# Help Articles (Conference Format)

# Singing Up

- Setting up organizer/company/community account Click Here
- How to add a community team member (Event Manager) in Airmeet Click Here / Watch
  Here
- Roles of Community Manager and Event Manager Click Here
- Who is a co-host & how to add a co-host to Airmeet event Click Here
- Available Integration & API's Click Here / Watch Here

# Creating the event (Setting up the venue)

#### **Basics**

- Setup (Conference Format) event from the dashboard Click Here
- How to set up event entry rules for attendees Click Here
- How to create a session from the dashboard on Airmeet Click Here / Watch Here
- How to add a speaker and map them to a session from the dashboard Click Here
- How to set up the Booth Inside the event Click here / Watch Here
- How to set up the tables Click here / Watch Here

#### **Advance**

- How to add Stage Backdrop in Airmeet sessions Click Here / Watch Here
- How to set up Custom Registration form Click here
- How to add a Pre-recorded videos /Video compressing guide Click here
- How to add sponsors to the Airmeet event in conference format Click here
- How to "stream in" an Airmeet session using custom RTMP Click Here
- How to add a ticket (Paid Event) Click Here
- Live streaming your sessions: On Facebook / On YouTube / On LinkedIn / On Twitter
- Branding Guide for Conference Click Here
- Difference between Start/Pause/End Airmeet and Start/Pause/End session Click Here

## Hosting the event (Live Controls for Event Day)

- Stage controls for session Host & Co-host Click Here
- How to use the announcement feature to send alerts Click here
- How can host put speakers on-focus/limelight Click Here
- How to create and publish Polls in Airmeet Events Click Here

# **Additional**

- Customizing live event experience Theme, Session & Event settings Click here
- Session replay on-demand Click Here

## **Technical Guide**

- How much network bandwidth (internet speed) do I need to join an Airmeet Click Here
- Safari browser compatibility and known technical issue Click Here
- What browsers are supported by Airmeet Click Here
- How do I prepare my network in case of firewall or VPN to access Airmeet Click Here
- How to check your internet connection & current bandwidth Click Here

Also, here is the knowledge base link for all the queries on Airmeet, and for any further assistance feel free to reach out to us at the 24/7 support lounge. Click Here ©