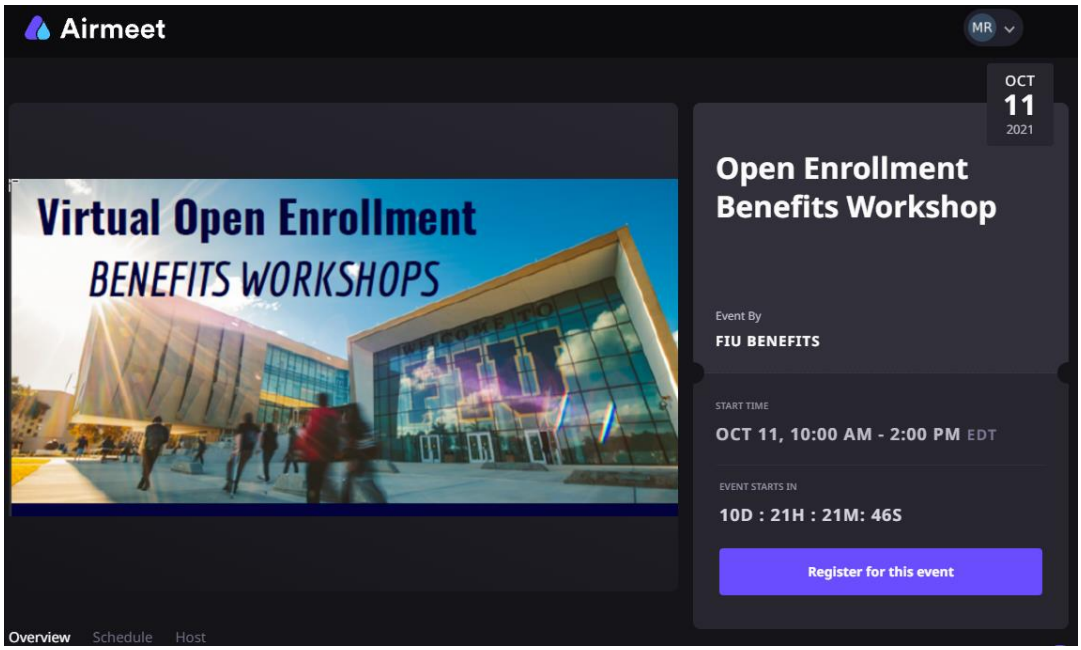
AirMeet Virtual Workshop Instructions

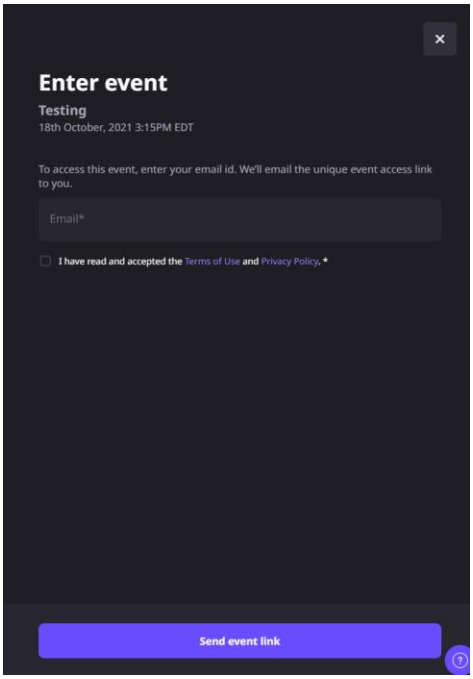
Important Notice

Airmeet is best experienced on a **Chrome** browser via laptop or desktop. Those on mobile phones will not be able to access the event.

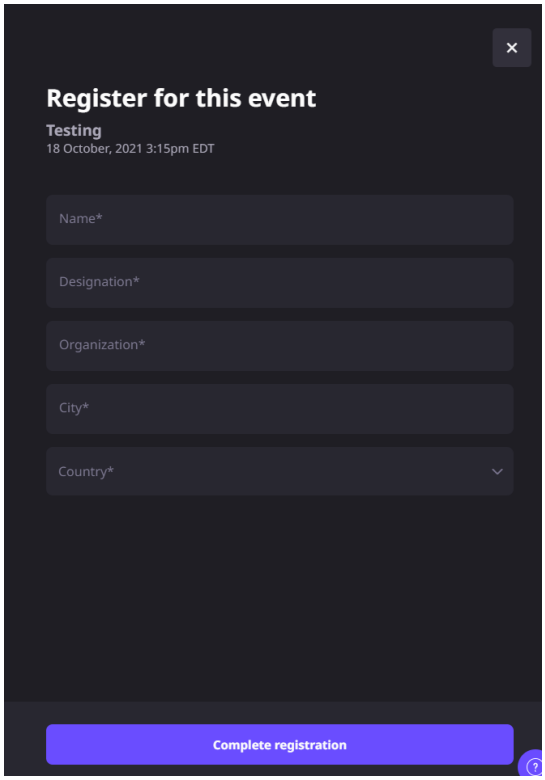
- Step 1: Click on the link provided to you in the flyer.
- Step 2: Click “Register for this event”



- Step 3: Enter your email and click the acknowledgement box after reviewing terms.

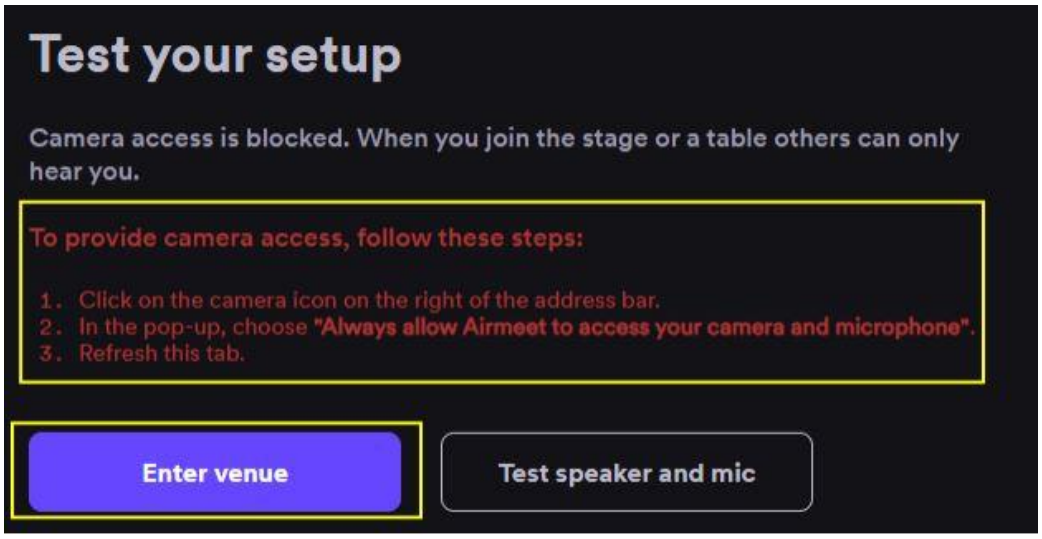


- Step 4: Review your email with instructions on how to proceed from Airmeet.
- Step 5: Enter your name, designation (job title), organization (FIU), city (Miami), and country (USA) then click “Complete Registration”



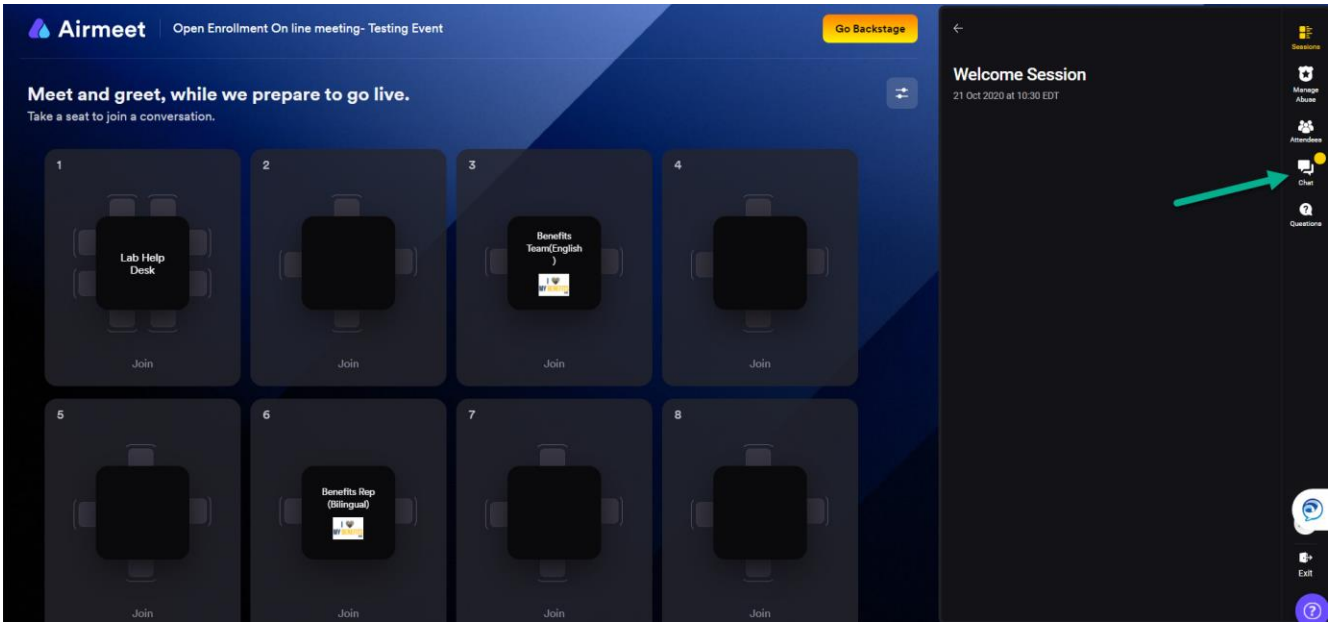


- Step 6: Follow the steps in **red** to **allow camera/microphone access** to Airmeet. You can turn them off and on while you are in the venue.
Without this step*, you will be* ***unable*** *to chat, speak with, or video conference with people at your table*.



- Click “Enter Venue.”
- Click “Get Started” for the product introduction tour.
- Click “Got it”

You are now entering the Virtual Workshop Lounge.
Proceed to *"Take a Seat"* at any table you are having questions or interested in getting more information.



The Virtual Table

Each table has several seats for both the table hosts and attendees.
"***Take a seat***" in any table you are interested and start the conversation with the table host.

At each table, table-hosts and attendees can chat via text, audio, and video. At each table, occupants can share their screen.



Make sure to allow camera/microphone access to Airmeet! You can turn them off and on while you are in the venue. ***Without this step***, *you will be unable to chat, speak with, or video conference with people at your table*.

Table Communication

Please note that all table communication is *visible* to everyone who is sitting at the table. You may use the **Direct Message** feature for private conversations. If multiple one-on-one conversations are needed, you may take any "Open Table".

To utilize these functions, you may click on the icons in the Table Toolbar.

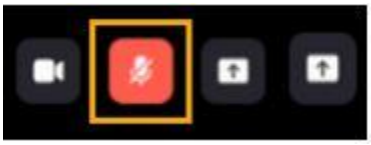
Table Toolbar
At the bottom of your table pop-up, you will see five icons.



From left to right, you will find:

- **Video control** – You may turn your video on and off, as needed. We suggest utilizing this option when speaking for a more interactive experience.
  Please note: Currently, Airmeet does not have the capability to add virtual background images, so please ensure that your background provides a professional presentation.

- **Microphone control** – You may turn your audio on and off, as needed. When seated at a table, please disable your audio when not speaking. This will prevent echo, feedback, and unintended sounds from being heard by your tablemates.



- **Share screen** – You can share your entire screen, an application window, or Chrome tab.

- **Table companion arrangement button** –
  1. You can choose how you prefer to see the individuals at your table. This is specific to you and does not control the entire table.
  2. When your table reaches a total of 4 people (including you), you will still be able to audio & text chat, but the video will automatically disable due to lack of screen space.
  3. There are three ways to view your table visitors: Stacked view; Column view and Speaker view

- **Table Chat** – This is the text chat at your table. All table occupants can view this text.
  ***Please note: All table communication is visible to everyone who is sitting at the table.



Chat Function

There are two chat options: **Live Chat** and **Direct Message**.

Live Chat

- This feed is visible to all attendees.
- It is used for general announcements to the larger group.

Direct Message

- This option can be used to speak to any attendee privately.
- You may use this option to reach out to the event host, speak with Benefits Representatives or Benefits Providers privately, or communicate directly to another table host.
- There are two ways you can send a Direct Message:
    1. 1. In the Live Chat, you would hover over the attendee's message. Click on the three dots circled in yellow below and then on "direct message."
    2. 2. Click on "Attendees." Hover over the attendee's name/icon. Click on the three dots circled in yellow below and then on "direct message."
- Under the Direct Message tab, you will find message requests and a history of your direct message correspondence throughout the event.

Leaving the Table

To leave your table, click the *Leave Table* button in the bottom right corner of the table screen.