaker for that table will be listed. You are able to move freely between tables, as long as there is an open seat - just double-click on the table you want to join and you should be added to it.

Q. What other features are available on Airmeet?

A: Just like other video conferencing tools, you'll have the ability to mute yourself and turn your camera off using the buttons on the bottom row; we encourage you to have your camera ON during the networking session.

A: You will also see, on the right hand side near the top of the "meeting room" a panel of buttons. These buttons include a chat bubble, Q&A, Polls, and Breakout Rooms; for the 2023 Symposium & Networking Event, you will primarily use the Chat, Q&A, and occasionally the Polls. Our speakers and/or staff will direct you when to use these



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features. **Note: Anything you post in the chat will be visible to all event attendees, speakers, and staff, unless you send a direct message to one individual.**

A: For certain aspects of the event, you will be brought into a “Presentation Room” - in this setting, you are NOT visible to the speakers or other attendees. The chat and Q&A functions will be active and you are encouraged to participate. When presentations end, you will be returned to the same table where you started before the presentation

Q. How can I get help during the event?

A: During the Networking Sessions on April 12th, there will be a table labeled “Support/Info Table” - a member of the Hilliard Solutions team will be at that table for the duration of the event to answer your questions

A: During the Symposium on April 13th, our staff members will be active in the chat during the presentations and you can always send them a direct message. If you cannot gain access to the event, refer to your pre-event email for the staff member to contact for direct support.

Q. Will I be able to ask my questions “live” or on camera during presentations?

A: Because we have a full schedule for this year’s symposium, we will not be allowing attendees to ask their questions live. The Q&A function will be monitored by our staff and you are encouraged to ask questions there, or “up-vote” questions other people have asked that you are curious about as well. Questions with the most up-votes will be answered first when we reach the Q&A portion of our presentations.

Q: How can I connect with the speakers or other attendees?

A: All speakers will be listed on the Hilliard Solutions Website, including their LinkedIn links

A: To connect with other attendees, click on the ‘people’ button at the very top, right side of your screen. There you will see a list of everyone who is in the event. You should be able to click on a person’s name and see their profile, which may include their LinkedIn link. If they have not completed their profile, you can send a direct message asking them how you can connect.

Q: How do I send a direct message to someone during the event?

A: Click on the ‘people’ button at the very top, right side of your screen. There you will see a list of everyone who is in the event. Hover over the display image (or initials) of the person you want to send a message to, and select ‘Direct Message’.

Q: Will sessions be recorded?

A: Yes, all sessions on April 13th will be recorded and you will have access to these recordings after the event. The networking sessions on the 12th will not be recorded, but you are encouraged to take notes on any advice or key takeaways you hear!