



Chicon 43 is hybrid and being presented in Airmeet alongside the live convention in Chicago. Members will access Airmeet via their Chicon account.

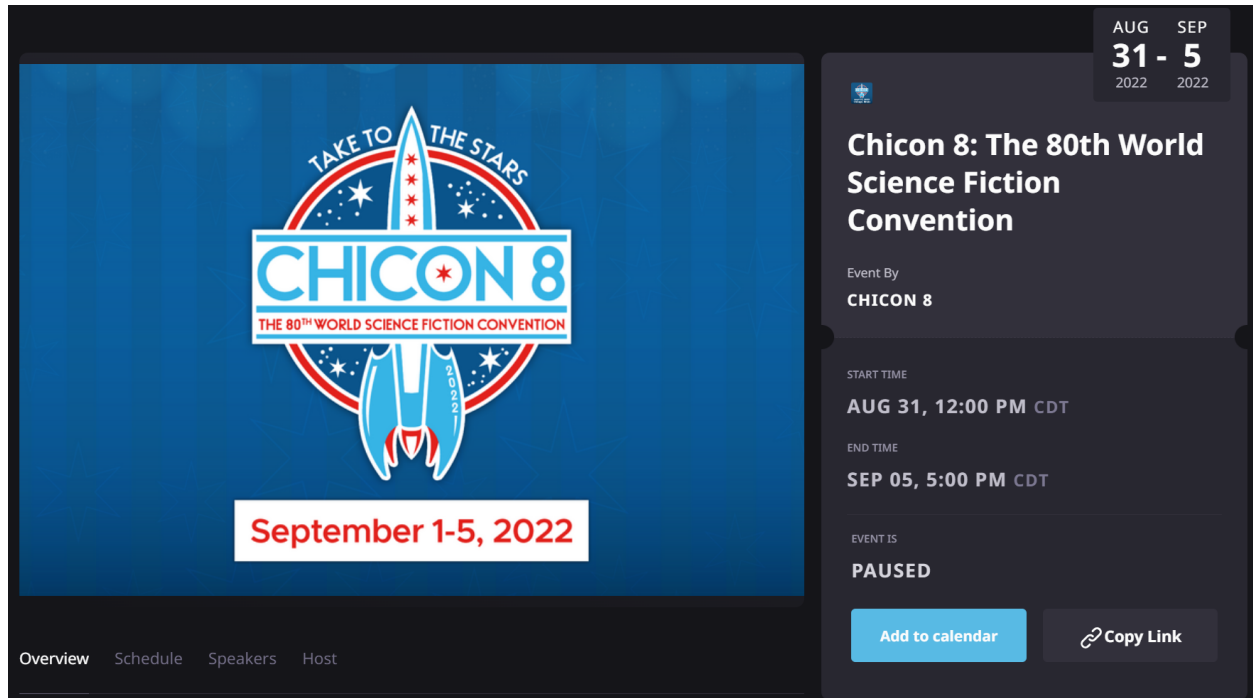
As with an in-person convention: If you break the Chicon Code of Conduct, you could be booted from the event and won't be able to return. Click the link to read it: <https://www.Chicon.org/con/memberships/policies-and-guidelines/code-of-conduct/>

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Getting in to the Airmeet

You will receive an Airmeet email with your personalized Chicon 8 Airmeet link. Do not share this link, as only one person can use it at a time. Once you have clicked on the Chicon website link, you will land on the below page.

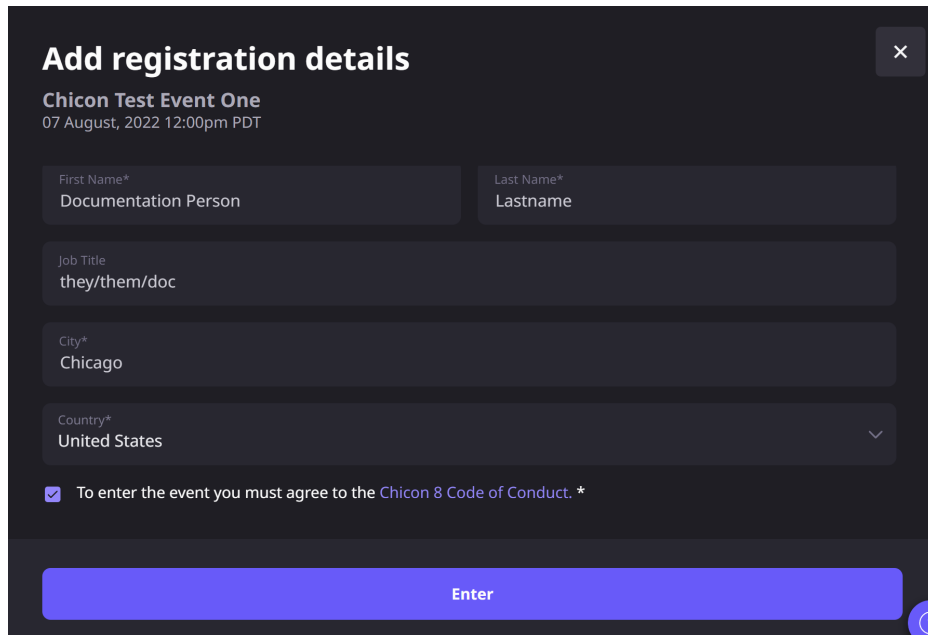


Use this link to enter Virtual Chicon throughout the event.

Click the **Enter event button**.

If it is your first time in to the event, you will need to fill out your Attendee Card.

Your Attendee Card



Add registration details

Chicon Test Event One
07 August, 2022 12:00pm PDT

First Name*
Documentation Person

Last Name*
Lastname

Job Title
they/them/doc

City*
Chicago

Country*
United States

To enter the event you must agree to the [Chicon 8 Code of Conduct](#). *

Enter

The first time you enter the event, you will fill out your attendee card. The card shows you what was pre-filled for you based on the information provided when you registered for Chicon 8.

Please use either your **Badge Name** or **Legal Name** as registered for the convention. The attendee card is your badge.

The Name, City, and Country will be pre-filled.

The Job Title is to be used for Pronouns. This field is optional.

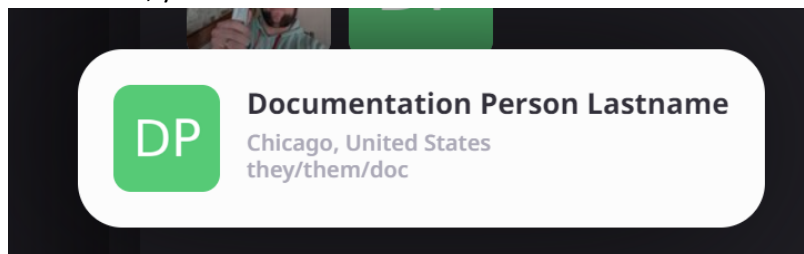
The City and Country are required. If a field is required but you want to leave it blank, use a single dot (.)

You may also add a photo or image. Your profile icon will have whatever photo, image, symbol you uploaded into your profile.

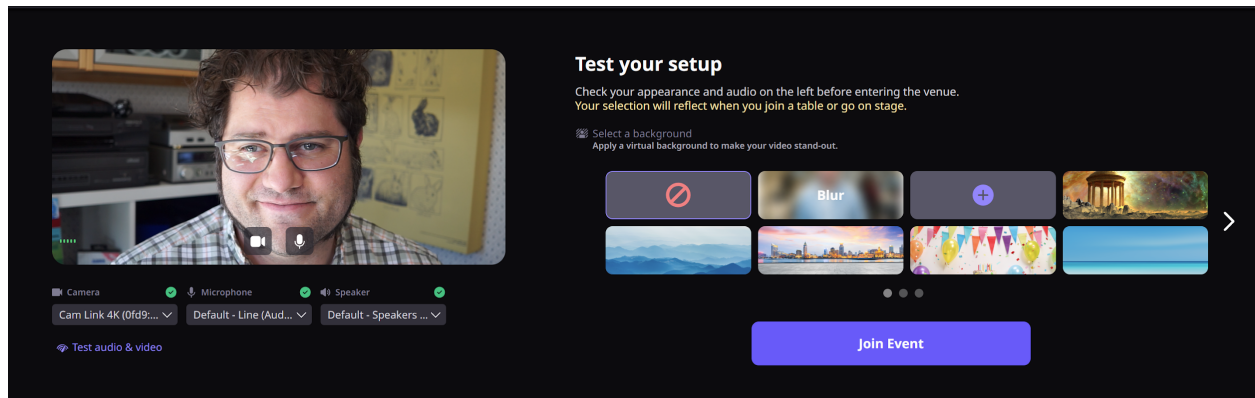
You must agree to the Chicon 8 Code of Conduct to enter the event.

After clicking the Enter button, you will see a message indicating it's processing, then another message letting you know it's done. All attendee card contents are subject to the Code of Conduct.

In the event, your card will look like the one below.



Test your setup



If you plan to use video, the next step is to Test your setup.

Here you can pick your audio and video inputs, test your video, and choose a virtual background. The system will show you a live preview. In the lower-left corner there is an indication when the system can hear you speaking.

Getting the best out of your Video and Audio

> **Camera:** The best lighting that is above and semi in front of you. Note the different images in the various tables and sessions. Natural lighting, or close to it, is best.

> **Audio:** The best audio experience is achieved with a headset. If you can't use a headset, headphones or earbuds will still make it easier for you to hear others and others to hear you. Turn off external noise sources, TV, stereo, etc. and try to keep other sounds to a minimum. If there is too much external noise, you can mute yourself.

> **Connection:** The best connection is a wired Network connection for audio and streaming. WiFi is OK if it's reliable and fast. A higher quality connection is needed for participating in sessions or at tables than for watching sessions.

> **Internet Browser:** Recommended is Google Chrome; current versions of Firefox, Edge, and Brave also work. Other browsers join in Light mode, where you can browse and watch live sessions but not interact in the social spaces.

There are apps for iOS and Android. Some features are limited or missing on the mobile apps.

> **Physical setup:** A desk/table for your computer/ laptop; a desk chair, comfy chair, etc.

> **Performances:** you may want a larger TV or monitor.

> **Remember to take breaks away from your computer, laptop, or device. And have fun!**

Reception page



After logging into Airmeet you will land on the Reception page.

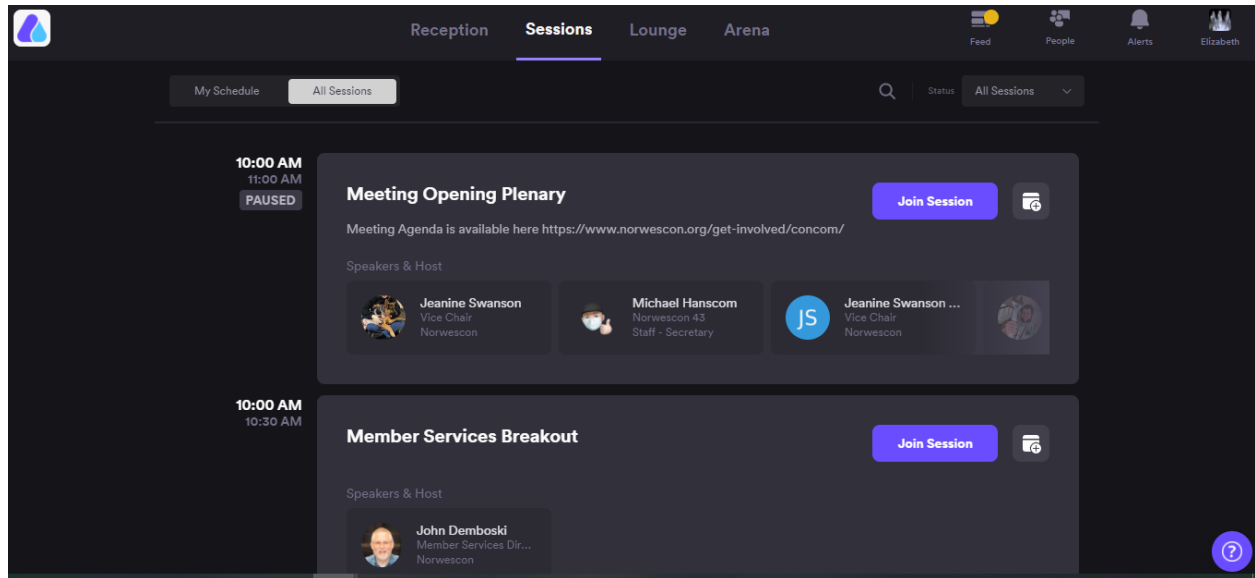
The text on the page will link you directly to each space in the convention.

From here you can also go to the **Schedule**, **Lounge** (Social space), or **Arena** (Exhibits).
You can look at the live conventionwide **Feed**, where you can type your thoughts to add to it.

You can **Exit** the event at any time and reenter it using the link on the website.
To exit, click on your icon located in the upper right of the page. From the small dropdown menu, choose Exit.

Schedule

On the Schedule page you can add events to your personal schedule.



You join a session by clicking on the Join Session button located to the right. If the session has not started, you will end up in a lobby with other people waiting for the session to start.

There will also be onscreen alerts when a Session is about to begin.

The Tracks allow you to see all the programming in a specific room. Toggle the track by clicking it to see just the programming for that room.

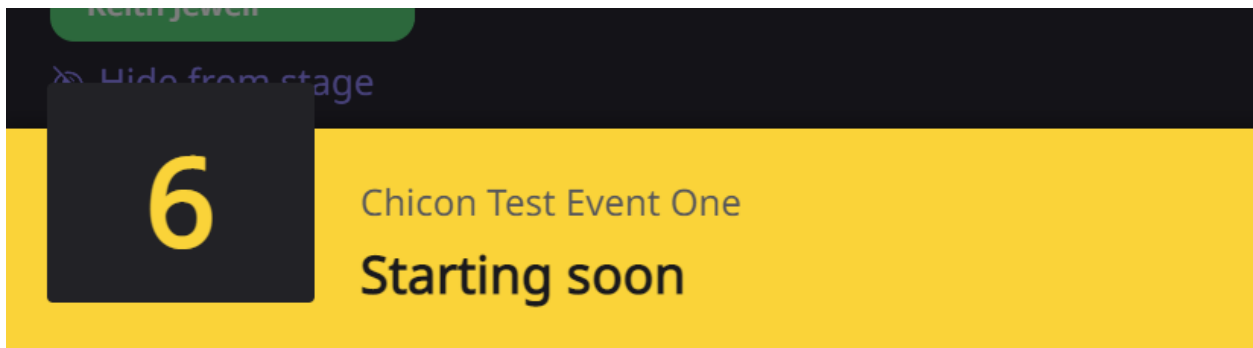
Tags allow you to see programming in a specific subject area. Toggle the tag by clicking it to see the programming on that subject.

Live session tour

If you go to a session that has not started yet, you will see the following screen.



Wait here. There will be a ten second countdown when the session is about to start.

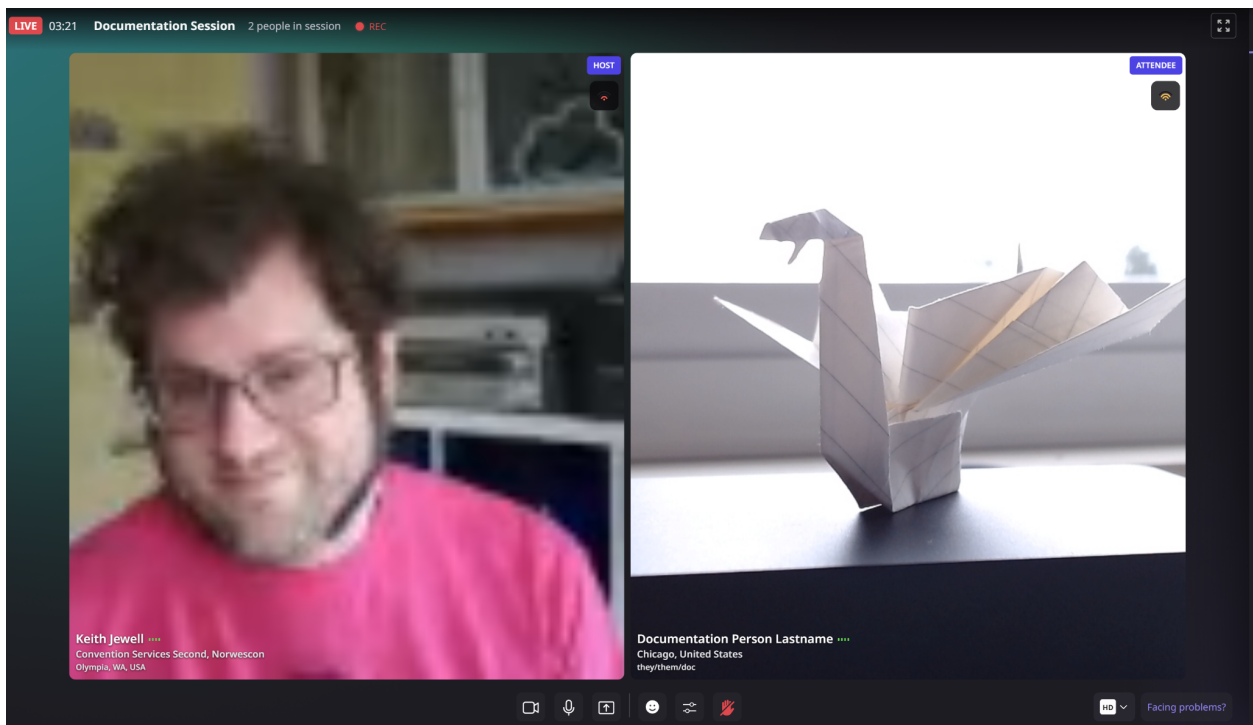


As soon as the session starts, you will be brought to the live session.



This is a live session. You can leave the session anytime by clicking the arrow button in the top left of the screen. If you are on stage, you can't leave the session. Leave the stage first, then you can leave the session.

Across the bottom of the screen you see a row of buttons for reactions or to raise your hand. Press Raise Hand if you would like to speak on stage.

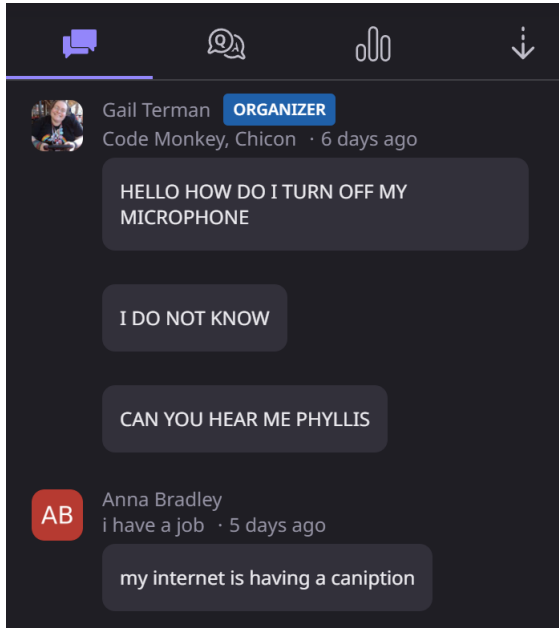


Someone has been brought up to the stage so they can talk.

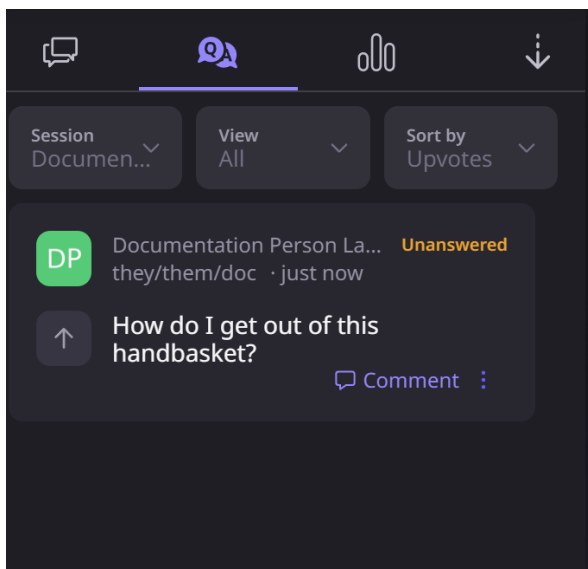
Only people on stage can speak and be heard. The maximum number of people on stage is 10.

If you are on stage, your audio will immediately start when your hand is acknowledged. Click the red camera button at the bottom of the screen if you want to share your video also. **Don't lower your hand until you are finished talking; as soon as you lower your hand, you will leave the stage.**

You can also ask questions in the session Chat or in the Q&A. Both are located to the right of the session screen.

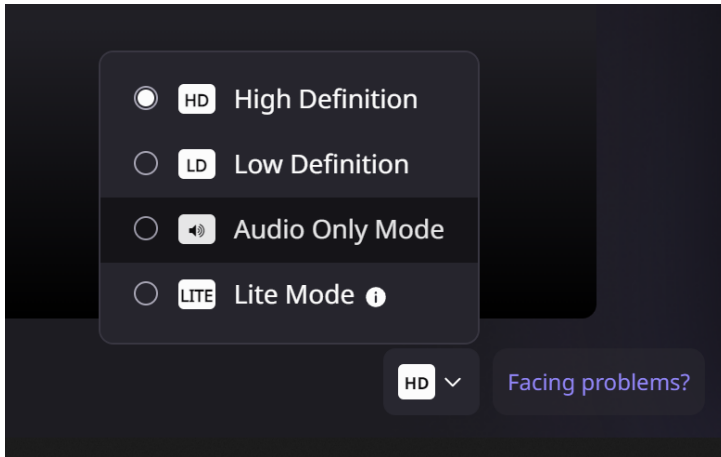


Live session Chat.



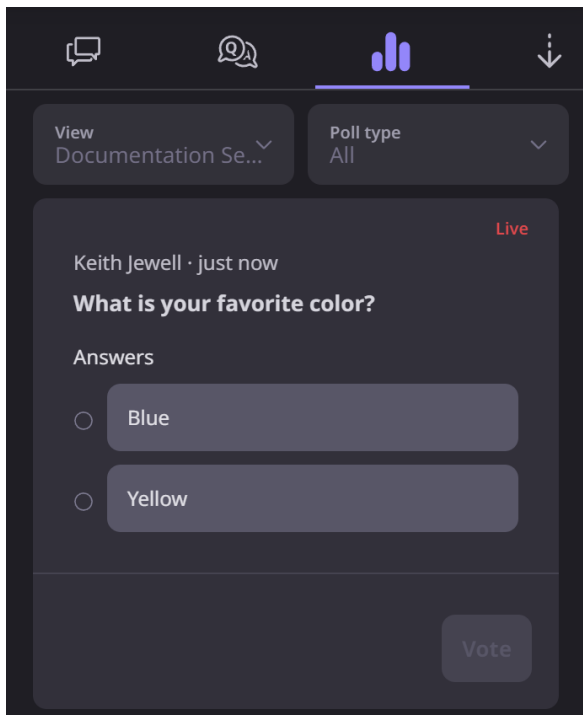
Live session Q&A.

Note: the red dot indicates that there are new messages or questions.



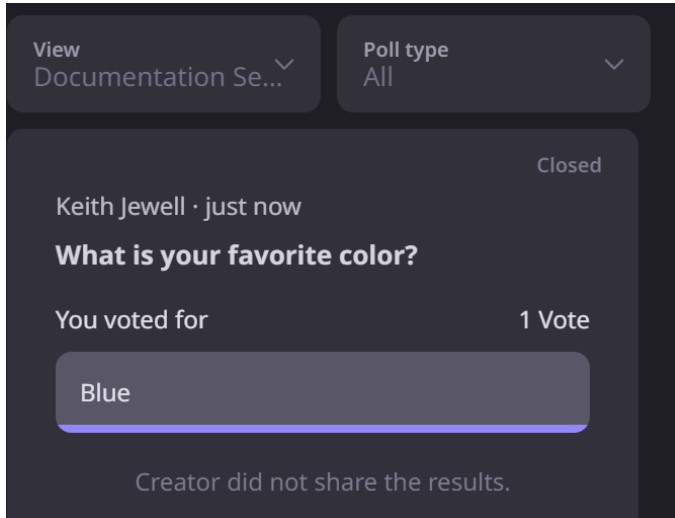
If you are having problems with the session pausing or breaking up, there are lower quality modes available. Each of these uses less Internet bandwidth and needs a less powerful computer.

There are automatic captions available. Click the CC button to turn them on or off.

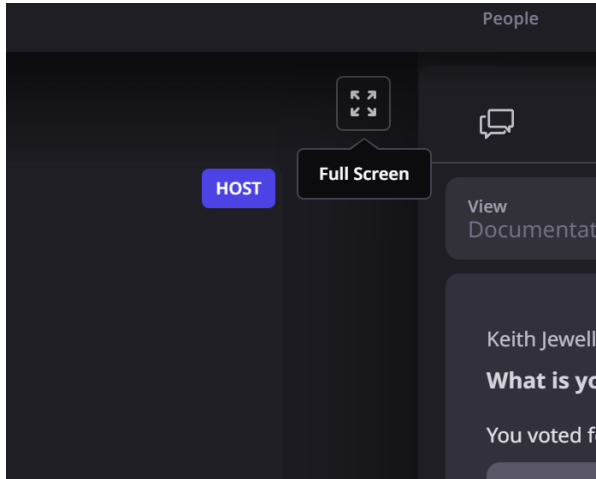


A Poll has started.

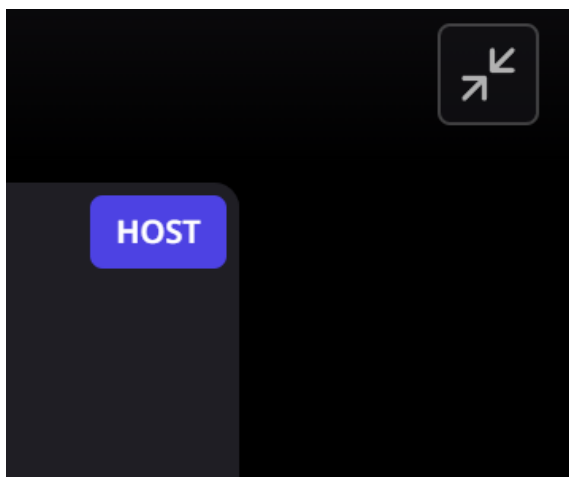
Click the **O circle** to make your selection.
Click the **Vote** button to log your pick.



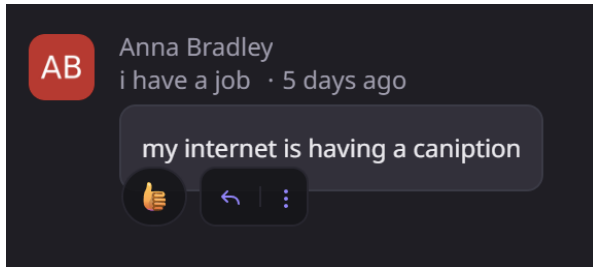
The poll is done. Note that the creator did not share the results. That is their option. Polls can be shared or not.



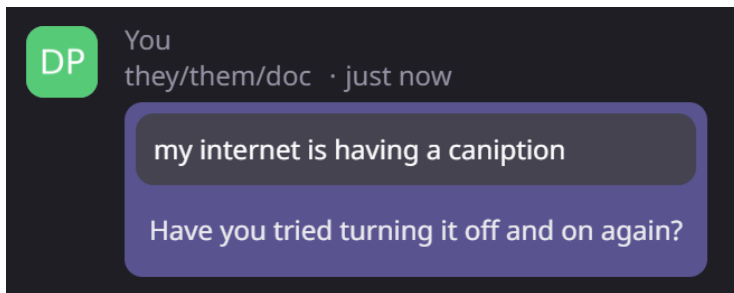
You can make a session fullscreen to see it better. Click the **four arrow box** to do this.



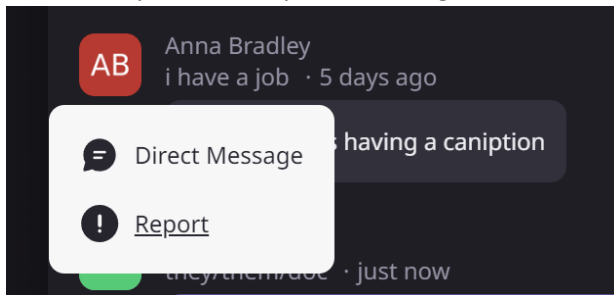
To exit fullscreen, click on the **two arrow box**.



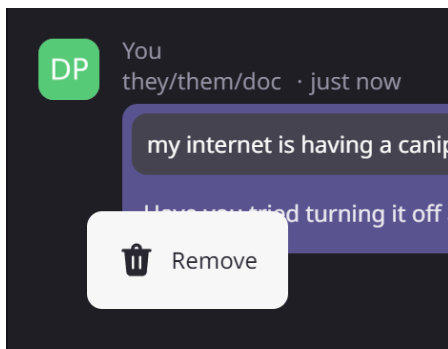
To respond to someone in chat, hover over their message and click the purple arrow. Your next message will be a response.



Click the triple dot to report a message for moderation or to send a direct message to the attendee.



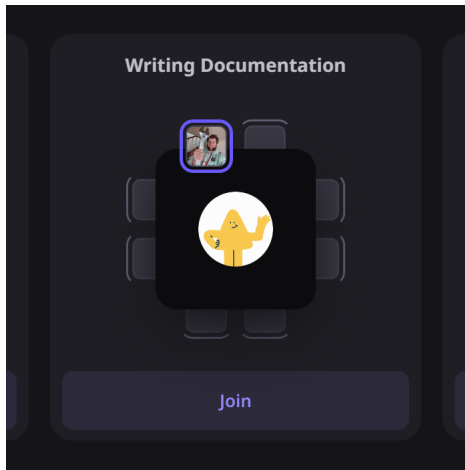
You can also remove your own messages from this menu.



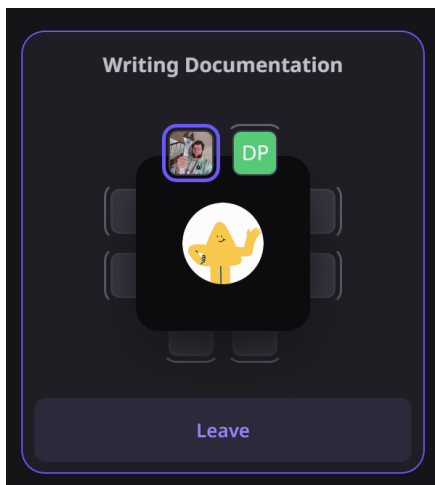
The Lounge

This is a social space for all Chicon 8 attendees.

Think of it as stopping in the hallway to talk to people you know, sitting down to have a meal with friends, etc. Each table has a maximum of 30 chairs. To join a table, click on an open chair. The table exists until all people leave it.



Your personal icon will appear on the chair. Other attendees can see this and choose to join you. Once the maximum number of seats has been filled, no one else can join the table.

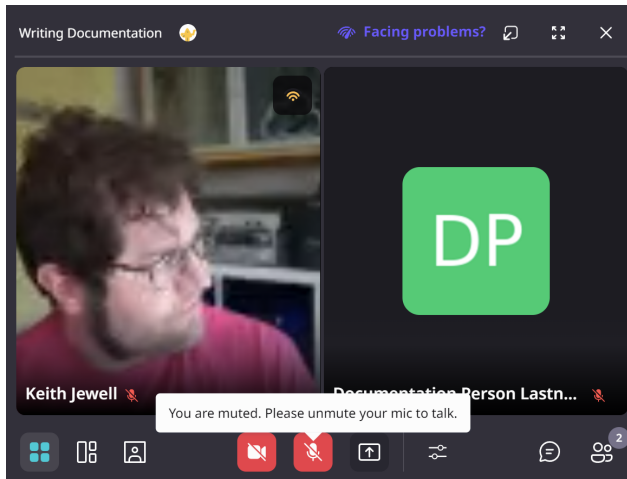


Above is an example of someone at a table.

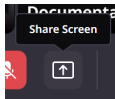
You can also create your own table if none seems to fit your topic.

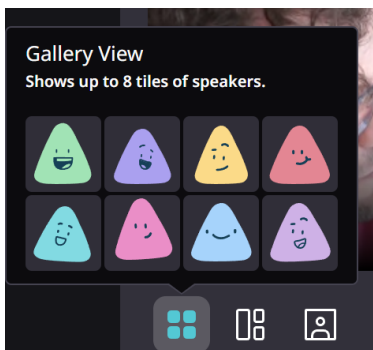
Table Tour

Tables can scale up to 30 people at a table. Once the table has 30 people it is full and no one else can join it. You leave the table by clicking on the **Leave Table** button in the bottom right corner of the table.





When you first join a table, you will be muted and hidden until you turn video and audio on.


The  **Arrow up icon** box gives you the ability to share your screen with the others in your session.

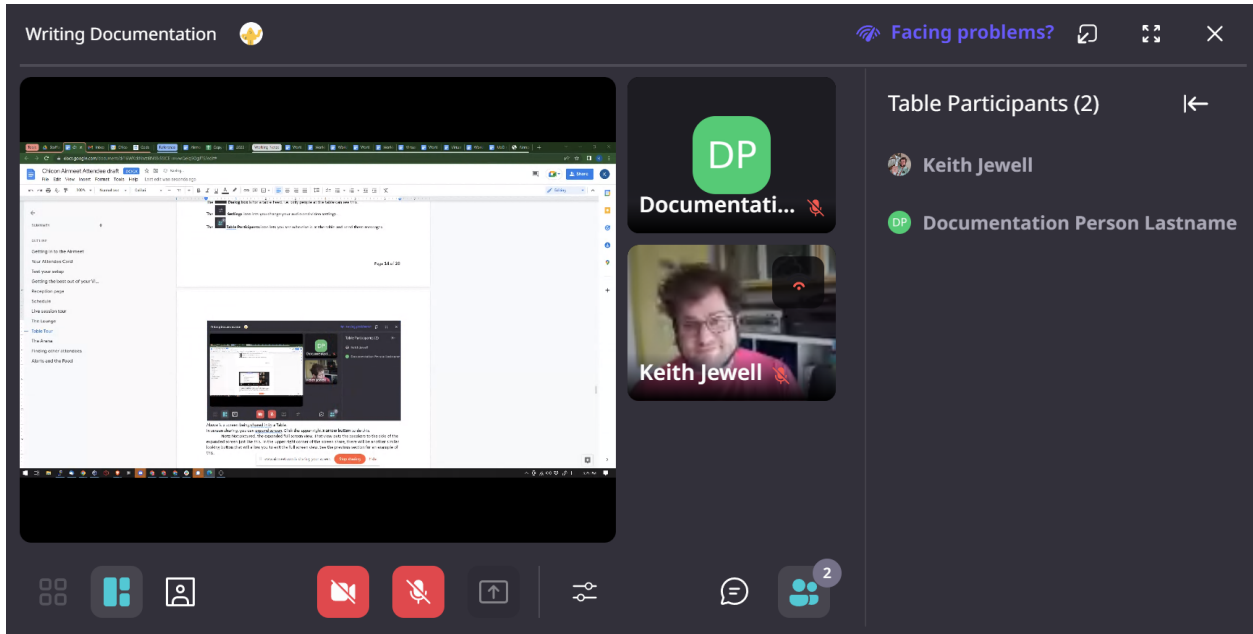


The **Layout icons** allow you to change your view of the table.

The  **Dialog box** is for a table feed, i.e., only people at the table can see this.

The  **Settings** icon lets you change your audio and video settings.

The  **Table Participants** icon lets you see who else is at the table and send them messages.



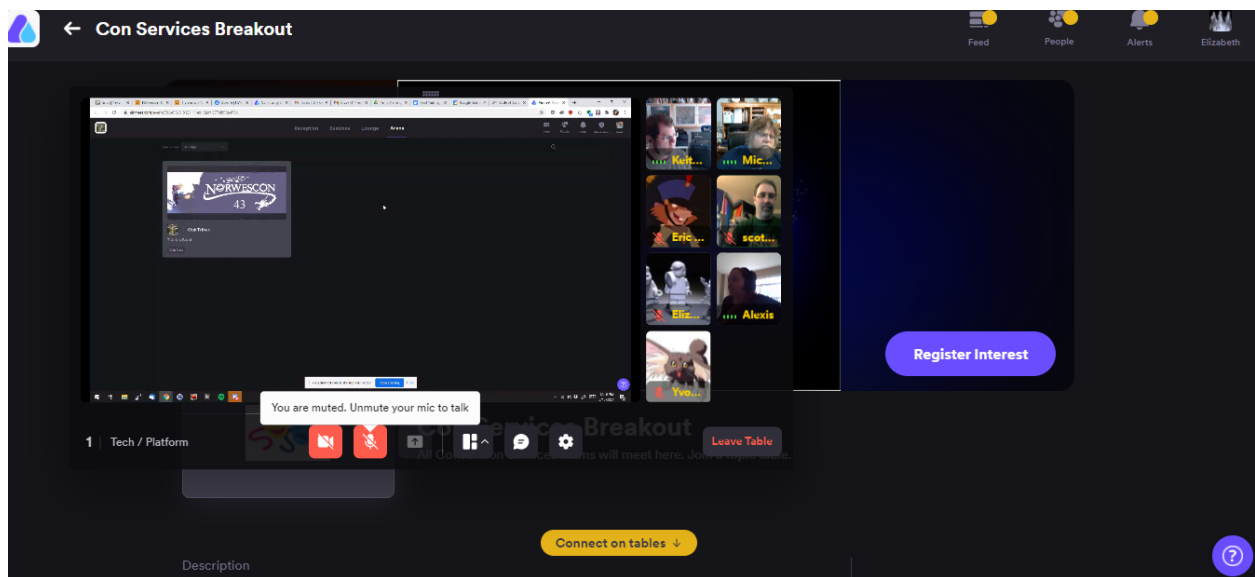
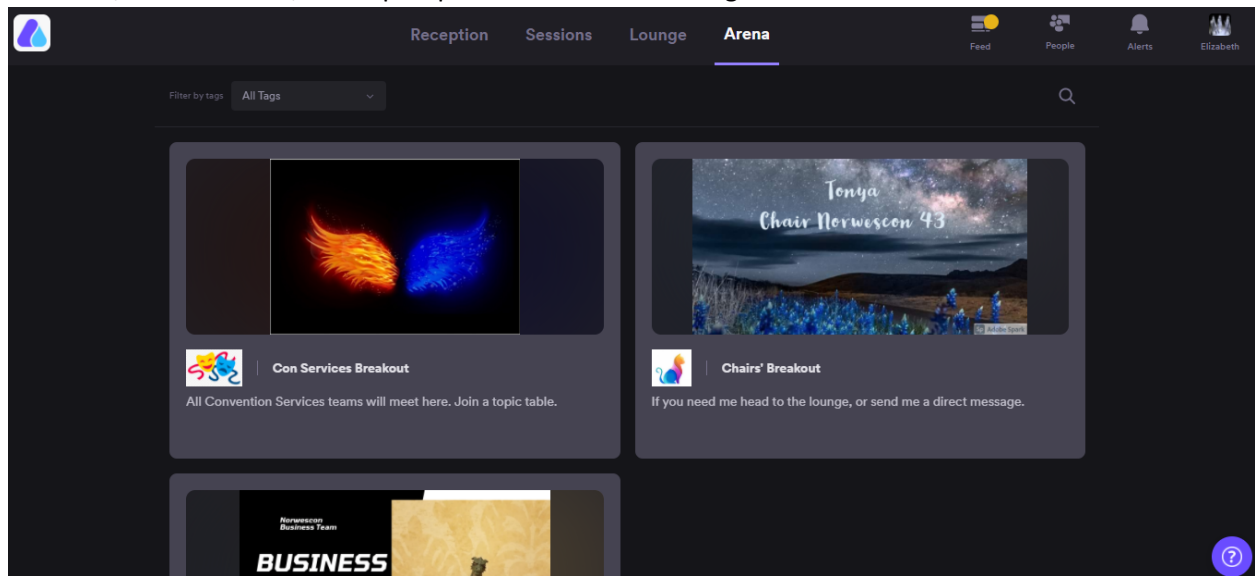
Above is a screen being shared in a Table.

When screen sharing, you can fullscreen the picture. Click the four arrow icon in the upper right corner to do this.

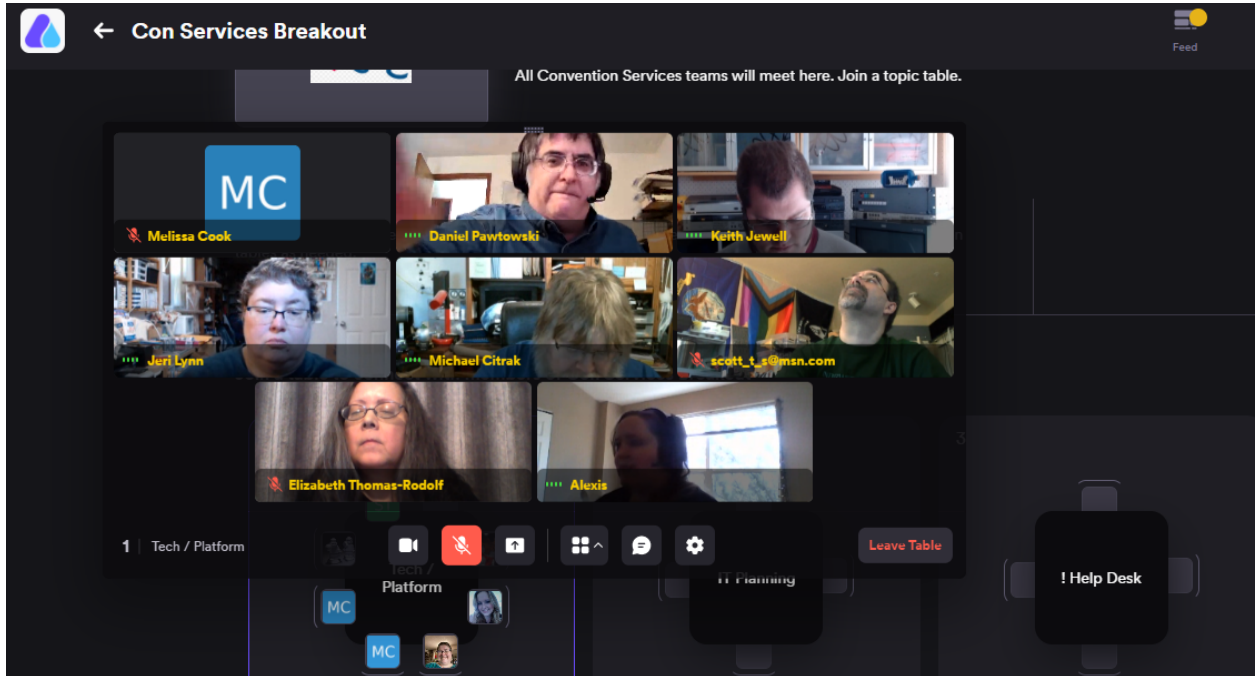
Note: Not pictured is the expanded fullscreen view. That view puts the speakers to the side of the expanded screen. In the upper right corner of the screen share is another similar looking button that will allow you to exit the fullscreen view. See the previous section for an example of this.

The Arena

The **Arena** is a place where you can find Exhibits. It is full of Booths. Booths contain links to exhibit materials, video content, and topic-specific tables for meetings.



A **Booth** in the Arena.

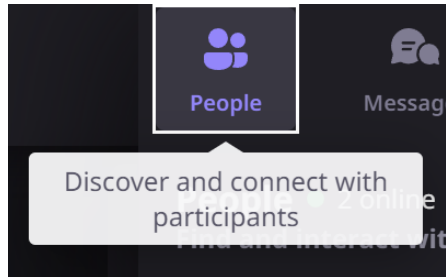


This is a **Table** in the above Booth.

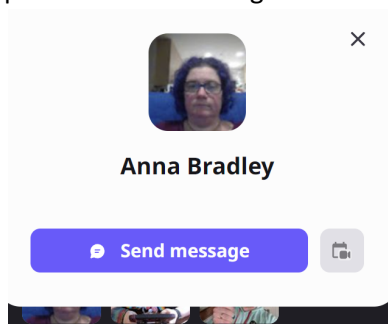
Tables in the Booths work the same as tables in the Lounge. See above for details.

Finding other attendees

In the upper right corner of Airmeet, click on **People** to find attendees active in the event.

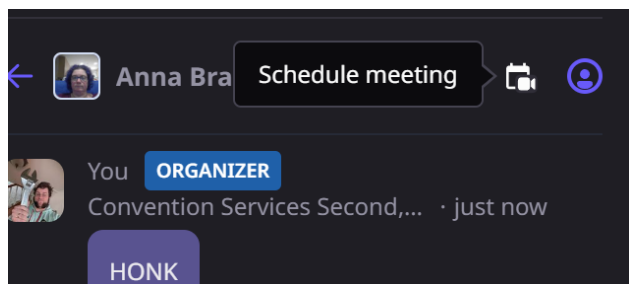


You can also **Direct Message** someone by clicking on their picture. You can type a message or schedule a private video meeting.



If there is a **red dot** on the **Direct Message** button, it means you have a message from someone.

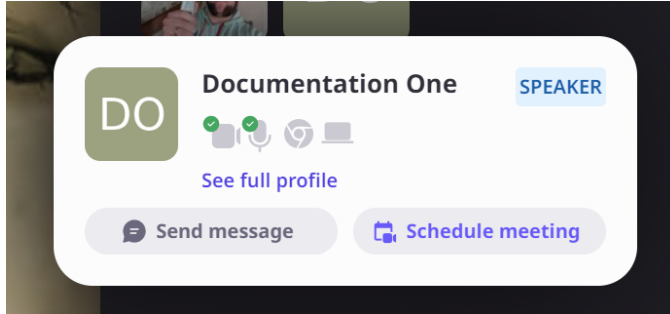
Click on the **Direct Message** to see the message.



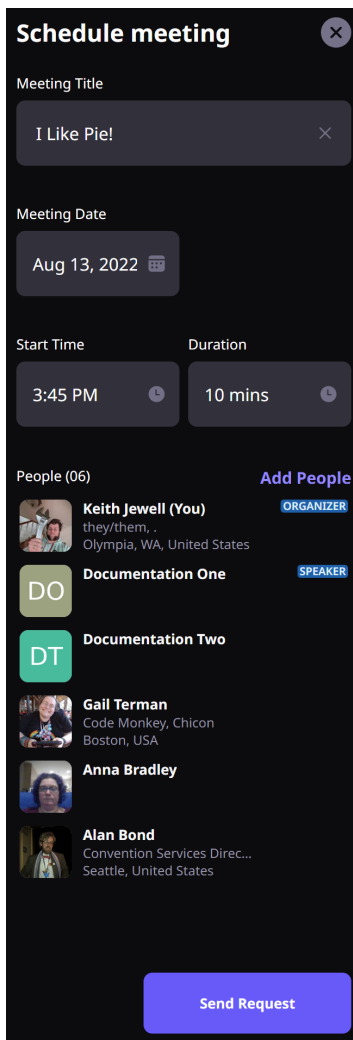
You can respond, schedule a meeting, or block the person.

Private Meetings

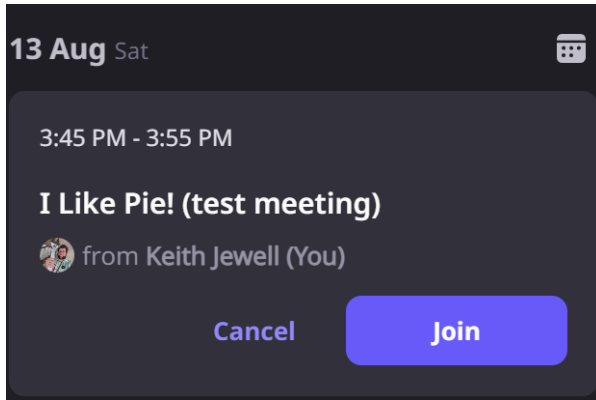
To schedule a meeting, find a person in People and hover over their icon. You will see a button to schedule a meeting, like below.



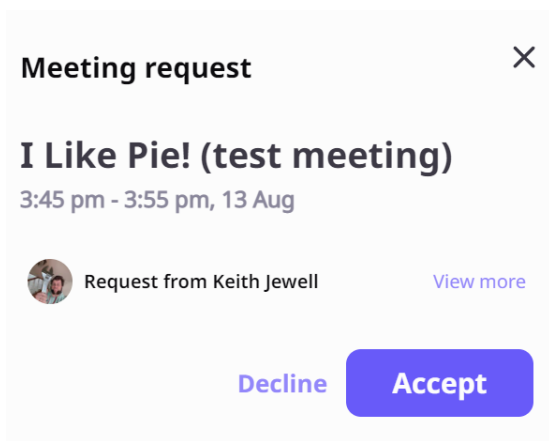
You can schedule a meeting with up to 30 attendees. Click Add People to add attendees to the meeting.



Meetings will show up in your personal schedule.



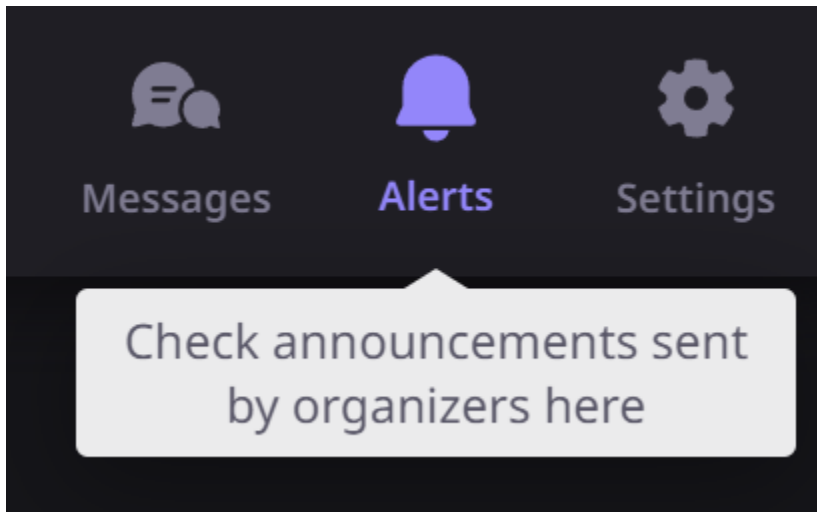
The other attendees will have the opportunity to decline or accept your meeting.



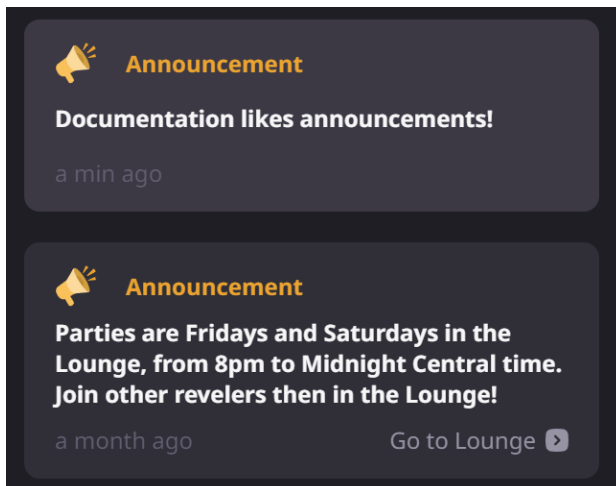
If they accept, the meeting will be placed on their schedule.

Meetings work like private tables that only invited attendees can join.

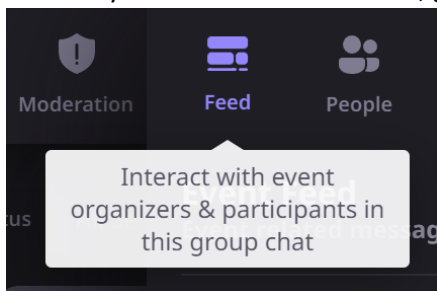
Alerts and the Feed



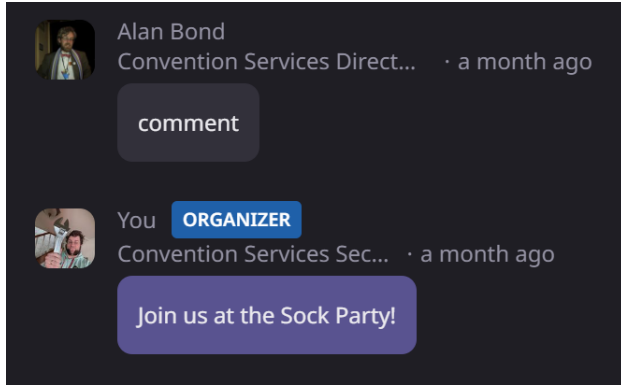
To see Alerts click on the Alerts section. You will see a list of all announcements.



Note: Alerts are sent only by the Organizers and can be seen by everyone at the event. To share your own announcements, go to the Feed.



This is a single group chat for the entire event. Feed items will show up for everyone in the Airmeeet.



If you log out of Chicon at any time, you can click the website link to get back into it.

As with an in-person convention: If you break the Chicon Code of Conduct, you could be booted from the event and won't be able to return.

Available Accessibility Features

The following accessibility features are available within Airmeet.

Closed Captions - Closed Captions are available to speakers and those viewing Sessions in the full experience. The closed captions are designated by speaker. When closed captions are enabled, the system will switch to Active Speaker mode so that the caption can be associated more easily with the person speaking. Closed captions are not available in the Lite experience, or at tables.

Live Captions - On Google Chrome, there is a live-captioning service available that will work with any mode of Airmeet. Unlike the built-in captioning, it does not associate the captions with the speakers or switch the video to active speaker view. For further details follow the instructions at <https://support.google.com/chrome/answer/10538231?hl=en>

Chat - Chat is available during Sessions and at Tables. Chat can be used to communicate with other members and with program participants.

Limit visual stimulation - During Sessions, you can limit visual stimulation by setting the session to Audio Only mode. This mode will stop the speaker video. Closed Captions still work in this mode.

Larger view - There is a Full-Screen mode available in both Sessions and Tables. The full-screen button is in the upper right corner of the stage or video area.

Screen readers - Controls within Airmeet are labeled for the use of screen readers, and support the use of the Tab key to move between buttons. There are two known limitations to this functionality: sometimes the button focus will change due to an onscreen prompt, and some of the buttons do not highlight when selected via the Tab key.

Mobile access - If an attendee does not have access to a Chromebook, Mac, or PC, there is an Airmeet app available for iPhone, iPad, and Android. Some functionality is limited in the mobile application, as Airmeet is designed primarily for use with a computer and web browser.

Data limits - If data is limited, use the LD mode available in the lower-right corner of the stage or video area. This will dramatically reduce the bandwidth used by Airmeet.

Low complexity modes - Airmeet is available in LD, Audio Only, and Lite modes. Each of these modes requires less computer power. The Lite mode will not allow for interaction with the Session. It works on the widest range of devices.