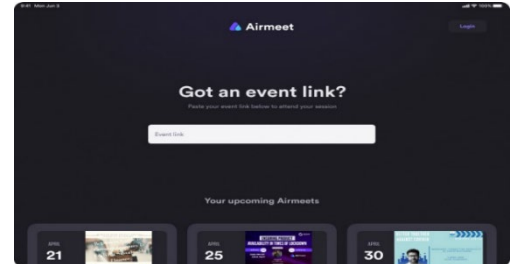


## Family Business Council Gulf Summit Virtual Tech Guide for Speakers and Moderators

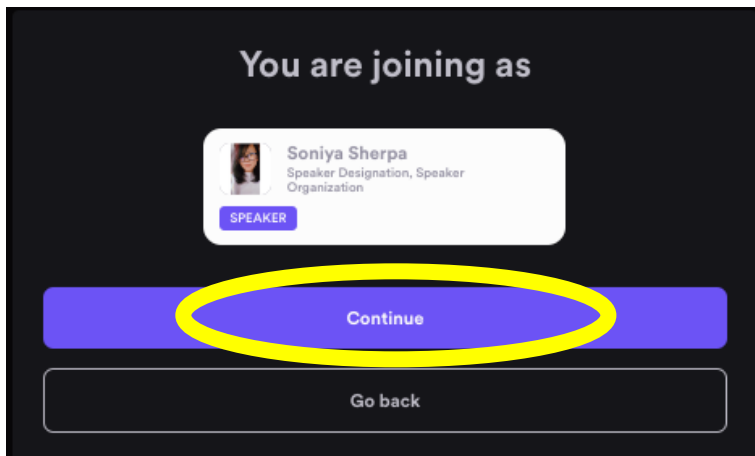
### Before Log-in:

1. **Recommended** for all speakers to use a laptop or desktop with **Google Chrome** as your browser
2. If you must use an iPad, download the **Airmeet App** before the Summit [here](#)  
*When you open the App, insert your unique Airmeet link as directed and follow same instructions below*

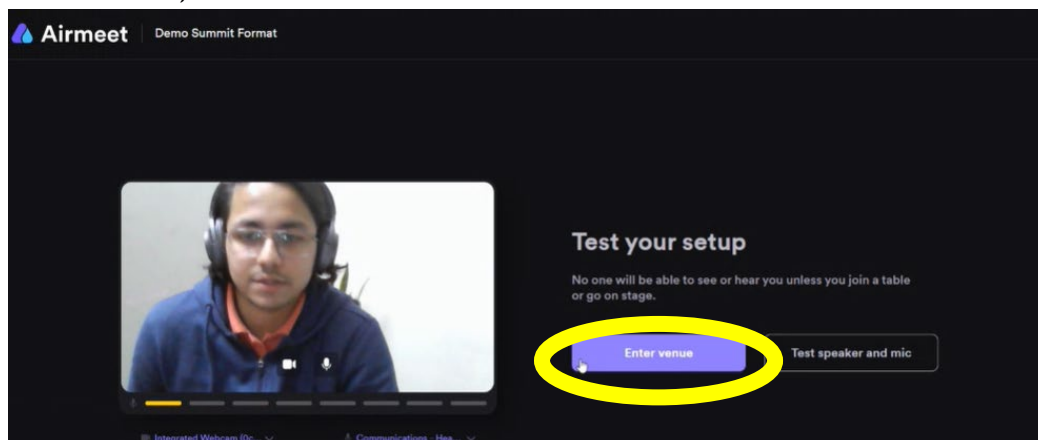


### How to log-in?

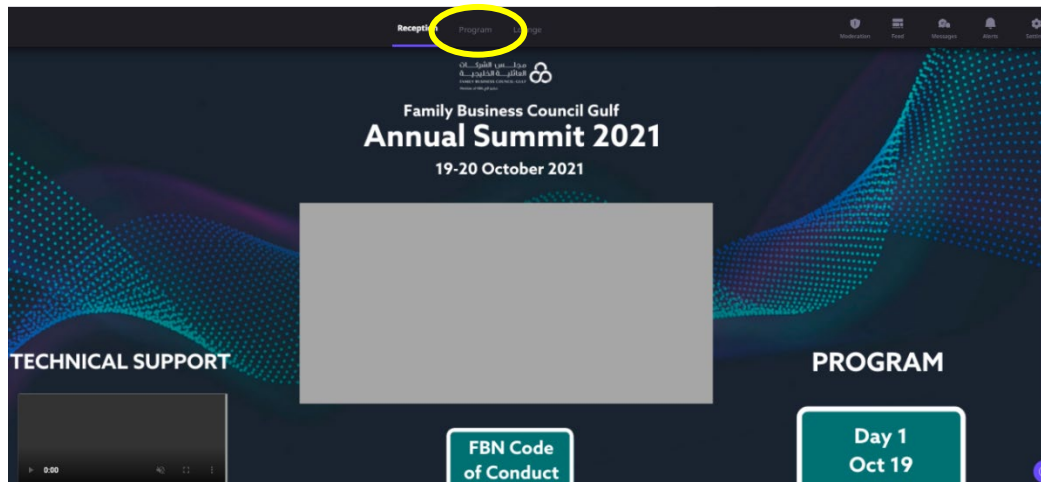
1. Click your unique link (sent by FBCG team and Airmeet)
2. Click **“Continue”** as seen below:



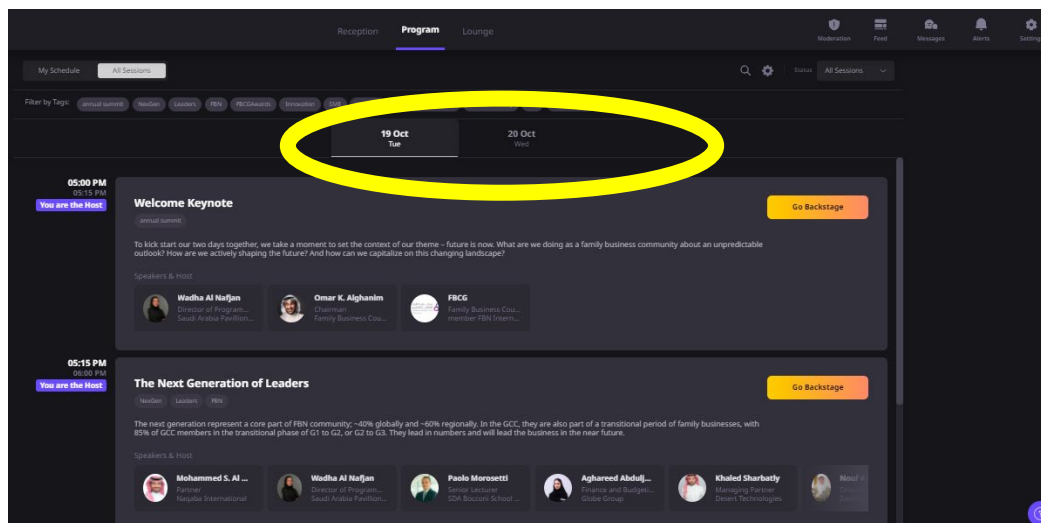
3. Enable / test Camera and Mic. Allow access to Airmeet when prompted. Afterwards, click **“Enter Venue”**



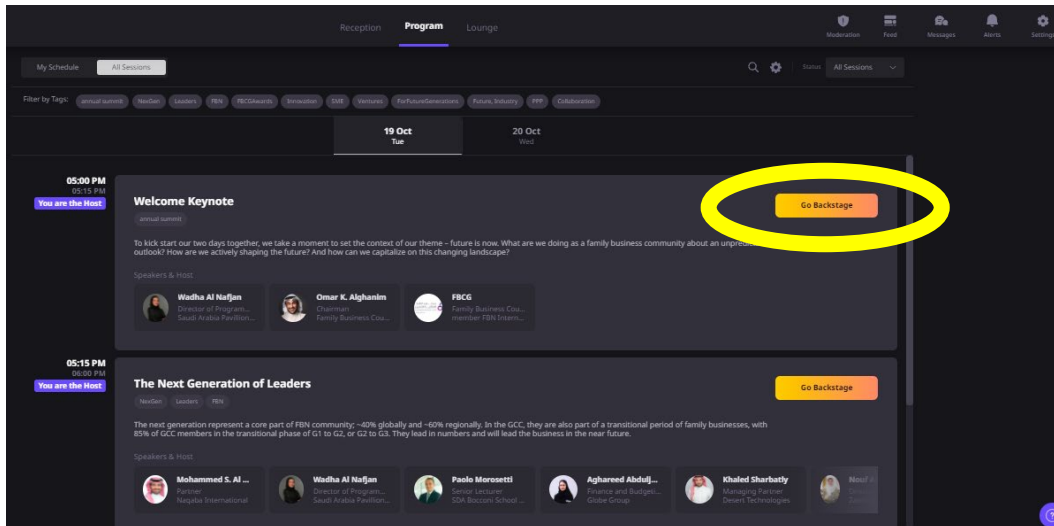
- Once you're at the Reception area, click "Program" from the top



- Click on your session **19 Oct (Day 1)** or **20 Oct (Day 2)**



- Scroll to find your session and click "Go Backstage"



## During your dry run or live session:

1. Once inside the backstage, you can participate and present your content
2. The buttons to control the Video, Audio and Screen-share appear at the bottom center of your screen.
3. The Host & Moderators will be responsible for chat, Q&A and polls.

## After your session:

1. After your session, you will automatically "Go Backstage" once more for a session debrief where you may choose to stay, exit or participate as a member of the audience for other sessions

## FAQs

1. [Who is the technical emergency contact?](#)  
Bjorn Carreon [bjorn.carreon@fbc-gulf.org](mailto:bjorn.carreon@fbc-gulf.org) or [+971 50 6497261](tel:+971506497261)
2. [What happens when my session starts?](#)  
If you don't click "**Go Backstage**" and your session starts/goes live, you will automatically be sent to your session
3. [What if I dial-out during session or get disconnected?](#)  
In case you are disconnected, please refresh your browser, or use your unique link to go back to your session

4. **I cannot see the menu, hosts or the event page?**

If you have difficulty seeing other speakers' or the host's feed, please refresh the page or restart your browser

**Tips:**

1. Please make sure your internet connection is stable.
2. An external headset with a mic is recommended, though not mandatory
3. Further Tech Guide for Speakers - <https://bit.ly/2WBymkc>