

Airmeet Overview for Students

Airmeet is a web-based platform that allows for opt-in small group networking, as well as live webinar session. Event-wide chat, Q&A, and direct messaging are all enabled. This platform will be used for CDO Programming, networking-focused recruiting events, and more.

*Please note that this platform does not support virtual backgrounds.

1. Registering/Logging in

- Log in with your @yale.edu email address. You will be required to create an account the first time you log in and will then use that account for subsequent events.
- If you forget your password, use the “Forgot Your Password” link to get a temporary code to access your account.

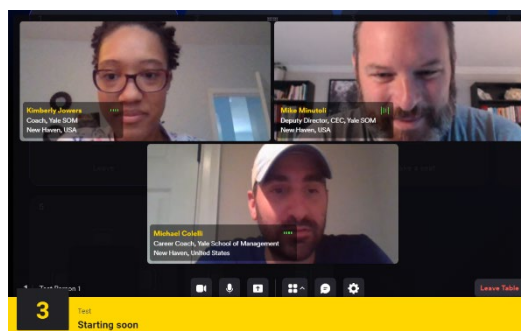
2. Entering an Airmeet / the Social Lounge

- Once you log in, most Airmeets will bring you to the Social Lounge where you can join small group conversations at tables.
- Each table has a set number of chairs (up to 8) that you can select to join that table/small group conversation.
- Some events may have tables labeled, so that you can join a conversation with a specific individual/company or pertaining to a specific subject matter.
- Once at least two people join a table, the small group video chat will begin. To protect privacy and prevent surprises, you will be brought into the table with your audio and video off and will need to turn them on.
- To leave a table, click the “Leave Table” button.



3. Entering a Speaker/Panel Session

- Once a speaker/panel session is ready to start, you will see a yellow bar across the bottom of your screen counting down 15 seconds to the session. At the end of the countdown, you will then be brought into attendee (view-only) view of the session, regardless of where you are in the Airmeet.



Terminology

- Airmeet: an individual event on the Airmeet platform
- Social Lounge: welcome area of an Airmeet consisting of a set of tables for networking
- Table: a breakout location for small group conversations **table conversations are never recorded**
- Session: presentations/webinars with one or more speakers live. Attendees are view-only unless they Raise a Hand. **sessions may be recorded**
- Backstage: prep area for session speakers to ensure mics/video are working and to prepare. *Attendees cannot access the backstage*
- Stage: live speaker area during a session
- Raise a Hand: feature that allows attendees to be granted access to come “on stage” / to join the live presentation by audio and video to ask a question or interact with speakers

- a. To ask questions of the speaker, click on the Questions button in your right-hand menu. You can also see other questions there and upvote questions you'd like to see answered.
- b. In a live Q&A period, you can also choose the "Raise a Hand" option from your right-hand menu, and the host may choose to bring you "onstage" to join the speakers with audio and video to ask your question live. You may need to turn your video and audio on. When your question is finished, the host will then remove you from the stage.

4. Live Chat

- In your right-hand menu, you have the option to join the live chat.
- Commentary typed into the live chat will be viewable by all participants and speakers. For direct chat, see Attendees below.

5. Attendees

- To see all attendees, click on the Attendee button in your right-hand menu.
- Viewing the list of attendees, you can click the three dots on an individual attendee's tile and choose to send a direct message.
 - o The individual you message will need to accept your message for the conversation to start.
 - o Once the direct message conversation has begun, you can continue it from the Chat option in the right-hand menu under the Direct tab (as opposed to Live Chat, which is all participants). In the Direct tab, you can also turn notifications of Direct chats on or off.

6. Leaving Airmeet

- To leave the Airmeet, simply close the Airmeet tab or click the Exit button in the bottom of the right-hand menu.

Social Lounge Layout

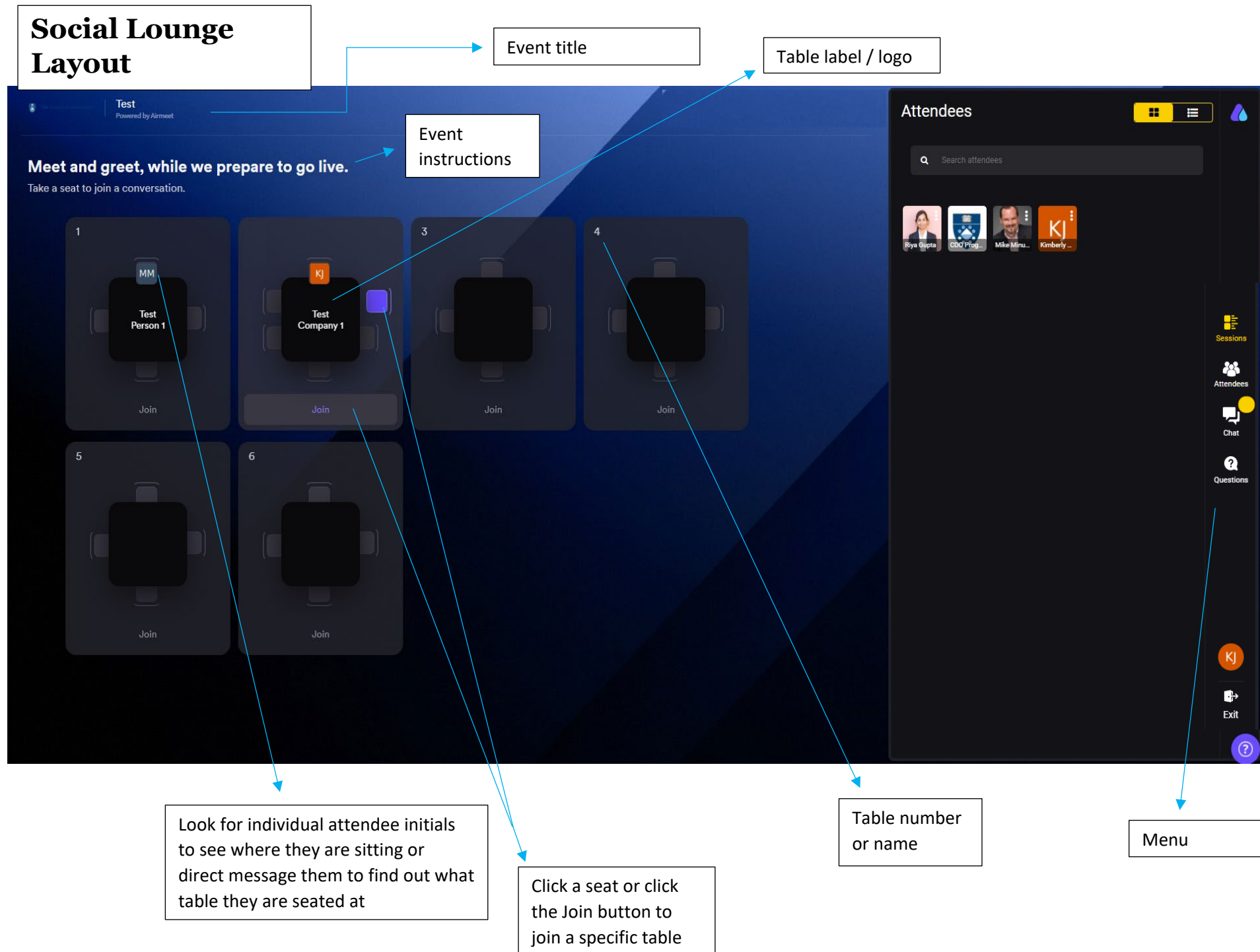
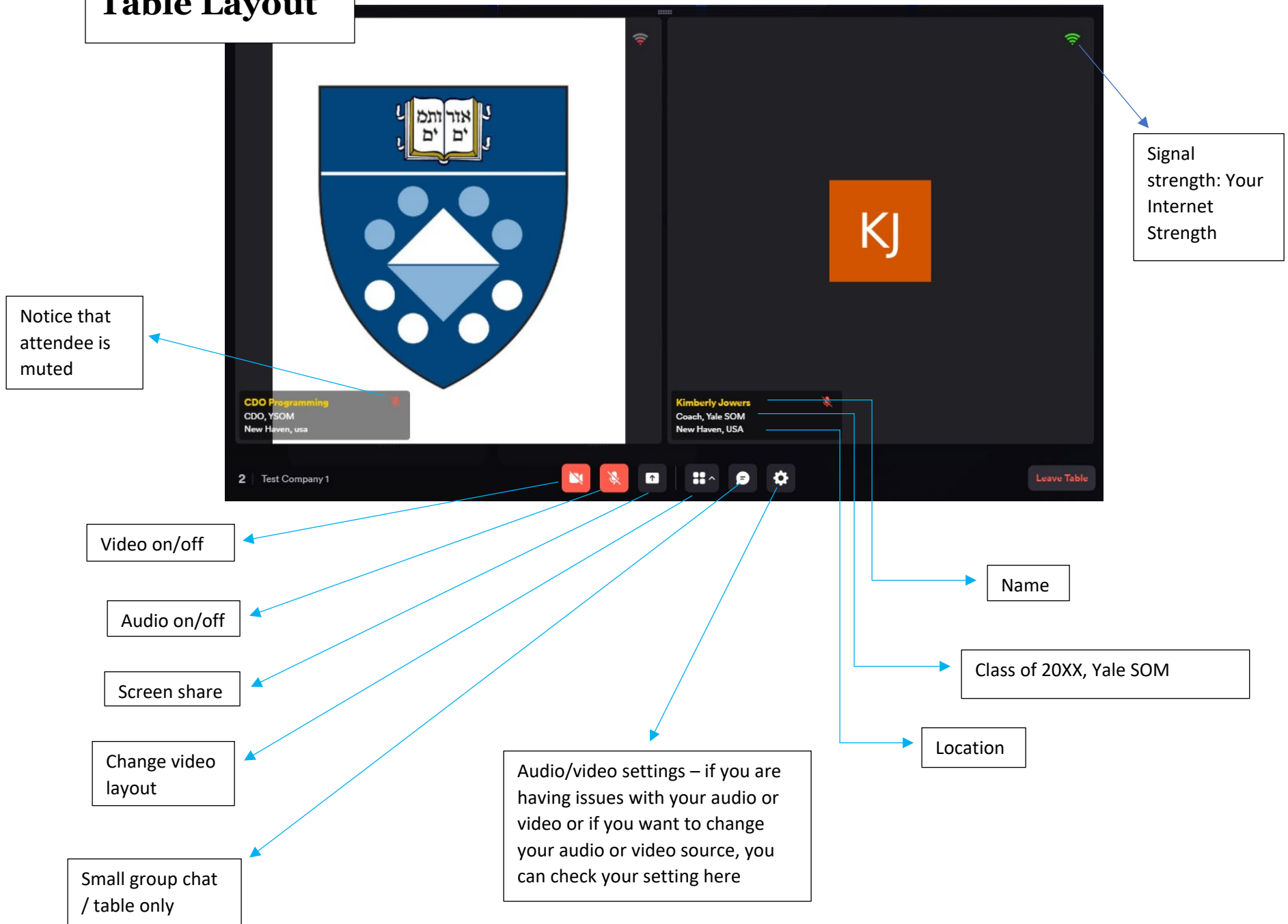


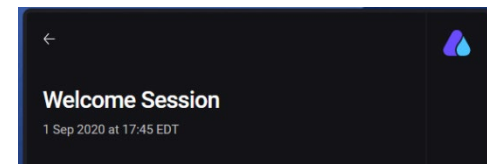
Table Layout



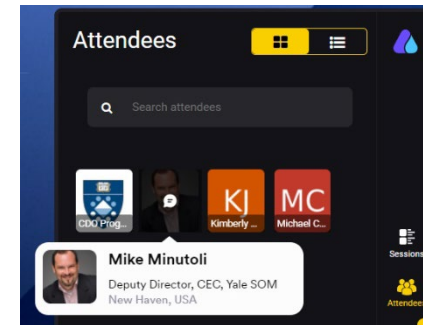
Menu Layout



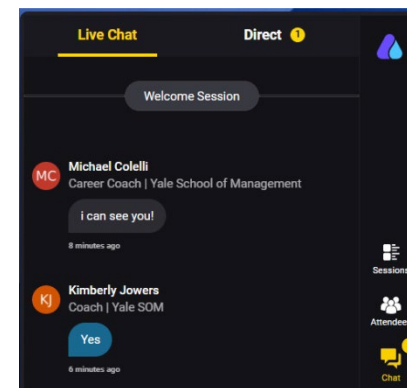
Shows the schedule of any live sessions, with speakers listed if relevant



Shows all attendees. Clicking on an attendee allows you to see more details and to direct message specific attendees



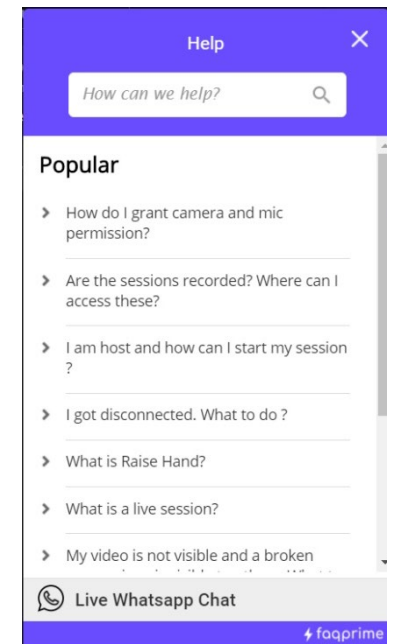
Shows Live Chat
- viewable by all event participants, including host and speakers) and Shows Direct (one-on-one chats)
- yellow dot indicates a new direct message when notifications are turns on



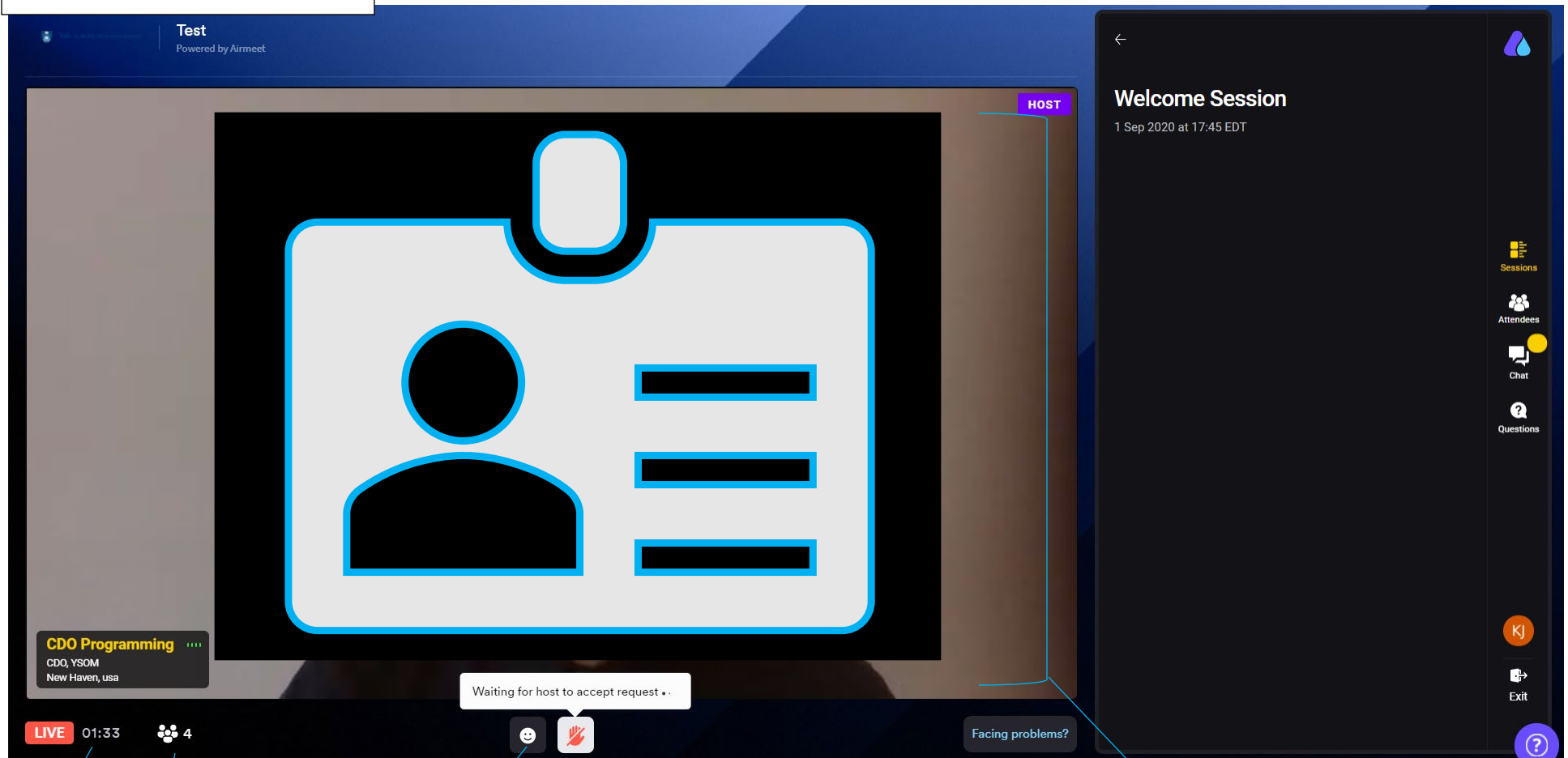
Allows you to edit your profile in case you want to change any of your visible information

To leave the Airmeet. You can also leave the Airmeet by simply closing the tab in your browser

Help section. If the automated answers do not resolve the issue, you can also have a live Whatsapp chat with someone from Airmeet to assist



Session Layout



Time live

Number of
attendees

Emoji reactions to
session content

Raise a Hand function to request to
be brought "on stage" with audio
and video

Presenter(s) "on stage". If
you Raise a Hand and are
brought on stage, you will
also be visible here