

Airmeet User Guide

LangUE 2021

LangUE 2021 is hosted on the Airmeet conferencing platform. This software can be accessed from your web browser, does not require any installation, and is straightforward to use. To assist conference attendees and presenters in the use of Airmeet, the LangUE 2021 Committee has prepared this user guide with tips, tricks, and general advice, to make your experience at LangUE2021 as smooth as possible. Please note, that by taking part in this conference, you agree to abide by the following code of conduct:

- We commit to providing a harassment-free, accessible, and pleasant conference experience with equity in rights for all. We want every participant to feel welcome, included, and safe at the conference.
- We aim to provide a safe, respectful, and harassment-free conference environment for everyone involved.
- We do not tolerate harassment of conference participants, including but not limited to verbal accusations or bullying, deliberate intimidation, stalking, or following both in person and online, harassing photography or recording, sustained disruption of talks or other events, interference with a person's participation or opportunity for participation, unwelcome sexual attention, and/or advocating for, or encouraging, any of the above behaviour.
- In the event of any incident or concerns, attendees can contact any member of the organisational team in confidence. In particular, the following people will be on stand-by and reachable:
 - Angela Burgess, Conference Chair, acburga@essex.ac.uk
 - Willem van Boxtel, Airmeet lead, w.s.vanboxtel@essex.ac.uk

1. Registration and Accessing the Conference

Before participating in the conference, attendees and speakers should register on the platform by visiting [this link](#) and following the steps – see Figure 1 for details. Please make sure you register well in advance of the conference dates – *this is especially true for speakers, who must register beforehand to be added to their presentation sessions.*

Please note that after registration, it is recommended attendees fill out profile information and add their photo in the Profile options menu, accessible in the very top right of the Airmeet platform. Also note that for any general Airmeet questions, a Q&A option exists in the bottom right of the screen, indicated by a purple question mark button. The first 30 minutes of each conference day will further comprise a general introduction to Airmeet by the Committee – attendees are encouraged to attend this session on both days.

On the day of the event, clicking the link above will allow attendees and speakers to test their microphone and camera access, before being directed to the *Social Lounge* (Figure 2). Camera and microphone access may be switched off using the buttons on the bottom side of the camera screen.

Language and Linguistics

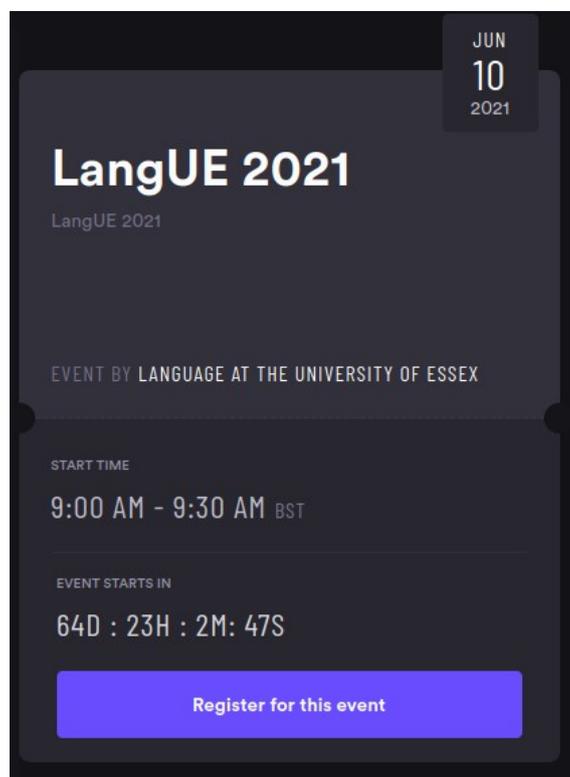


Figure 1: Registration Button for LangUE 2021

1.1 Social Lounge

The Social Lounge is LangUE's primary networking facility, and allows attendees to take 'seats' at tables and interact with other delegates.

The first table is reserved as *Help Table* - this table will be staffed by a Committee member at all times and is there for delegates to ask for technical support, general queries, or other questions.

When joining a table, a pop-up window will show all table attendees at that time. It is possible to increase or decrease the size of this window by dragging and dropping the top edge.

Before and after presentation sessions, delegates are invited to join tables (which have a maximum of eight participants) to meet and greet other attendees. Note that attendees are not *required* to participate in table discussions. If you choose not to join a table, you can simply wait in the Social Lounge for any of the Main Sessions to start.

When a session is due to start, all delegates present in the Social Lounge will receive a 10-second countdown notification before automatically being transferred to the Main Session Area.

1.2 Main Sessions

During Main Sessions, all attendees are automatically taken from the Social Lounge after 10 seconds - although if delegates do not wish to attend a Main Session talk, they may use the *Exit* button to return to the lounge after the start of the talk. It is possible to enter and exit Main Sessions at your leisure.

Main Sessions are where presentations, both plenary and others, are held. Camera and microphone access are automatically disabled for all attendees, except the host and speaker(s). Delegates may ask questions and chat in this space as well. Airmeeet distinguishes between a *Chat* and Q&A function (See Figure 3) - please

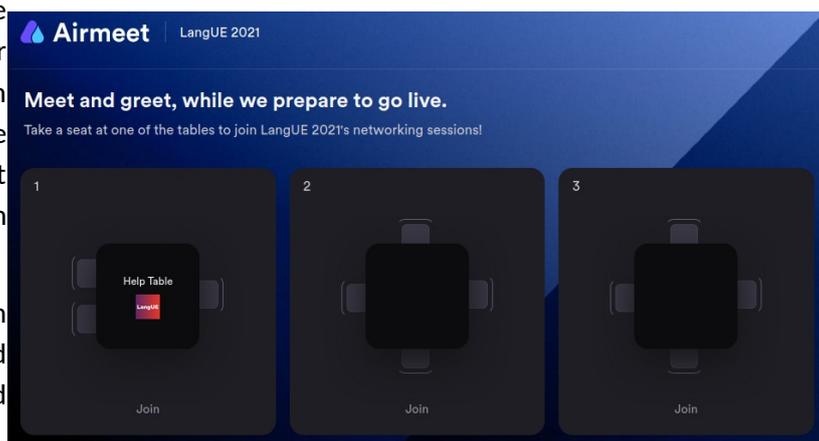


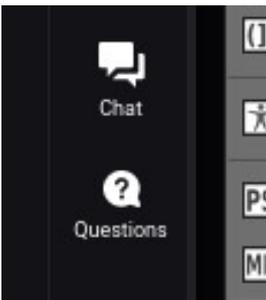
Figure 2: Social Lounge Overview

Language and Linguistics

make sure you ask your questions to the speaker in the *Questions* menu, this will allow the speaker to see any questions that were asked and mark questions as answered. Alternatively, if you wish to ask your question in person using your camera or microphone, you can request to do so by *raising your hand*, and the host will then give you 'the microphone' and invite you on-stage. You will need to accept the microphone in order to ask your question live.

Note that it is also possible to direct message individual attendees, as well, if you so wish. Please make sure you abide by our code of conduct above when using the messaging functions.

2. For Speakers



Speakers will be invited *Backstage* by the host several minutes before the start of their Main Session. This is to check whether camera and microphone access are working, to introduce the host and the speaker to one another, and to prepare the speaker's screen sharing of their slides.

Screen sharing can be done using the *Present to Audience* button at the bottom of the Main Session screen. Alternatively, if the speaker's slides are in .pdf format, these files can be shared directly to the Main Session.

During the backstage period, the host will make sure the speaker is ready for their talk and will be able to answer any questions the speaker might have.

All speakers *must* keep to their allotted time limits. For *Plenary Speakers*, this includes 40 minutes speaking time and 15 minutes for questions, while *all other speakers* may speak for up to 20 minutes, with a 10-minute Q&A.

Figure 3: Chat/Q&A Buttons in Main Sessions



Figure 4: Speaker Buttons in Main Sessions

3. Poster Discussions

Poster presenters must email a 5/6-minute presentation of their poster (or a link to this presentation) to langue@essex.ac.uk by 31st May. These presentations will then be uploaded to a cloud drive, where they may be accessed by conference delegates.

During poster sessions, each poster presenter will occupy an Airmeet table, where they may answer questions and discuss with other delegates. Poster presenters should sit at the table that shows their name and/or keywords *for the whole duration of the poster discussion session*. An example of this setup is given in Figure 5.

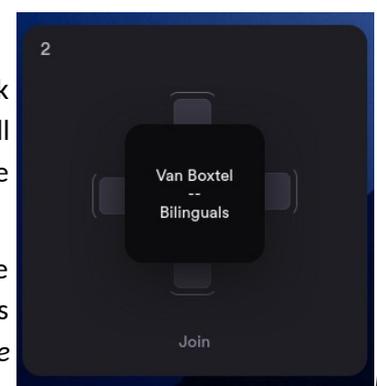


Figure 5: Table Setup for Poster Discussion