

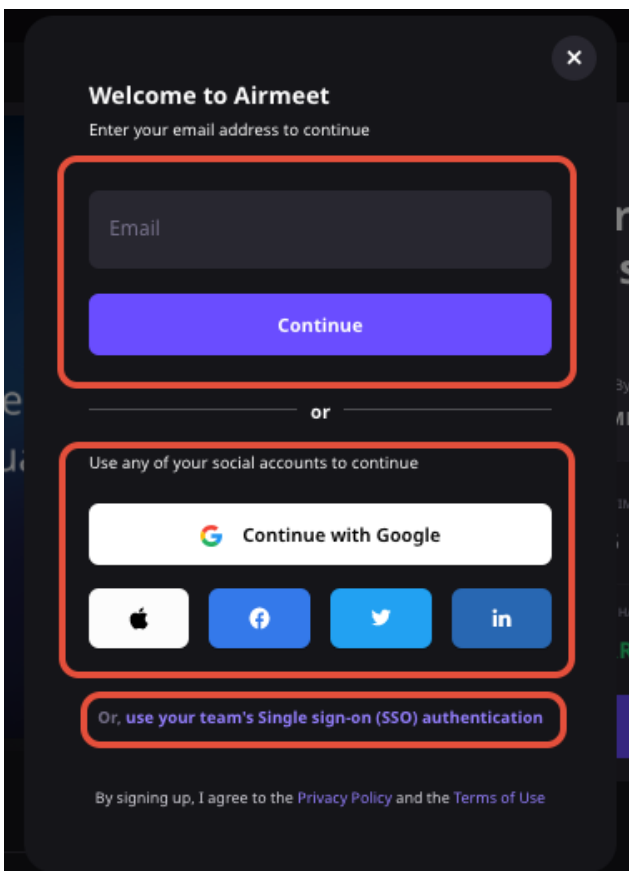


## 2022 ABM Conference

# Airmeet Opening Reception and Networking User Guide

### Step 1: Enter Airmeet

Sign-in is possible only on the day of the event. Find the **“Opening Reception”** or **“Networking Event”** sessions located in the **‘Schedule’** tab or the **‘Session’** tab on the left-hand navigation in the conference platform. Select **“Click here to join the live session!”** to access the link to the Airmeet event. From here, you will be exported to the event landing page where you must click on the **“Enter Airmeet”** button. Log in using your email or by using your preferred social media handle.



Once you enter your email, a link to access the event will be emailed to you. Click the link in the email to be re-routed to the login portal for the event.

Next, fill in your attendee profile card and click the **"Enter"** button to participate in the event.

×

## Enter event

Airmeet's Annual Festival  
26 July, 2021 5:15pm IST

Name\*  
Soniya Sherpa

Designation\*  
Senior Associate

Organization\*  
Airmeet

City\*  
Darjeeling

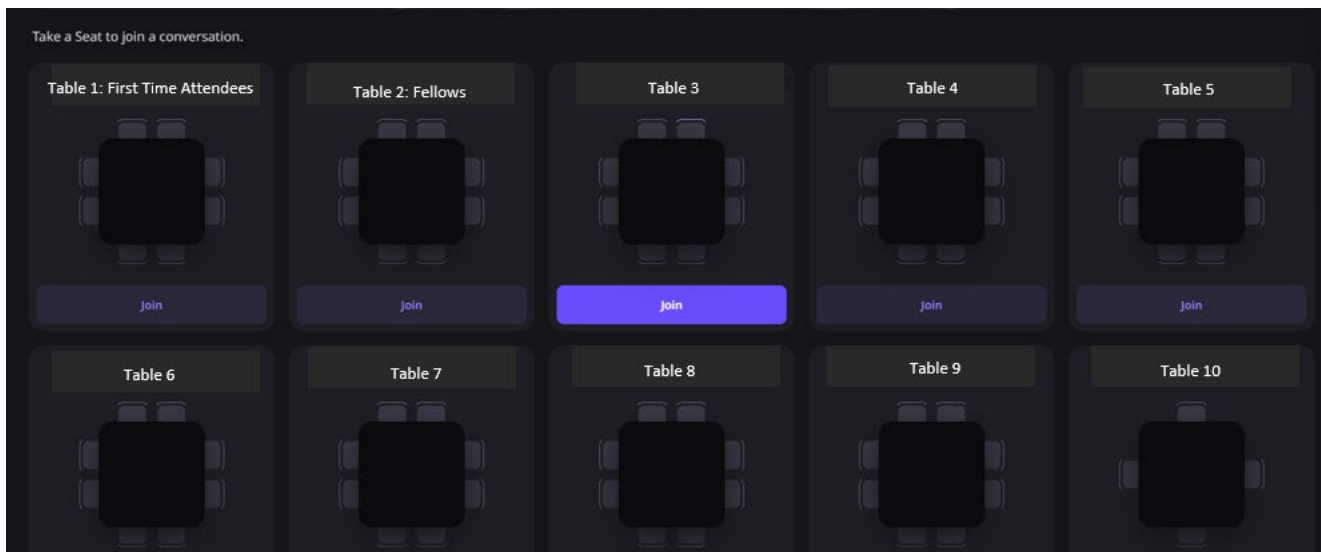
Country\*  
India

Enter

?

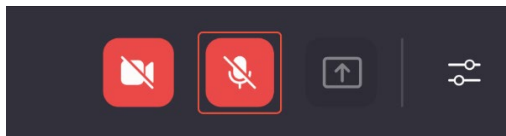
## Step 2: Interact in the Opening Reception and Networking Event

Now that you've entered the Airmeet, you will see the ABM lounge area with labeled tables. This area allows you to interact with other participants of the event and hop between tables to meet fellow colleagues.

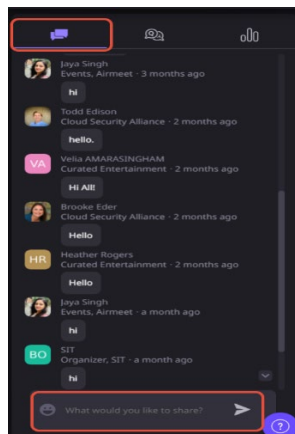


You can experience the following in the Opening Reception and Networking Events:

- **Join tables:** Tables are labeled to help identify which table you are “seated” at. Each table has a maximum capacity of 8 seats for open-networking. Once you decide which table you’d like to be seated at, select the “Join” button below the table. If you want to leave the conversation, say bye to the table participants, and click on the “X” to “leave table” in the top right corner.
- **View profiles:** Click on the display picture of any participant to view their participant profiles.
- **Table chat:** You can interact verbally with the other attendees seated at the table in a virtual mini conference with audio & video. You can also have a private table chat where you can type to communicate. Anyone that joins the table will be able to view this chat in the bottom control bar.
- **Helpful User Tips/FAQs:**
  - Google Chrome (version 79) is the best web browser to access and navigate throughout the Airmeeet platform.
    - Other supported browsers: Microsoft Edge, Firefox, Brave browser, Safari (with limited access & known compatibility issue)
  - To have the best user experience, make sure your camera and microphone is enabled before entering the event.
  - I am getting “Checking your Browser” and “Unable to Connect” messages.
    - Please follow the [technical guides](#) and try opening the event link in incognito or clear the browser cache.
  - How to make sure my mic is muted?
    - You can mute yourself by clicking on the mic icon.
    - You will know you are muted once you see that the mic icon is red and has an “\” icon.



- Main Chat Section:
  - Chat icon can be found on the right side of the page.



- Chat on Virtual tables:

- You will see the chat icon on the bottom right corner.

