Airmeet

HYBRID EVENT CHECKLIST

Your Go-To Checkpoints for a flawless event experience

MUST-DO CHECKLIST

Grant Permissions

✓ **Mic and camera** permissions **Read More**

✓ **Screen Share permission** in case of Mac OS **Read More**

Recommendation

✓ Use **Wired LAN Connection** with speed of 10-15 Mbps (Static 1:1)

✓ **Power and Internet Backup** Provision

Ensure

✓ **Pre - Event System Check - Start Test**

✓ **Chrome browser with version 79** or higher (recommended) on laptop or desktop

✓ **Updated browser and operating system**

✓ **Internet speed** Minimum upload speed of 10-15 Mbps(Static 1:1)

✓ **Close all other applications/ tools accessing mic and camera in the background**

Disable

✓ **VPN & Firewall**

✓ **Ad blockers** if any

Hybrid Scenarios on Airmeet

RTMP Streaming

Phygital Events

(Virtual Camera setup)

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Hybrid Checklist

Differences

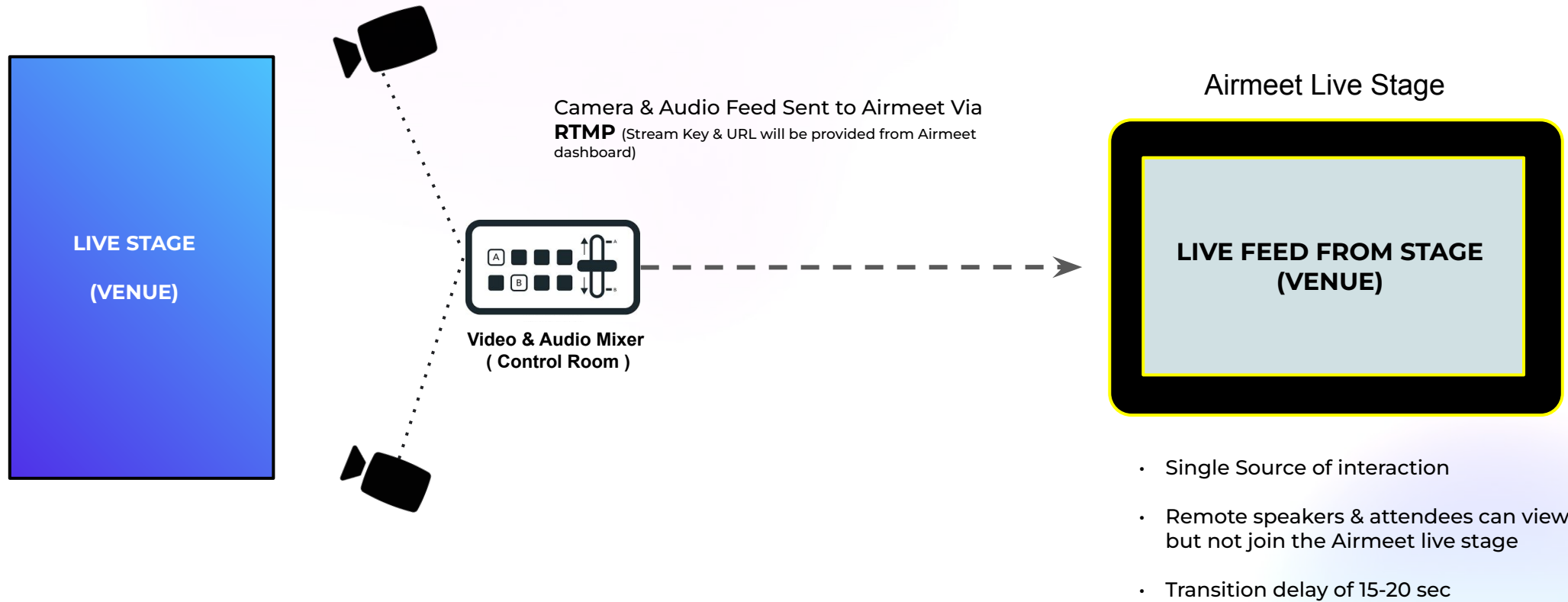|	RTMP Streaming	Phygital (Virtual Camera Setup)
Scenarios/ Use Cases	1. One-way communication. Attendees watching sessions and putting questions in Q&A. 2. When live interaction is not needed among speakers and attendees 3. When speakers on physical stage needs to be streamed on Airmeet stage without live stage interaction	1. Connecting Offline speakers on event location to online audience and speakers joining remotely. 2. Team building engagement with live stage performance connected from physical stage with other remote speakers. 3. Attendee engagement between physical and online attendees 4. Interaction between Speakers connected remotely and in-person <> Attendee connected remotely
Interaction Level	Moderate Chat, polls, QnA, reactions available for virtual attendees	Highly Immersive Invite to stage, Raise hands, Chat, polls, QnA, reactions available for attendees
Speaker Presence	Speakers available on Venue getting live streamed on Airmeet	Speakers available on the venue or remote area (via Airmeet speaker link) getting streamed on Airmeet
Stakeholders on stage	Attendees, mapped speakers (if any), Host & Co-host not visible on stage	Attendees, mapped speakers (if any), Host & Co-host visible on stage
Stream keys and URL	Stream key and URL are required (Event level or session level)	No stream key required. Virtual Camera/ NDI webcam and Mic Input needs to be changed

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Differences

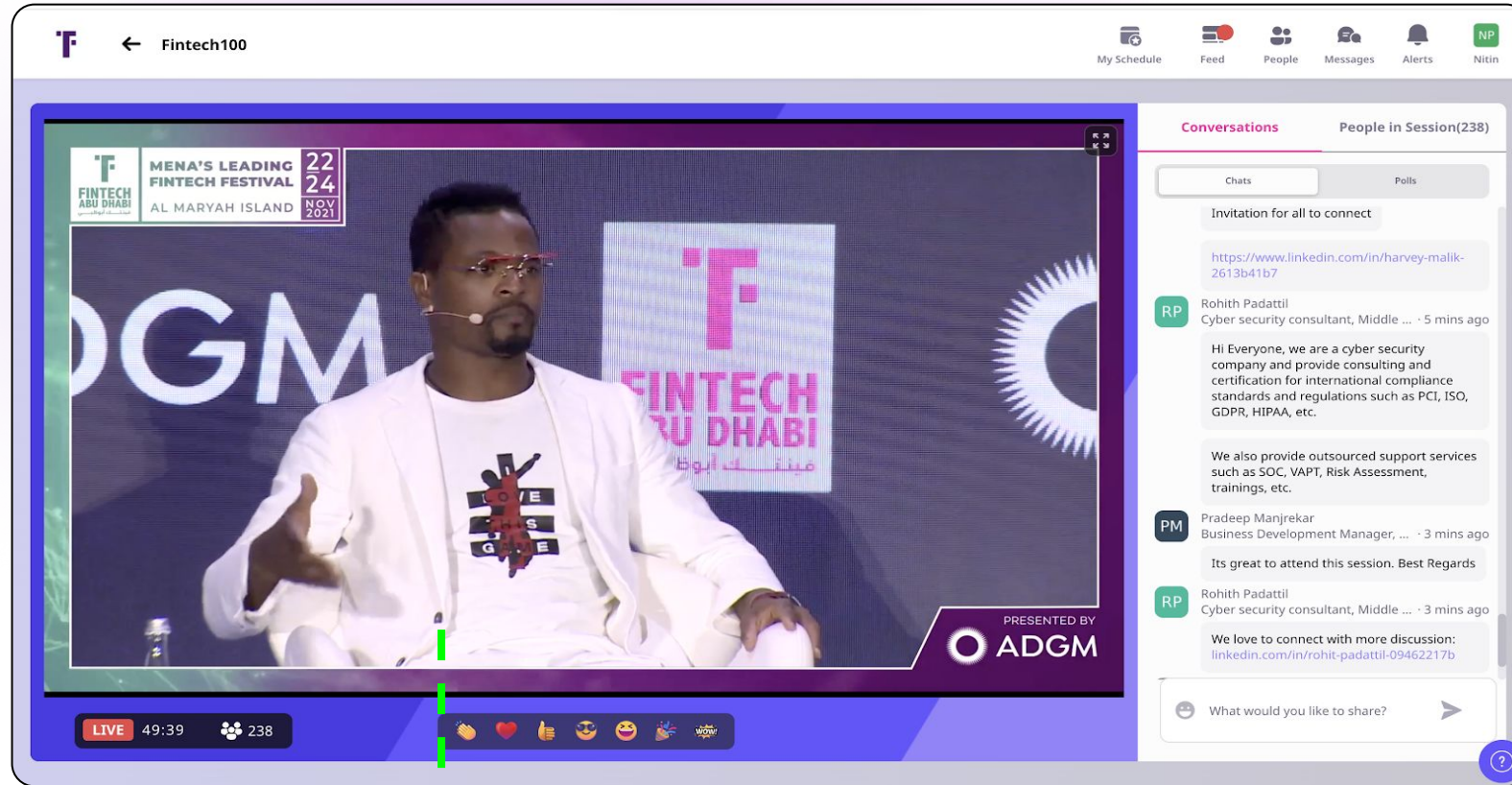|	RTMP Streaming	Phygital (Virtual Camera Setup)
Setup Requirement	Online setup Step 1: Airmeet event creation Step 2: RTMP Stream key generation Equipment required : Personal device(Laptop) with internet connectivity Offline setup Step 1: Single/Multicam setup with audio mixer installed at venue console (Input - Master laptop) Step 2: Master laptop to have Video mixer software installed (OBS/Vimeo livestream/Vmix or any other) Equipment required : Production team with Video/Audio Mixer & High graphic system	Online setup Step 1: Airmeet event creation Step 2: Remote speakers with a speaker link. Step 3: Host/Co-host to be on hide mode(optional) to manage the session controls. Equipment required : Personal device(Laptop) with internet connectivity Offline setup Step 1: Single/Multicam setup with audio mixer installed at venue console (Input - Master laptop) Step 2: Master laptop to have Video mixer software installed (OBS/Vimeo livestream/Vmix or any other) Equipment required : Production team with Video/Audio Mixer & High graphic system
Livestream to Social media	Not possible via Airmeet	Possible via Airmeet

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Hybrid Scenario 1 : RTMP Streaming

(One-Way communication from venue stage (offline) to Airmeet)

LIVE STAGE

(VENUE)

Camera & Audio Feed Sent to Airmeet Via
RTMP (Stream Key & URL will be provided from Airmeet dashboard)

Video & Audio Mixer
(Control Room)

Airmeet Live Stage

LIVE FEED FROM STAGE
(VENUE)

- Single Source of interaction

- Remote speakers & attendees can view but not join the Airmeet live stage

- Transition delay of 15-20 sec

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Hybrid Checklist

RTMP Streaming

Physical Stage View
(on Airmeet Live Stage via RTMP)

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Hybrid Checklist

MUST-DO CHECKLIST

Tools and Equipments

✓ **Console System (Control room on Venue)**

- **Audio/ Video Mixer (Broadcasting tools** such as OBS, Streamyard, Vimeo, VMix etc.)
- **Monitor**

✓ **Streaming software - recommended settings**

✓ **Whitelist Streaming Domain** (optional)

Stream Key and Usage

✓ Create **"Stream into Airmeet"** type of session under schedule from dashboard

✓ **Generate Stream Key & URL** **Read More**

1. Event level key : Single key for all your "Stream into Airmeet" based sessions.

- Streaming output will be viewed all session backstage in case the event level key is used
- Organizers need to ensure they start the particular day session only (as stream output is displayed in all backstage but make sure to start the correct session for the given day)

2. Session level key : Unique RTMP stream key for each session

- Session level key is a must for Parallel or overlapping session, you can generate a separate stream key while creating the session itself.

SHOULD-DO CHECKLIST

Joining Link

✓ Use the event link or click on **"Enter Event"** option on the dashboard

✓ **Join** your upcoming session's **Backstage** at least 10-15 mins prior to its start time.

Backstage Rehearsal

✓ **Perform Dry Run** well in advance before your event to make sure that the Audio & Video are in sync

✓ When the host goes **backstage**, they will see the **input from the broadcasting platform** once the streaming output is given

✓ If there's **no input from the broadcasting platform**, the host will see a message indicating **No stream input yet**

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Hybrid Checklist

GOOD-TO-KNOW CHECKLIST

Go Live with the broadcast

✓ Go Backstage and you will see the input from the broadcasting platform once started

✓ Once you start receiving the input from the broadcasting platform, Host can click on the **Start Session** button on the top right.

✓ The attendees will now be able to see the broadcast and the session is live

Live Stage Tips

✓ **Solid Color stage backdrop is** Highly recommend (No logo/ text / image on backdrop)

✓ Neither the host nor the mapped speakers will be able to join live stage

✓ A moderator can **share the QnA** from Airmeet to the third party platform/venue and speakers can answer from stage
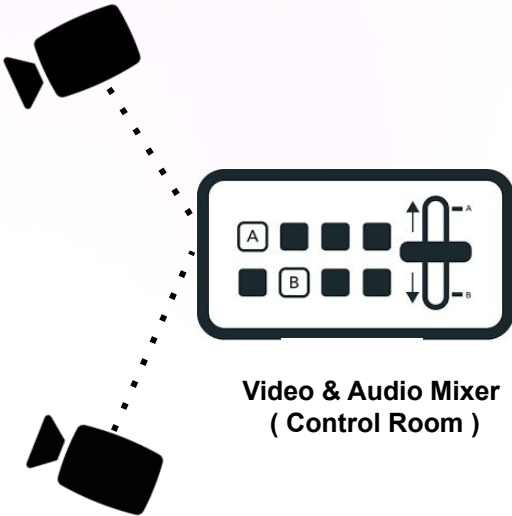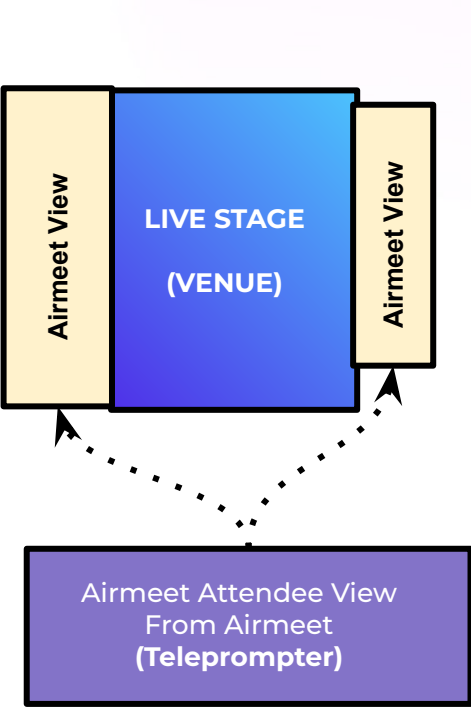
Hybrid Scenario 2 : Phygital Events

Step 1: Camera & Audio feed sent to Control room

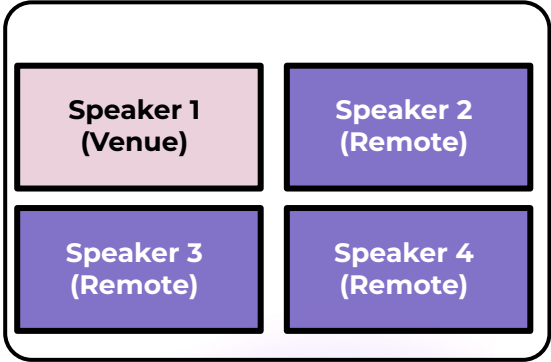**Step 2:** Control room Master system joins Airmeet backstage using unique speaker link.

Step 3: Stream Manager to change the default mic and cam input to virtual camera (Video mixer) intput
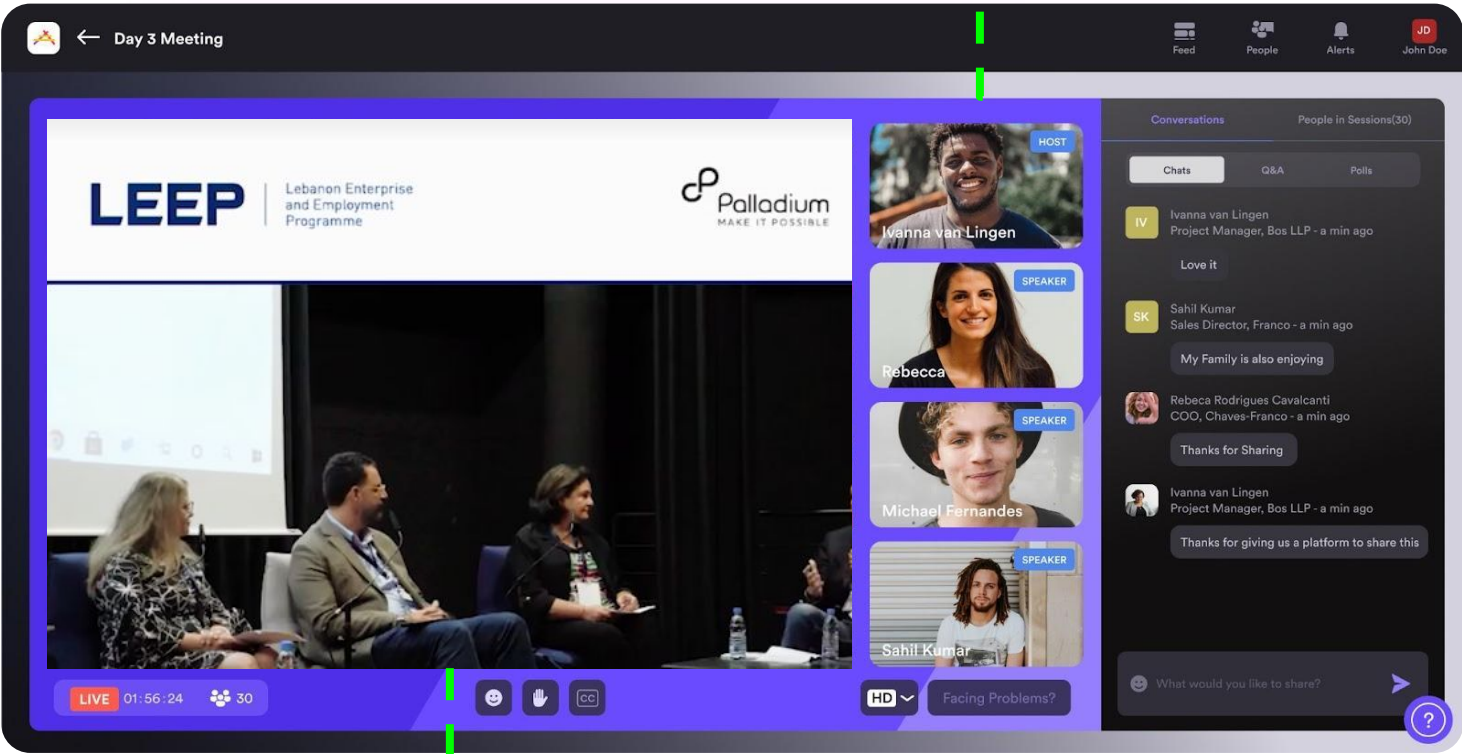
Airmeet Live Stage

The online stage view on Aimeet session from attendee's perspective

Airmeet View

LIVE STAGE (VENUE)

Airmeet View

Video & Audio Mixer (Control Room)

Video mixer output (Virtual Camera / NDI webcam)

Speaker 1 (Venue)	Speaker 2 (Remote)
Speaker 3 (Remote)	Speaker 4 (Remote)

Airmeet Attendee View From Airmeet **(Teleprompter)**

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Phygital Events (Virtual Camera Setup)

Speakers
connected remotely

Physical Stage View
(Wide Camera shot)

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Hybrid Checklist

MUST-DO CHECKLIST

Tools and Equipments

✓ **Console System (Control room on Venue)**

  - **Audio/ Video Mixer (Broadcasting tools** such as OBS, Streamyard, Vimeo, VMix etc.)

✓ **Streaming software - recommended settings**

✓ **Whitelist Streaming Domain** (optional)

✓ **Teleprompter** for Airmeet Attendee View from Airmeet live stage

Virtual Camera Setup

✓ Console system join Airmeet using host or speaker link (recommended)

✓ **Camera & Audio feed changed to Video mixer camera output on Airmeet Read More**

✓ Camera & Audio Feed Sent to Airmeet Via Virtual camera (Video mixer) & VB Audio (Audio mixer)

✓ Perform **Dry Run** before your event to make sure that the Audio & Video are in sync

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SHOULD-DO CHECKLIST

Speaker's Joining

✓ **Remote Speakers** connected via unique private speaker links

✓ **Physical Stage Speakers** connected via Virtual camera setup
(Different Angle venue Camera shots)

✓ **Join** your upcoming session's **Backstage** at least 10-15 mins prior to its start time.
Quick Video

Backstage Rehearsal

✓ Join the session backstage and change the mic/cam input by selecting "**Audio & Video settings**" **Read more**

✓ When the speaker/ host goes **backstage**, they will see the **input from the Virtual Camera.**

✓ If you are a session host refer to the checklist *here* for *other backstage & livestage options*

✓ If you are a speaker refer to the checklist *here* for *other backstage & livestage options*

GOOD-TO-KNOW CHECKLIST

Go Live with the broadcast

- ✓ **Go Backstage** and make sure to change the mic and cam inputs to broadcasting tool virtual mic and cam **Read More**

- ✓ Once you start receiving the input from the Broadcasting tool Virtual camera, HOST can click on the **Start Session** button on the top right.

- ✓ The attendees will now be able to see the broadcast and the session is live

Live Stage Tips

- ✓ **Host/Co-host to be on hide mode**(optional) to manage the session controls

- ✓ **Host can hide the non active speaker** to maintain a proper stage (venue) view **Read More**

- ✓ Whenever the remote speakers are talking it is recommended to **put them on focus**. **Read More**

- ✓ Use **Show question on stage & Chat** during live interactions for your both audience to view questions. **Quick Video**

- ✓ Use **Show Polls on stage** for better visibility

Resource Hub

- ❖ Pre - Event System Check - [Start Test](#)
- ❖ Streaming software - [recommended settings](#)
- ❖ Whitelist Streaming [Domain](#) (optional)
- ❖ Generate Stream Key & URL - [Read More](#)
- ❖ Camera & Audio feed changed to Video mixer camera output on Airmeet - [Read More](#)
- ❖ Hide/ unhide speakers or host from stage - [Read More](#)
- ❖ Put Speakers on-focus/limelight during the live event - [Read More](#)
- ❖ Use Show question on stage & Chat during live interactions for your both audience to view questions - [Quick Video](#)

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