URFIU 2020 Airmeet Instructions

Note: We recommend that you access URFIU 2020 with Google Chrome through a desktop or laptop computer. You may not be able to access URFIU 2020 with a mobile device. Instructions for presenters and grad fair representatives are on Page 9.

- Go to http://go.fiu.edu/urfiu for URFIU 2020 scheduled from September 29 – October 1

- Prior to September 29, you can add the event to your calendar. On September 29, you will be able to enter the Airmeet by clicking on “Enter Airmeet”, which will appear in place of “Add to Calendar”.

- Click on “Login” located at the top right corner of the URFIU 2020 dashboard, then either click on “Use Email” (You may login with your LinkedIn, Google, Facebook or Twitter account).

- If you “Use Email” to log in and are new to Airmeet, you will have to click on “Signup for a new account”. 

After clicking “Signup for a new account”, enter the 6 digit verification code sent to your email and create a new strong password.

Enter the details for your attendee card (virtual URFIU 2020 nametag), and your registration for URFIU 2020 will be complete.
Click on “Done” and you are ready to enter URFIU 2020. Please note that Airmeeet may request permission to test your camera and microphone. Test your camera and microphone before entering URFIU 2020. We encourage all attendees to have their cameras and microphones on though you can turn them off. You may click on “Get Started” or “Skip” for the Airmeeet product tour before entering URFIU 2020.
Welcome to URFIU 2020! Before sitting at a table, let’s review the features available for you at URFIU 2020.

Chat

- You will have access to two types of chat
  1. Live Chat
     - All attendees can view all messages posted in the Live Chat
  2. Direct Message
     - This is for personal messages that can be viewed by only you and the one receiving your direct messages
       - To send a Direct Message, you can either:
         - Move your mouse cursor to a message written by the attendee in the Live Chat, then click on the three dots circled in yellow below and select Direct Message.
         - Click on Attendees and move your mouse cursor to the attendee’s name. Click on the three dots circled in yellow below and select Direct Message.
- If you receive a direct message:
  - You will see a yellow circle on the chat icon as shown in the image below.
  - Click on chat, then on Direct where you will see a message request.
  - You will see the attendee who sent the Direct Message.
  - Click on the attendee’s name and select whether to “Accept” or “Decline” the Direct Message.
    - To reply to the Direct Message, select “Accept”.

- Reporting a message
  - If you notice someone posted an inappropriate or offensive message, please report it.
  - Click on the three dots next to the message in the General Chat area and select “Report”.
  - If the committee decides the message that it should not have been posted, the message will be deleted and the attendee will be blocked from URFIU 2020.
The Social Lounge

- The Social Lounge will have tables where you can take a seat in one that is hosted by the presenter, URFIU Committee or grad fair representative.

- Each table will have 8 seats available. A seat is taken when the attendee’s name or image appears at the table.

- In the table, the following window will appear
- Camera button turns your camera on or off
- Microphone button mutes or unmutes your microphone
  - We ask that attendees keep their microphones muted during presentations
- Share Screen button (Box with arrow pointing north) is what presenters and grad fair representatives will use to share their posters and/or presentations respectively
- Layout button (Box with four white squares) allows you to change the layout of the table but note that it will be speaker view during presentations
- Table Chat button (Box with talk bubble) is for messages that will be seen by everyone present in the table
- Settings button (Box with cog) is if you will need to change the camera and/or microphone for the Airmeet table
- If you wish to leave the table, click on the “Leave Table” button on the bottom right hand corner.
Presenters and Grad Fair Representatives:
- will have access to their assigned table throughout the entire duration of URFIU 2020 (September 29 at 9:00 am – October 1 at 4:00 pm).
- will see their name or institution name on the table.
  - The URFIU Committee can upload an image, such as a logo or excerpt of poster, on your table.
    - Images have to be emailed to ugresearch@fiu.edu in either a JPG or SVG format in no more than 500 kb.
- are expected to be at their table during their designated session.
  - Posters are expected to be shared in the table throughout session with presentation at 5 – 10 minutes (No more than 12 minutes).
    - To view the schedule of 2020 presentations, visit http://researchconference.fiu.edu/2020presenters/.
  - Grad fair tables can share material, such as a website, video, or PowerPoint presentation during grad fairs.
    - To view the URFIU 2020 Schedule, visit http://researchconference.fiu.edu/2020-schedule/.
- can invite any attendees to their table during the conference.
  - URFIU 2020 is free and open to the public.