

JANM 2021 Gala & Auction Virtual Ballroom Guide



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How to Register and Access the Virtual Ballroom

To access the 2021 Gala's virtual ballroom, click on the Airmeeet link in the gala invitation email (to be sent to all sponsors and premium guests tentatively on Tuesday, April 27).

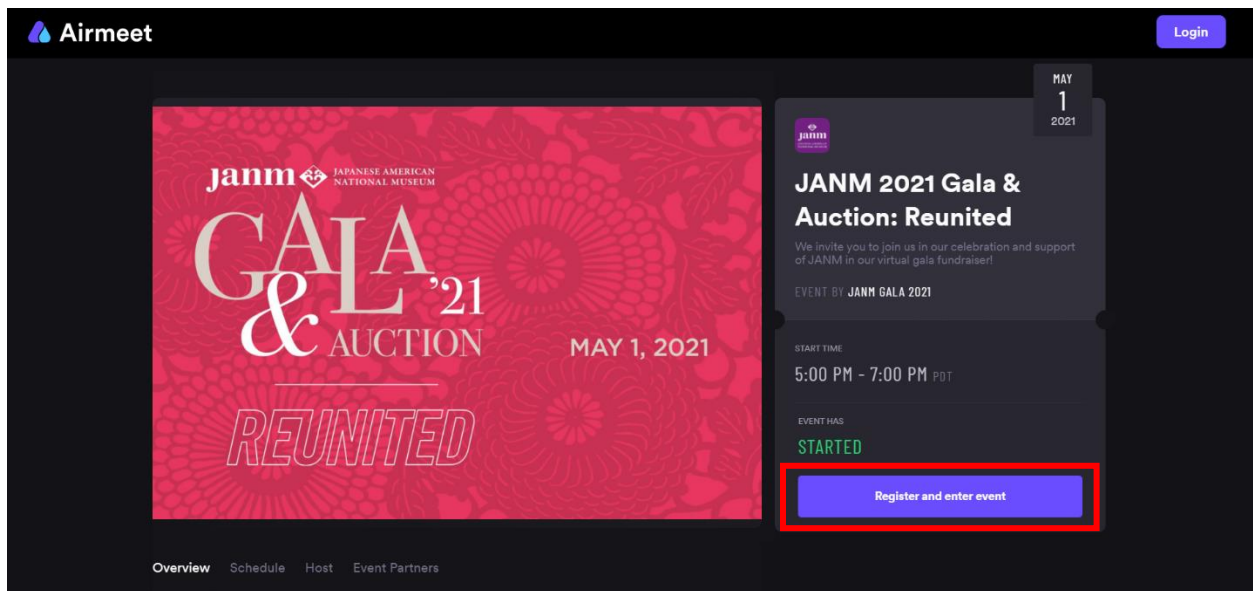
The link will take you to the event page where you can register or sign into the virtual ballroom.

To register and enter the virtual ballroom, click the "Register and enter event" button.

*Please note that only one Airmeeet tab can be open at a time. Opening a new Airmeeet tab will log you out of the previous tab.

*For the best experience, we recommend:

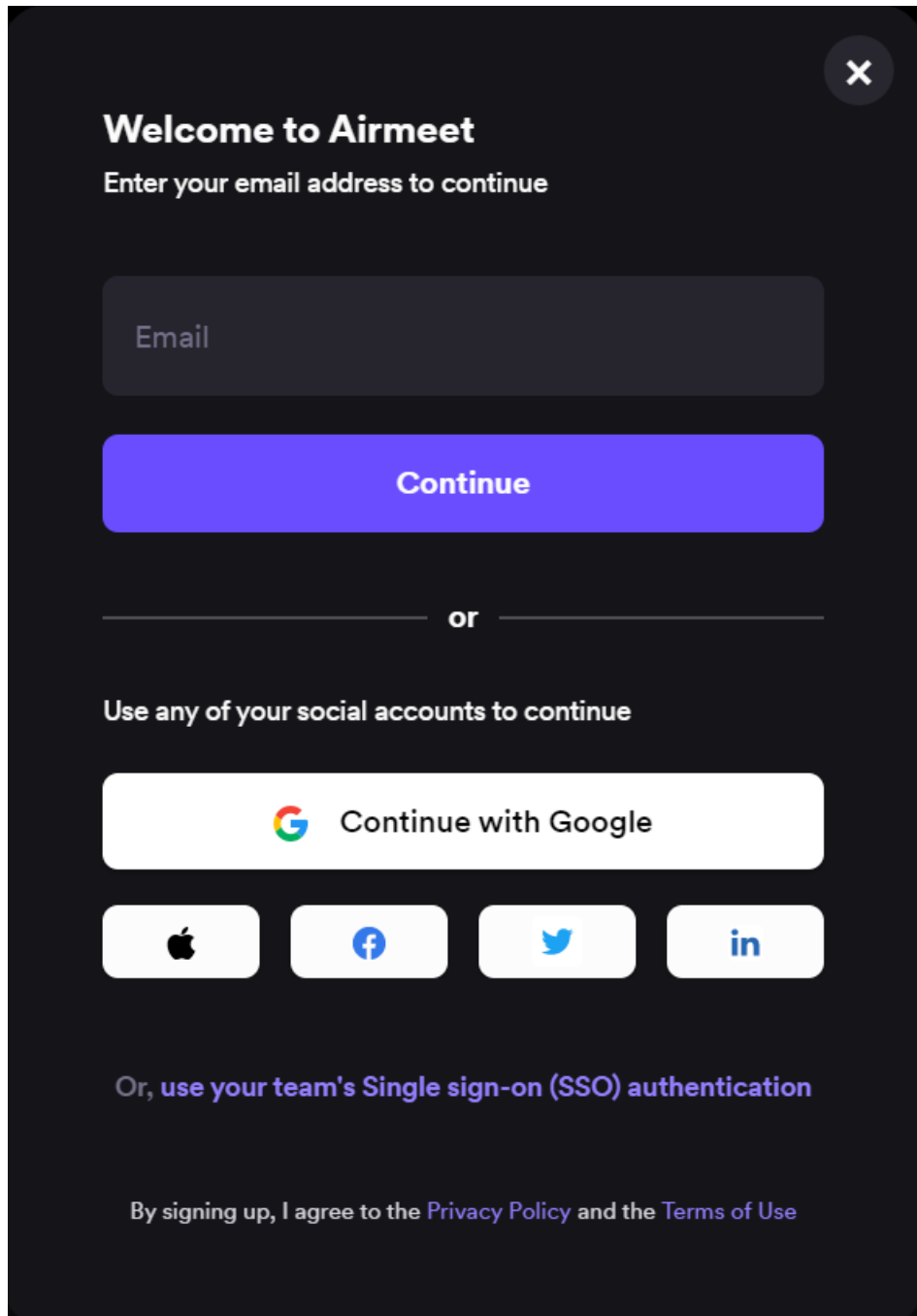
- Using a desktop or laptop rather than a tablet or mobile phone for the virtual table experience
- Using the Google Chrome browser (version 79 or later)
- Disabling any VPN/Firewall settings (if applicable)



The screenshot shows the Airmeeet interface for the event. The main banner features the text "janm JAPANESE AMERICAN NATIONAL MUSEUM GALA & AUCTION '21 MAY 1, 2021 REUNITED". On the right, a dark sidebar contains event details: "JANM 2021 Gala & Auction: Reunited", "We invite you to join us in our celebration and support of JANM in our virtual gala fundraiser!", "EVENT BY JANM GALA 2021", "START TIME 5:00 PM - 7:00 PM PDT", and "EVENT HAS STARTED". A blue button labeled "Register and enter event" is highlighted with a red border. At the top right is a "Login" button, and at the bottom left are navigation links: "Overview", "Schedule", "Host", and "Event Partners".

A pop-up window will appear asking you to register an account. You can register via an Airmeet account or via one of the social accounts listed in the screenshot below.

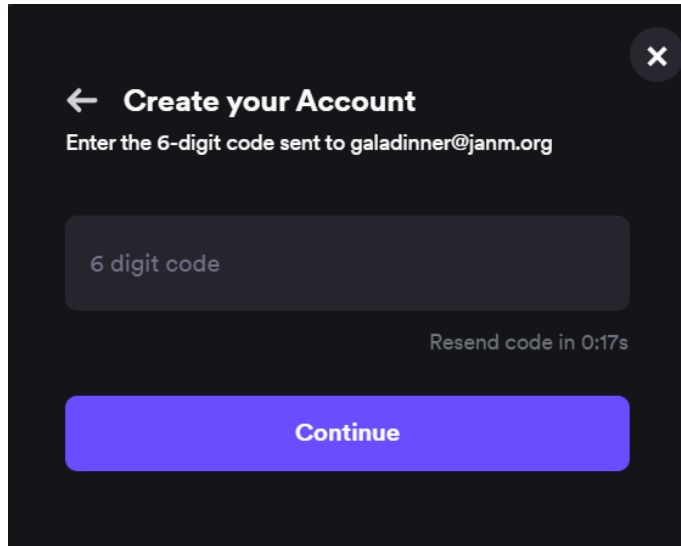
- If you are registering via an Airmeet account, enter your email in the “Email” field on the top half of the window and click “Continue”
- If you are registering via a social account:
 - Click on the logo of the social account that you would like to use to register.
 - A new window will appear asking you to sign into that social account.
 - Sign into your chosen social account to continue.



The screenshot shows a dark-themed registration pop-up window. At the top right is a close button (X). The main heading is "Welcome to Airmeet" in white, followed by the instruction "Enter your email address to continue". Below this is a dark grey input field with the placeholder text "Email". A large, rounded purple button labeled "Continue" is positioned below the input field. A horizontal line with the word "or" in the center separates this from the social login options. The text "Use any of your social accounts to continue" is displayed above a row of four white buttons: "Continue with Google" (with the Google logo), and buttons for Apple, Facebook, and LinkedIn. Below these is the text "Or, use your team's Single sign-on (SSO) authentication" in purple. At the bottom, a line of text reads "By signing up, I agree to the [Privacy Policy](#) and the [Terms of Use](#)".

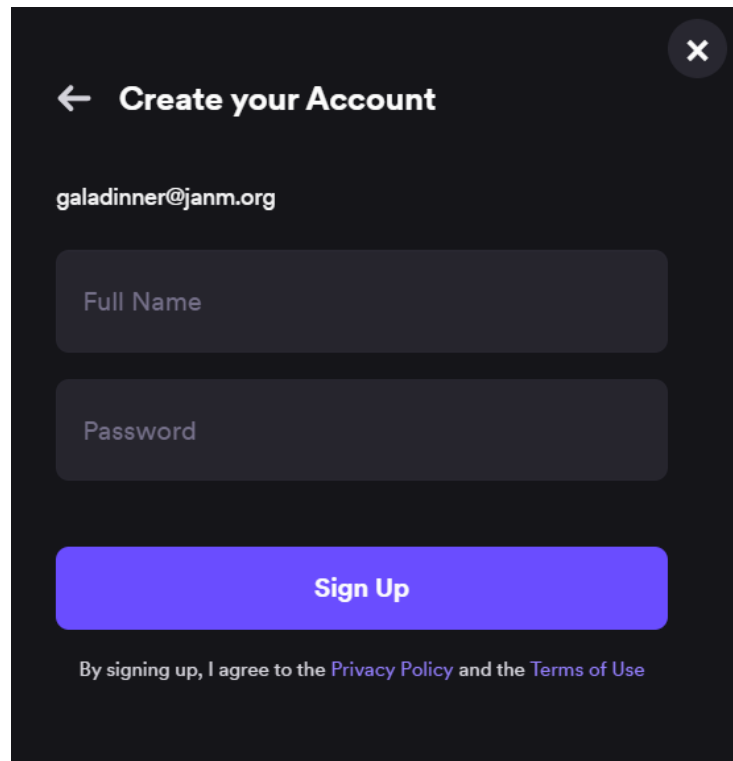
*The following instructions only apply if you are registering via an Airmeet account. If you are registering via one of your social accounts, please skip to page 6.

After entering in your email, Airmeet will send a 6-digit code to the email that you entered in to verify your identity. Locate the code in your email inbox and enter it in the “6 digit code” field. Click “Continue” to continue with the Airmeet account registration process.



The screenshot shows a dark-themed mobile interface for account creation. At the top left is a back arrow and the text "Create your Account". At the top right is a close button (X). Below the title, it says "Enter the 6-digit code sent to galadinner@janm.org". There is a text input field with the placeholder "6 digit code". To the right of the field, it says "Resend code in 0:17s". At the bottom is a large blue button labeled "Continue".

Enter your full name in the “Full Name” field and create a password for your account and enter it in the “Password” field. Click “Sign Up” to complete your Airmeet account registration.



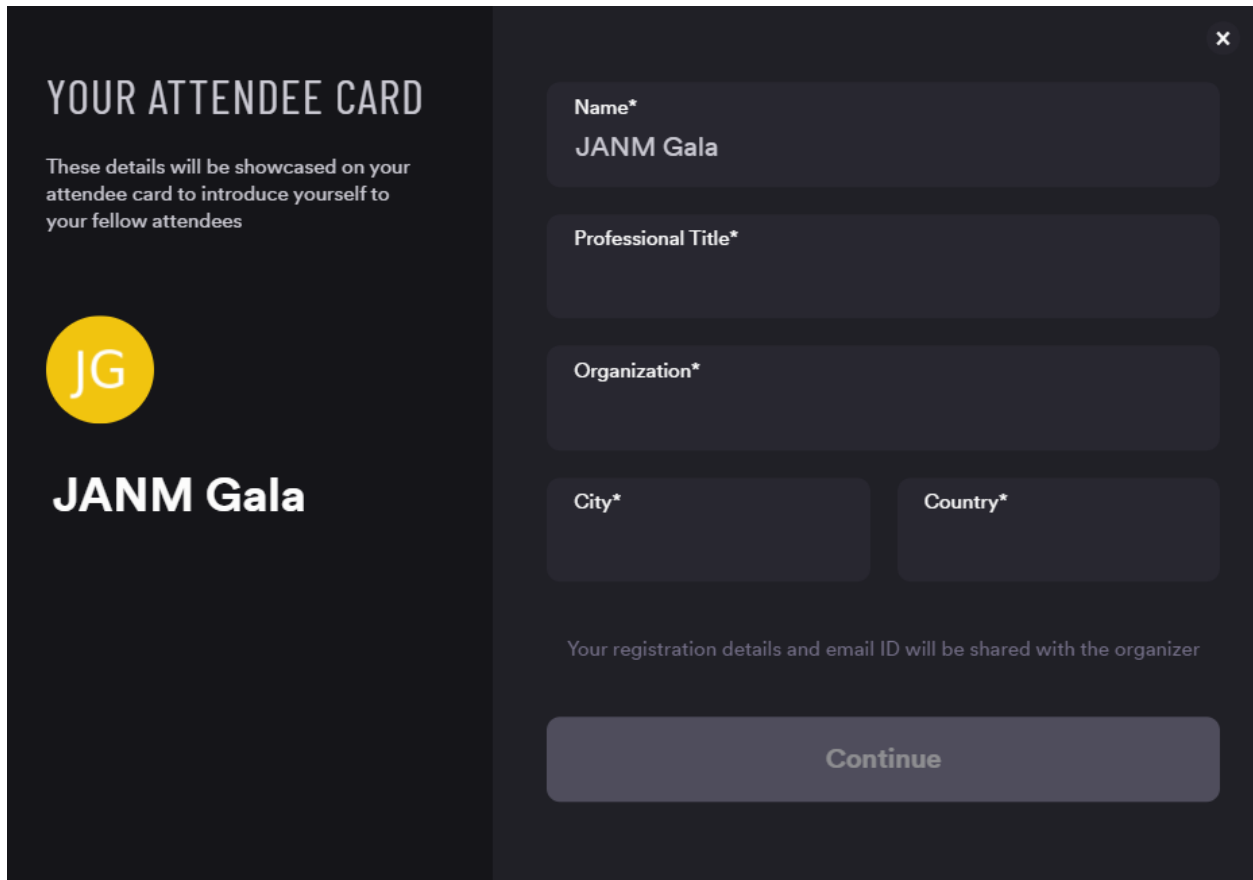
The screenshot shows a dark-themed mobile interface for account creation. At the top left is a back arrow and the text "Create your Account". At the top right is a close button (X). Below the title, the email address "galadinner@janm.org" is displayed. There are two text input fields: "Full Name" and "Password". At the bottom is a large blue button labeled "Sign Up". Below the button, it says "By signing up, I agree to the Privacy Policy and the Terms of Use".

After creating your Airmeet account or signing in via a social account, a window will appear asking you to fill in some information about yourself for your Attendee Card.

Enter your “Name”, “Professional Title”, “Organization”, “City”, and “Country” and click “Continue”

*Please note that all 5 fields must be completed in order to continue.

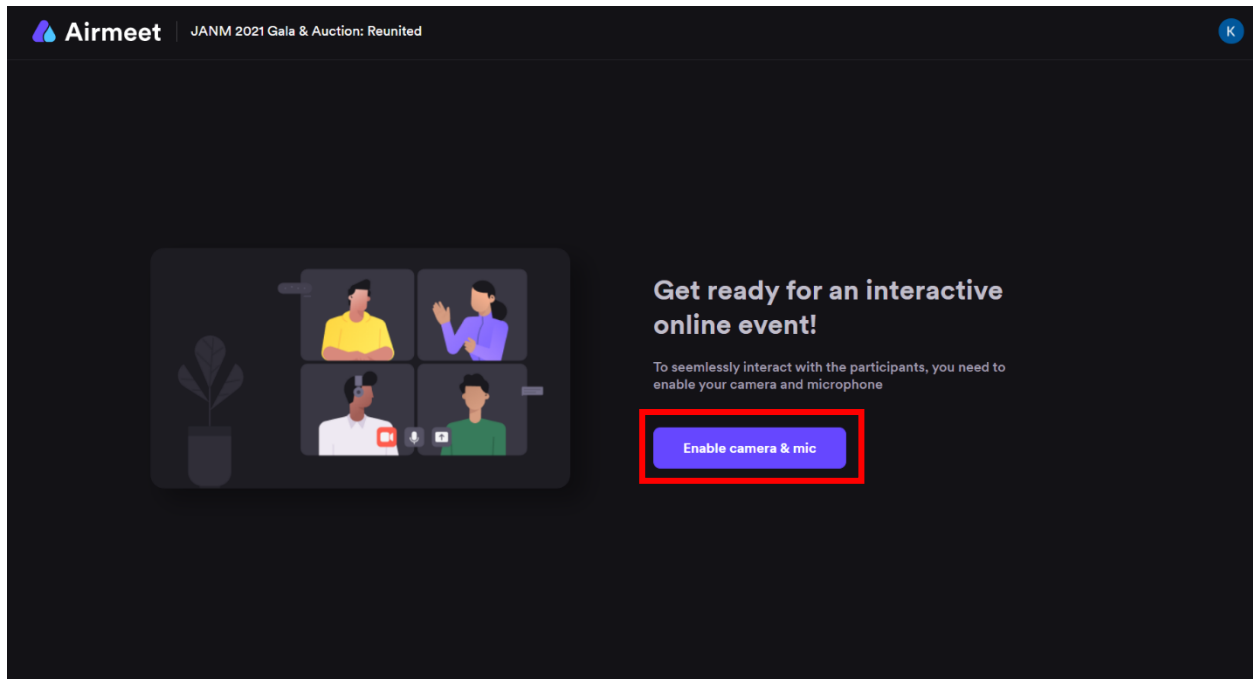
The information that you fill in on this window can be changed later and will be visible to all other attendees of the virtual ballroom.



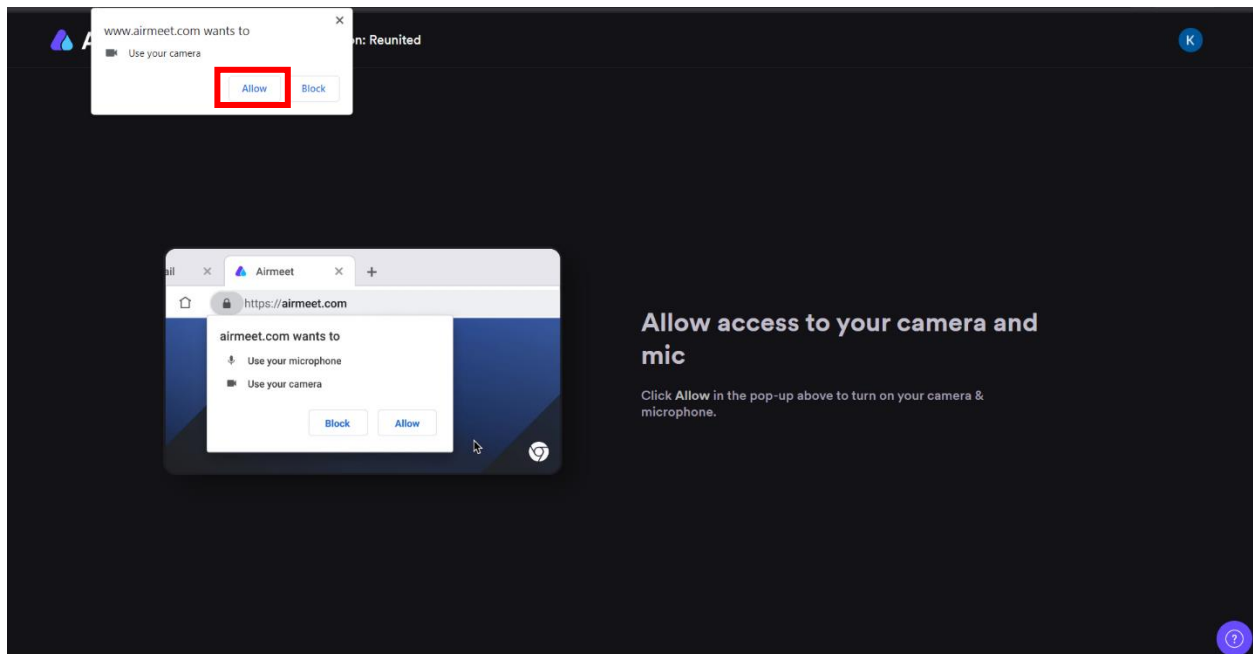
The screenshot shows a dark-themed registration window titled "YOUR ATTENDEE CARD". On the left side, there is a yellow circular logo with the letters "JG" and the text "JANM Gala" below it. A message states: "These details will be showcased on your attendee card to introduce yourself to your fellow attendees". On the right side, there are five input fields: "Name*" (containing "JANM Gala"), "Professional Title*", "Organization*", "City*", and "Country*". Below these fields, a note says "Your registration details and email ID will be shared with the organizer". At the bottom, there is a "Continue" button. A close button (X) is in the top right corner.

After completing your Attendee Card, Airmeet will ask you for access to your camera and microphone.

Click the “Enable camera & mic” button to continue.

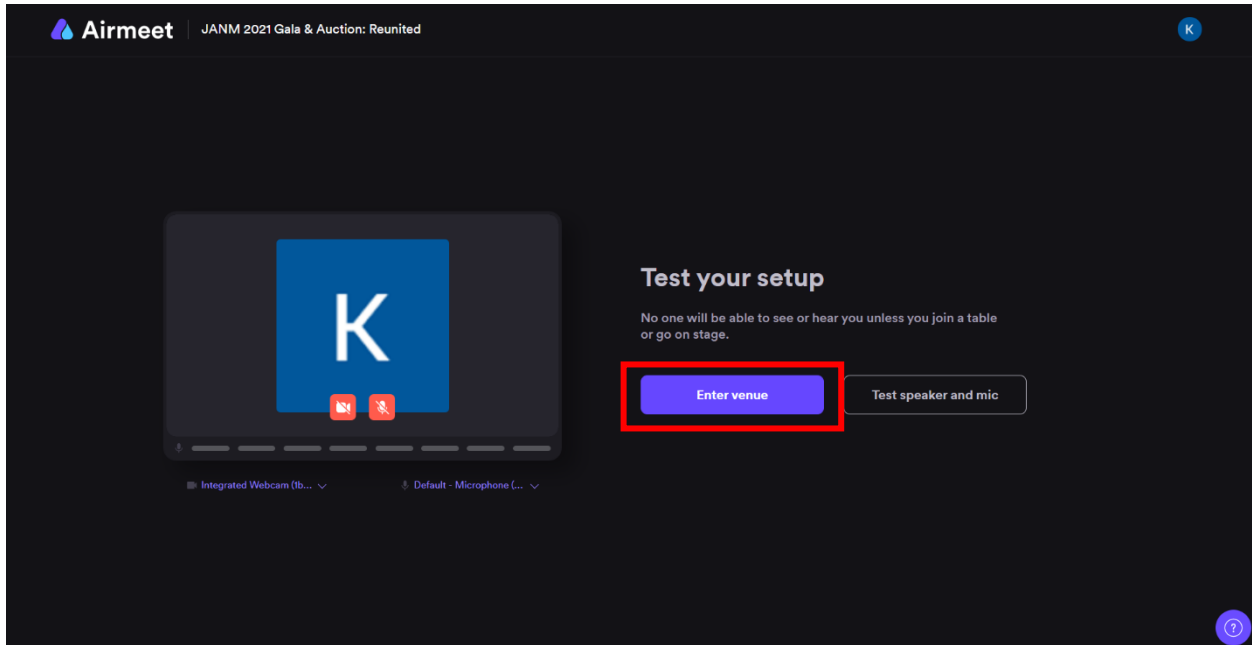


A pop-up will appear asking for access to your camera and microphone. Click “Allow” to allow Airmeet to use your camera and microphone.

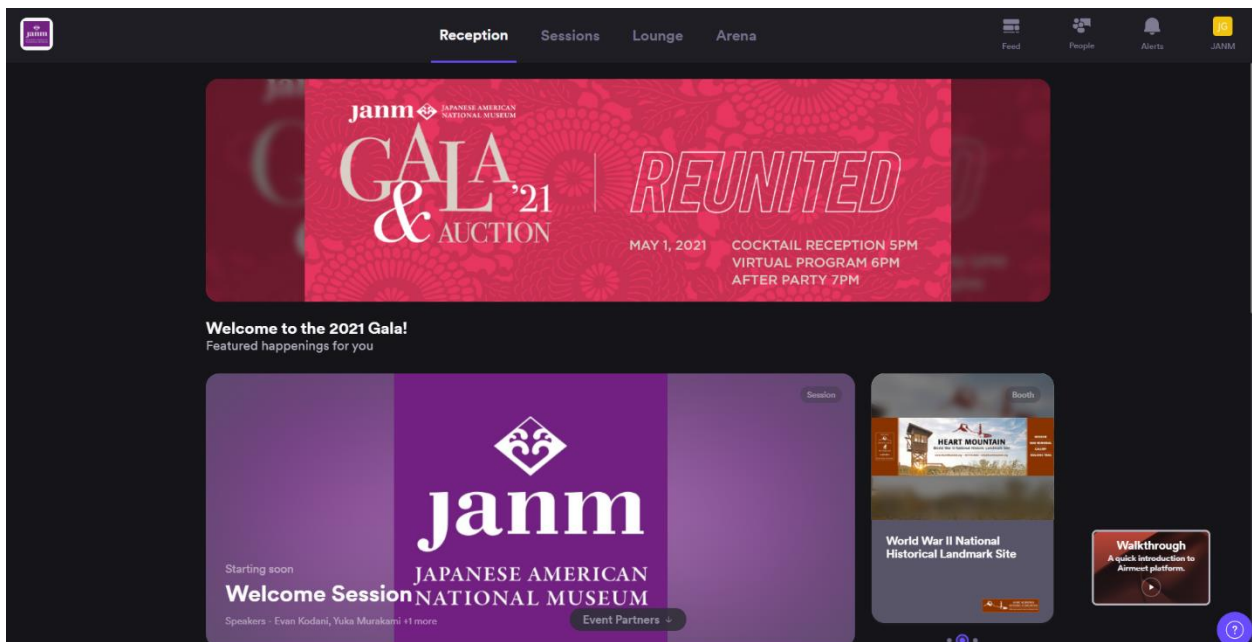


After allowing Airmmeet to use your camera and microphone, you can test and adjust your camera and microphone settings before entering the virtual ballroom.

Click “Test speaker and mic” to adjust the settings of your camera and microphone. Once you are satisfied with the settings, click “Enter venue” to enter the virtual ballroom.



After clicking “Enter Venue”, you will be taken to the home page of the 2021 Gala’s virtual ballroom. You have now completed the registration and can now fully participate in the virtual ballroom. On the home page of the 2021 Gala’s virtual ballroom, you will be able to navigate to your virtual table, watch the gala program, and chat with other attendees in the virtual ballroom.



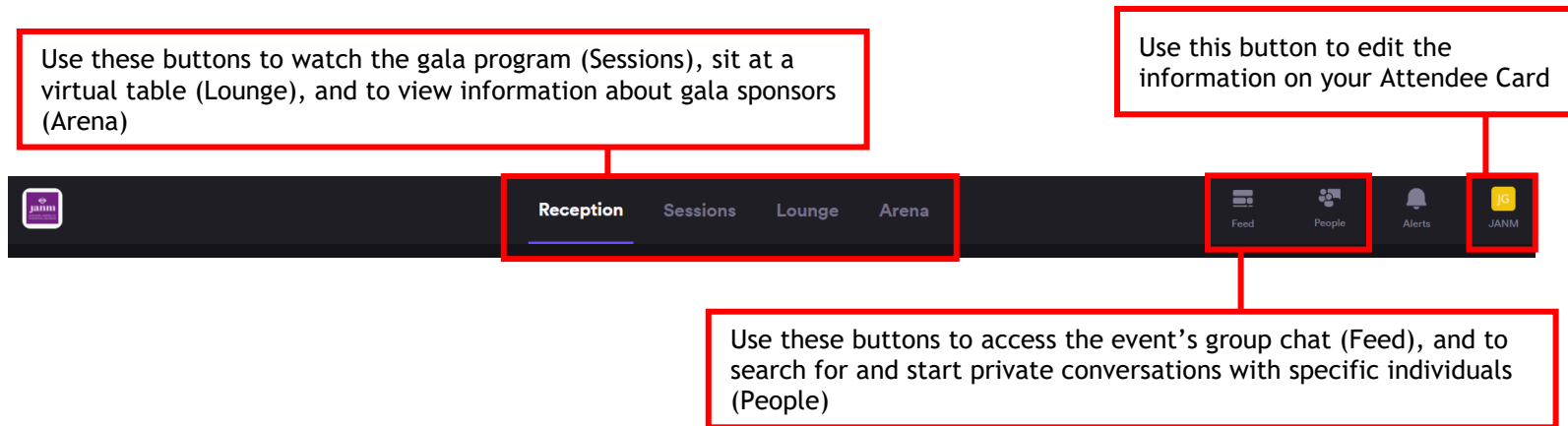
These features can be accessed by using the menu bar at the top of the screen.

- **Reception:** Click this button to access the Home page of the virtual ballroom
- **Sessions:** Click this button to access and watch the gala program (See pg. 18 for more information)
- **Lounge:** Click this button to access your virtual table (See pg. 13 for more information)
- **Arena:** Click this button to learn more about gala sponsors (See pg. 19 for more information)

On the top right of the screen, you will be able to access panels that allow you to chat with other attendees.

- **Feed:** Click this button to access the virtual ballroom-wide group chat. Messages in this chat are visible to everyone in the event.
- **People:** Click this button to see who else is currently present in the virtual ballroom. This button will also allow you to search for specific individuals and to start private conversations with them.
- **Alerts:** Click this button to view announcements relating to the gala.

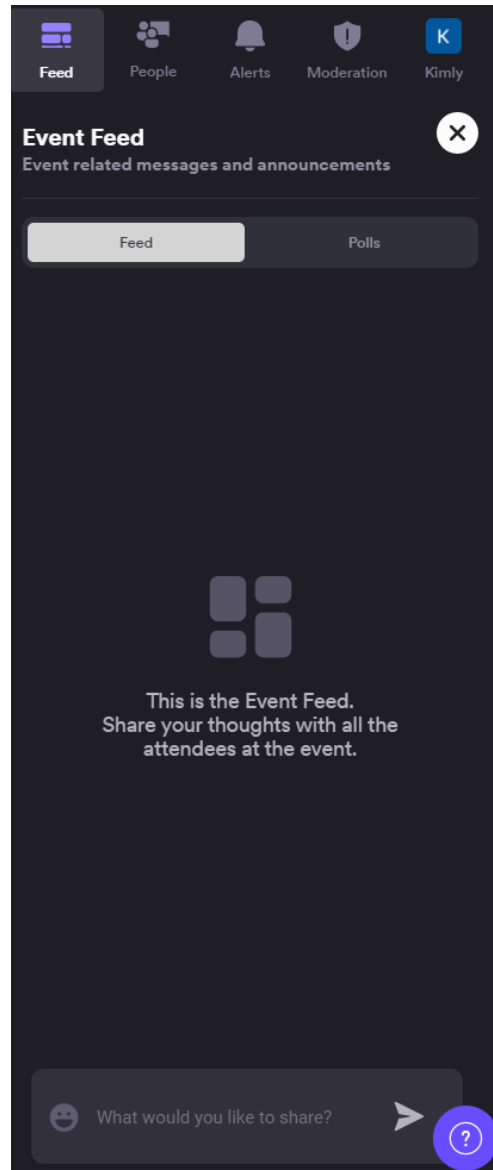
You can also edit the information on your Attendee Card by clicking on the button with your profile picture and name on the top right of the menu bar.



How to Chat with Other Attendees

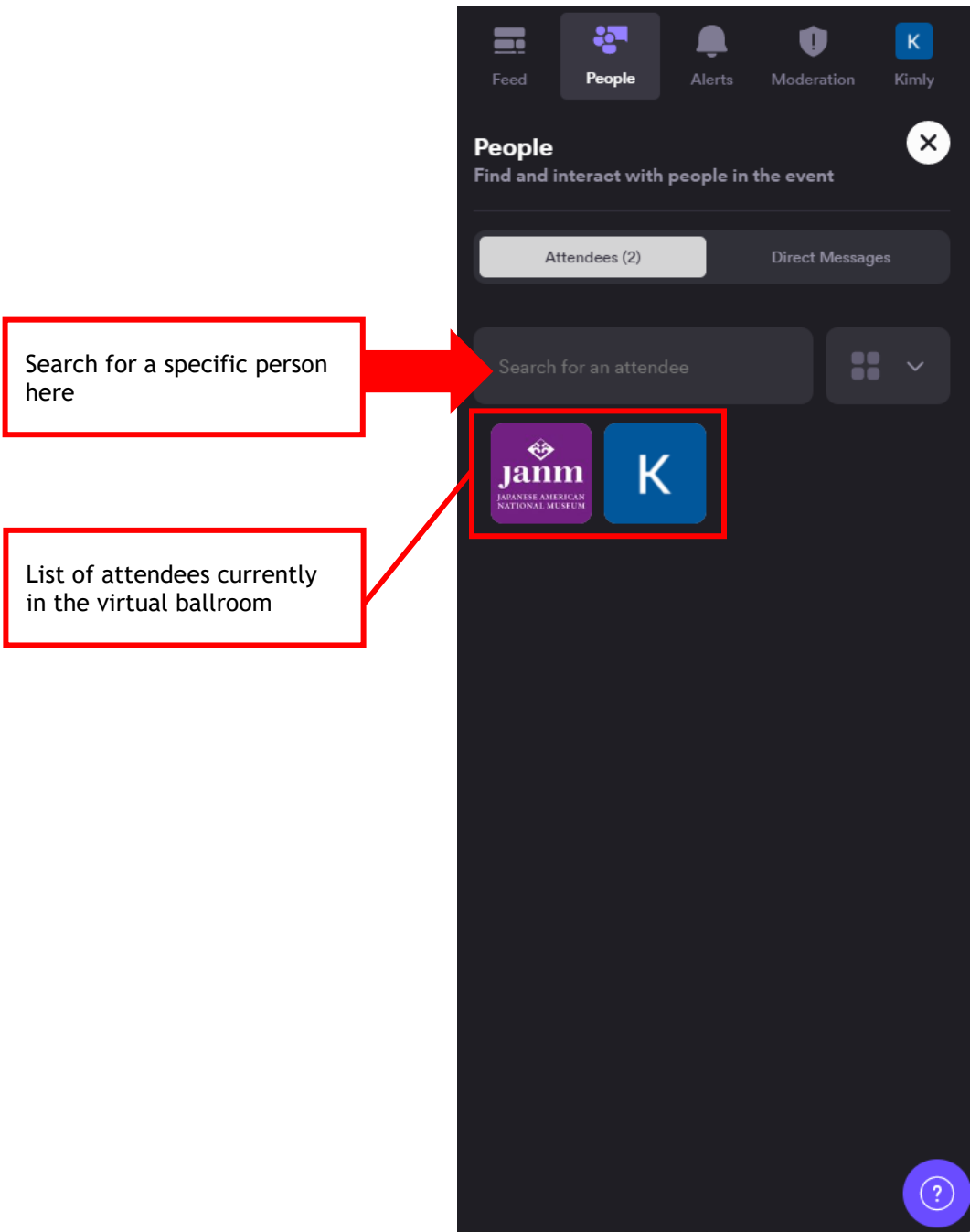
While in the virtual ballroom, you will be able to chat with the other attendees, both in a public space where all other attendees can read your messages and in a private space where the conversation can only be seen by the participants of the conversation.

To chat publicly where all other attendees can read your messages, click the “Feed” button on the top right of your screen. Doing so will open up a chat box for you to chat with all the attendees in the virtual ballroom.

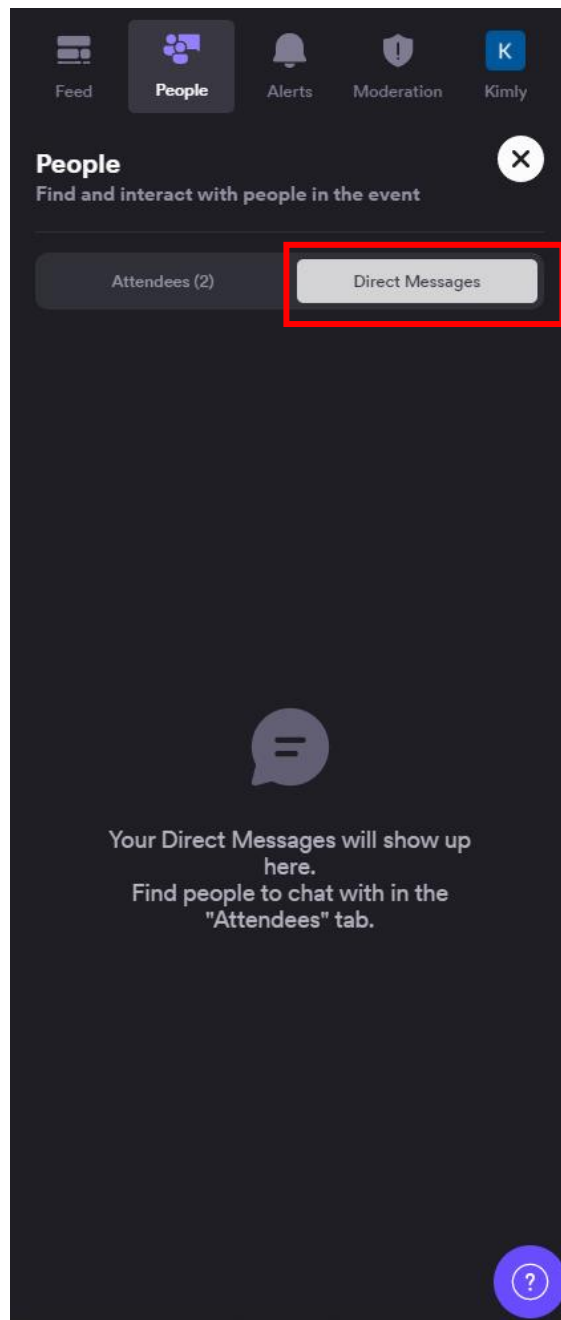


If you would like to have a private conversation with a specific attendee instead, you can use the “People” tab to do so.

Clicking on “People” will open up a window showing all the people who are currently inside the virtual ballroom. From here, you can use the search bar to look up a specific individual and send a private message to him/her.



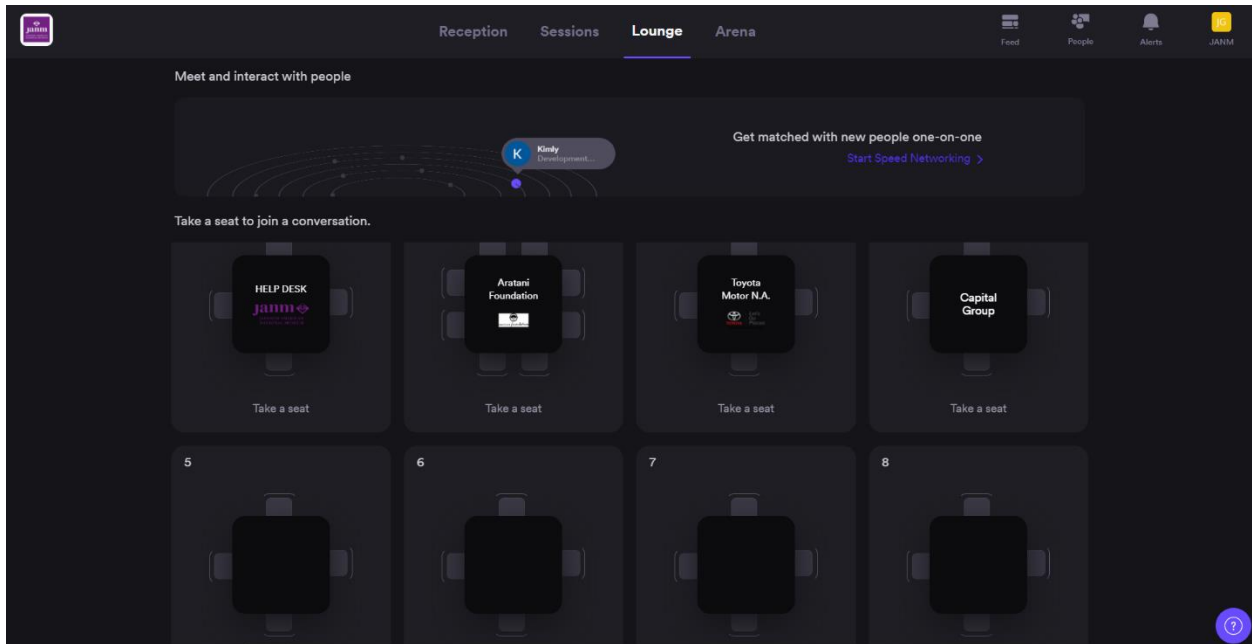
You can view all your private messages by clicking on the “Direct Messages” button. All messages in this tab are private and can only be seen by the participants of the conversation.



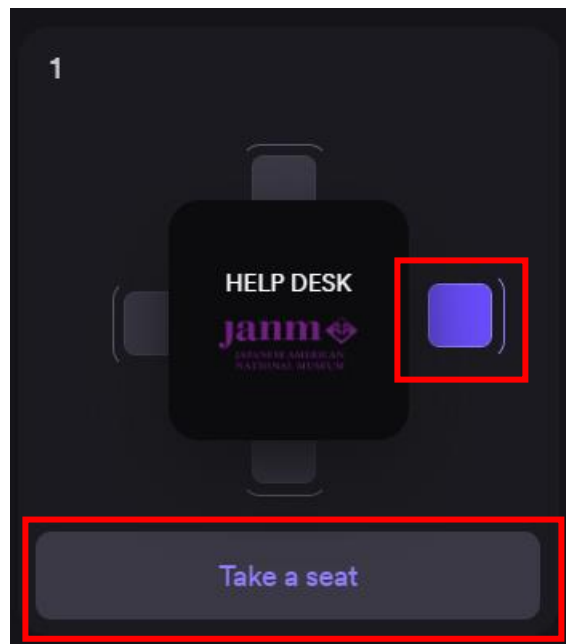
How to Join A Virtual Table

To access your virtual table, click the “Lounge” button on the menu bar on the top of your screen. It will take you to the page below where a list of tables will be shown.

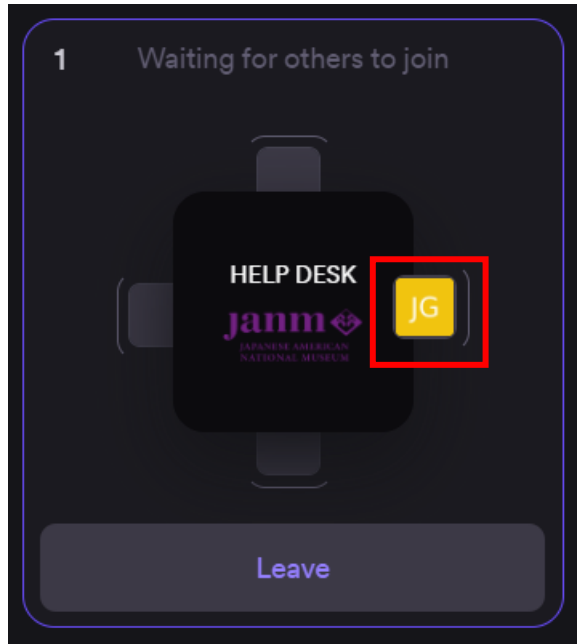
Table #1 in the Lounge is a help desk with Airmeeet and JANM staff. Please take a seat at this table if you need assistance with the Airmeeet platform.



To sit at a table, click the “Take a seat” button underneath the table that you would like to sit at. You can also click on an empty seat at the table to sit there.

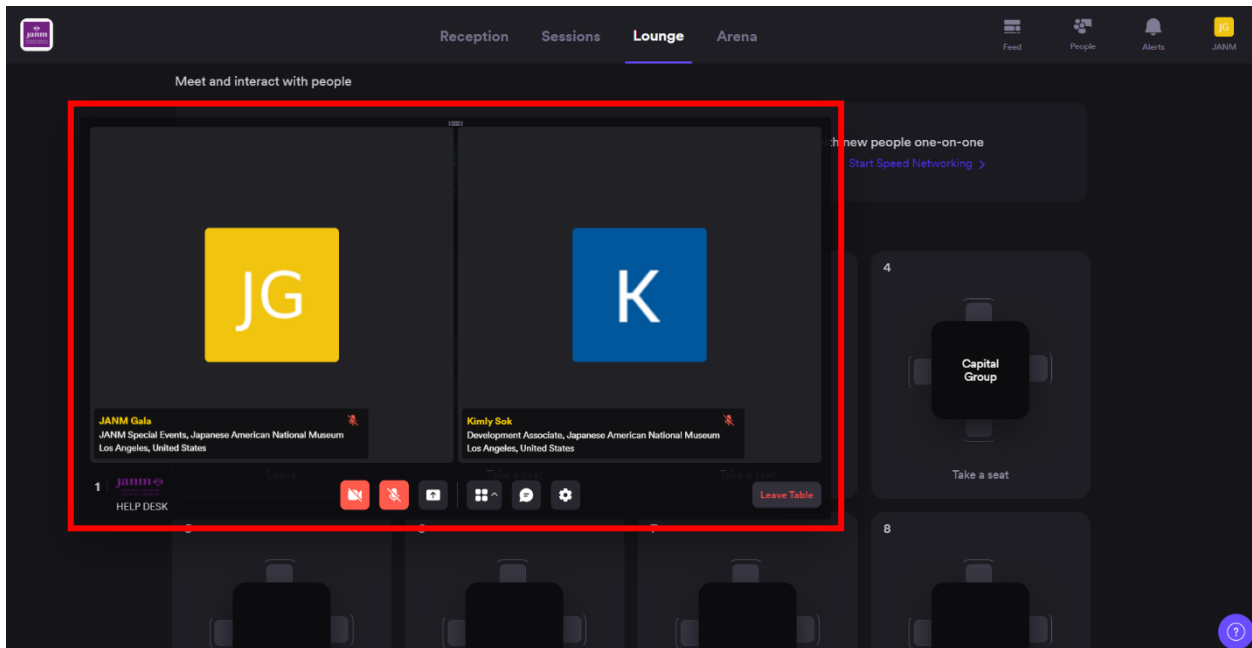


Your profile picture will appear in the seat at the table when you have successfully joined the table.

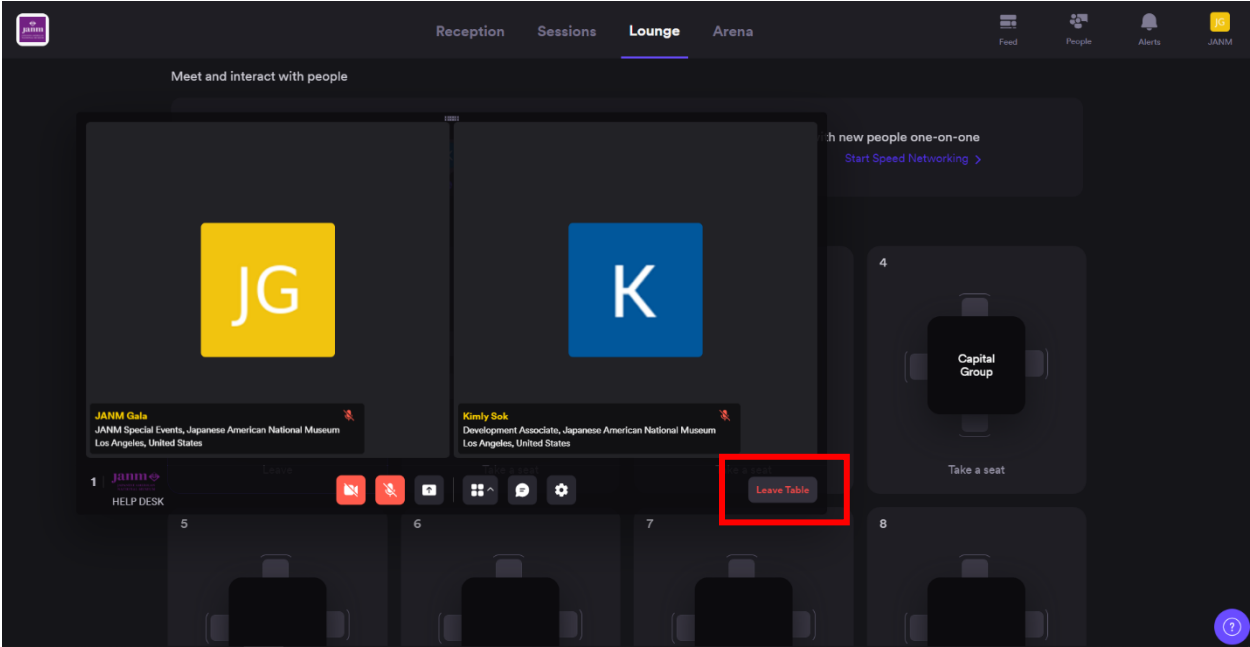


When a table has two or more people seated, a window pop up will appear showing all the people who are seated at that table in a video call. Here you will be able to talk with the other members of your table.

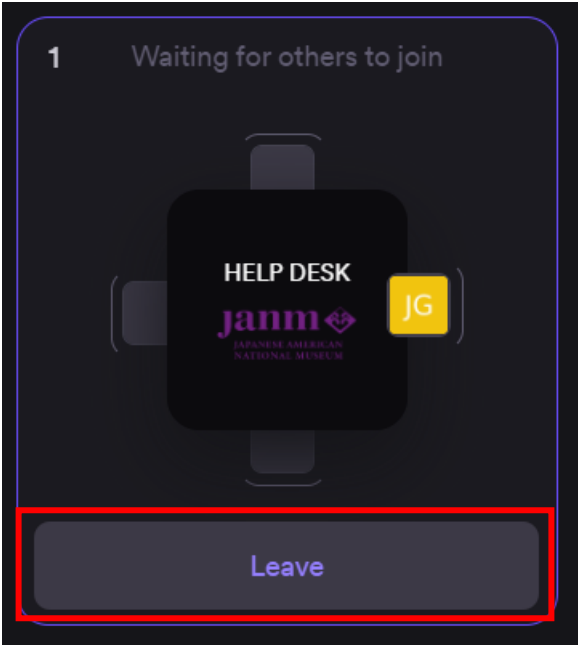
*Please note that you will need to turn on your camera each time you join a new table.



If you want to leave your table to join a different one, you can click the “Leave Table” button to leave your table.



If the video call window is not open for your table, you can click the “Leave” button to leave your table.



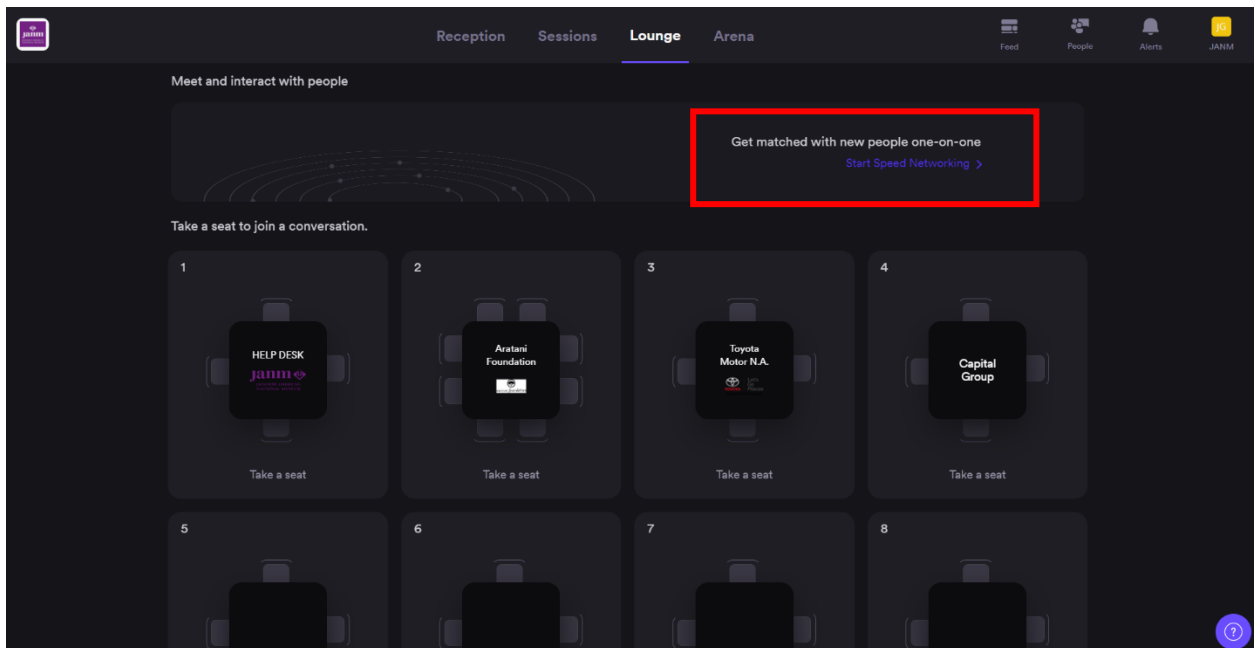
Speed Networking

The Lounge section of the virtual ballroom also allows you to meet and start a conversation with another attendee that you might not know or might not have spoken to otherwise.

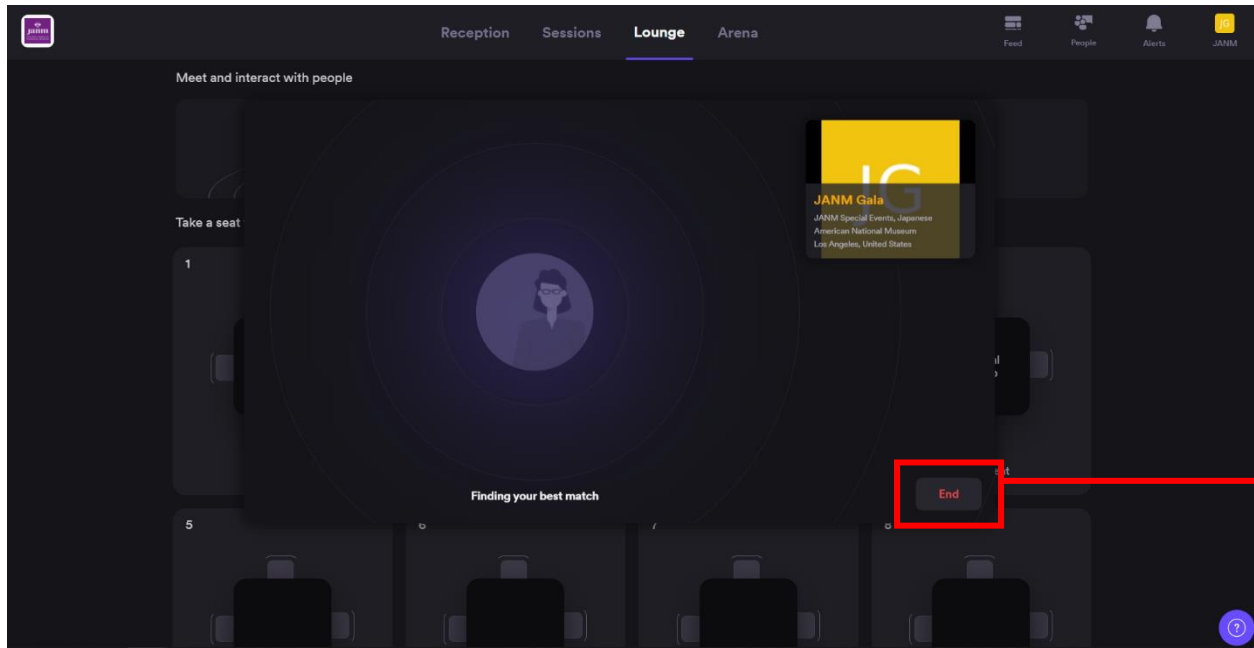
The Speed Networking feature allows you to be matched with a random attendee in the virtual ballroom and starts a private conversation between you and your randomly matched attendee. Once matched, you will have 3 minutes to video chat with the attendee that you matched with. After the 3 minutes are over, you will be automatically removed from the video chat and Airmeet will attempt to match you with another attendee.

*This feature is completely optional and you must opt into the Speed Networking feature in order to be matched. You will not be matched if you are opted in.

To opt into the Speed Networking feature, navigate to the “Lounge” and click “Start Speed Networking”

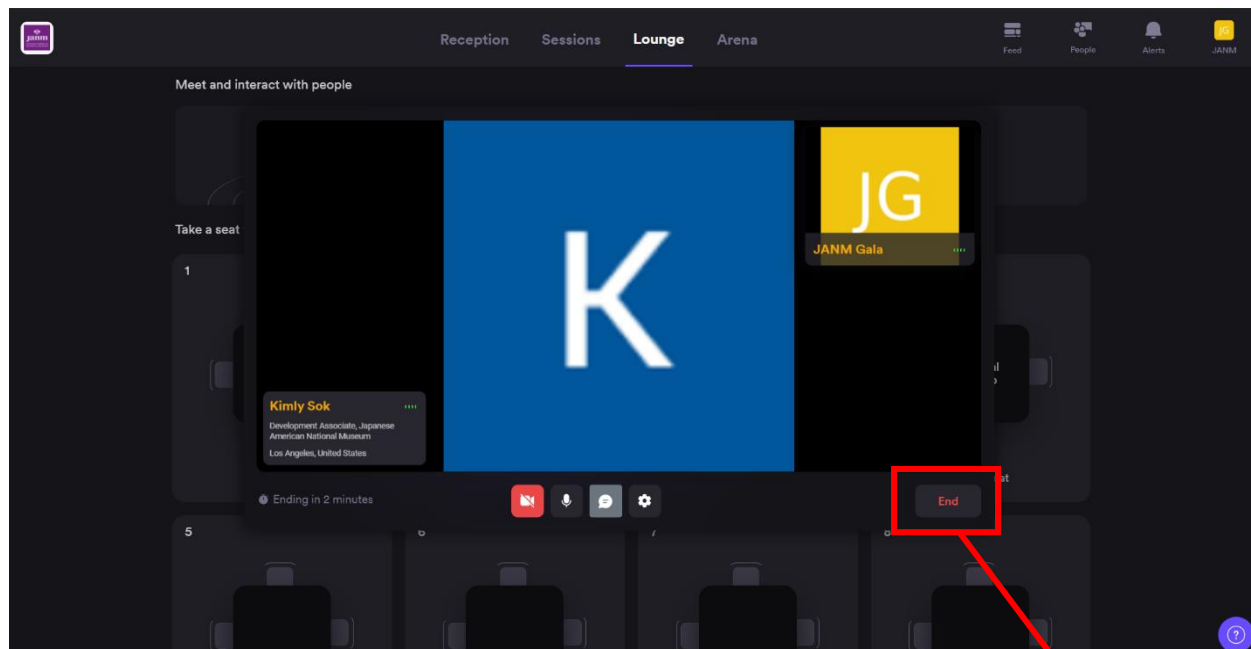


A pop up window will appear as Airmeet attempts to match you with another attendee who has opted into the Speed Network feature. On this window, if you would like to stop Speed Networking, you can click the “End” button at any time.



Once you are matched, a video call will appear and you now have 3 minutes to talk with the person that you matched with.

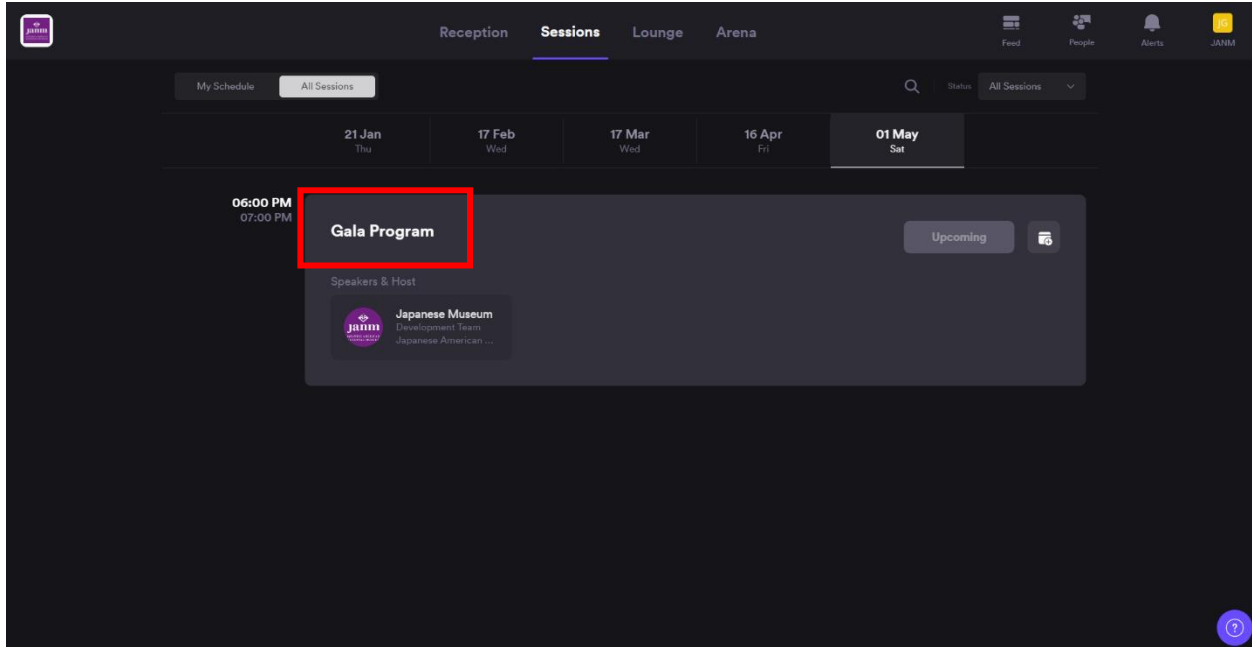
If you would like to end the conversation early, you can click on the “End” button. You will then be able to either leave the conversation and match with another attendee or to stop Speed Networking.



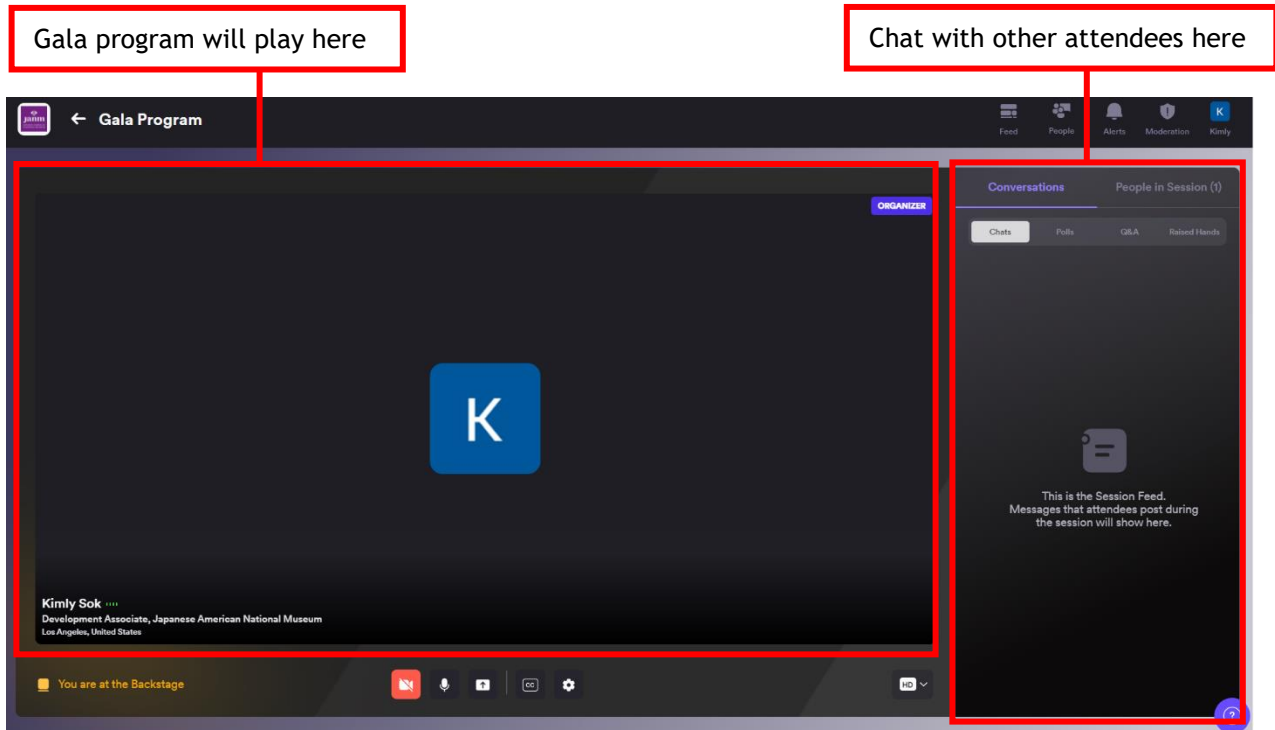
Click “End” to leave the conversation early or to stop Speed Networking

How to Watch the Gala Program

To watch the gala program, click on “Sessions” on the top of the screen. You will be taken to the screen shown below. From here, click on “Gala Program” to view the gala program.



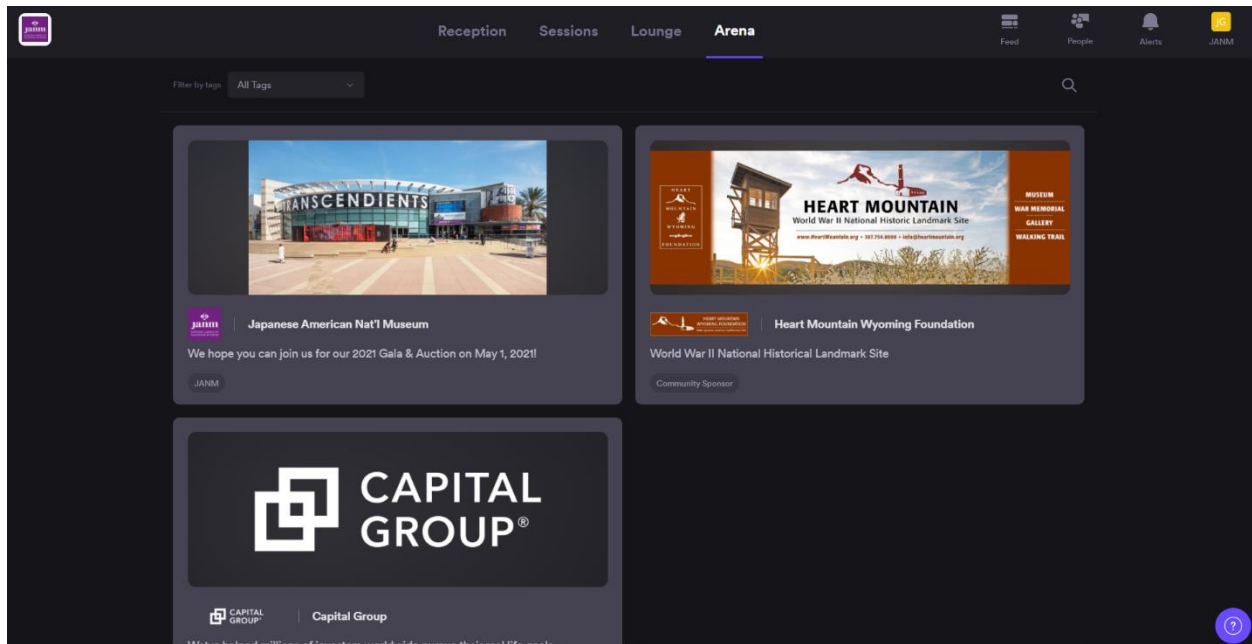
From this screen, you will be able to view the gala program live as well as interact with the other attendees who are watching the program with you.



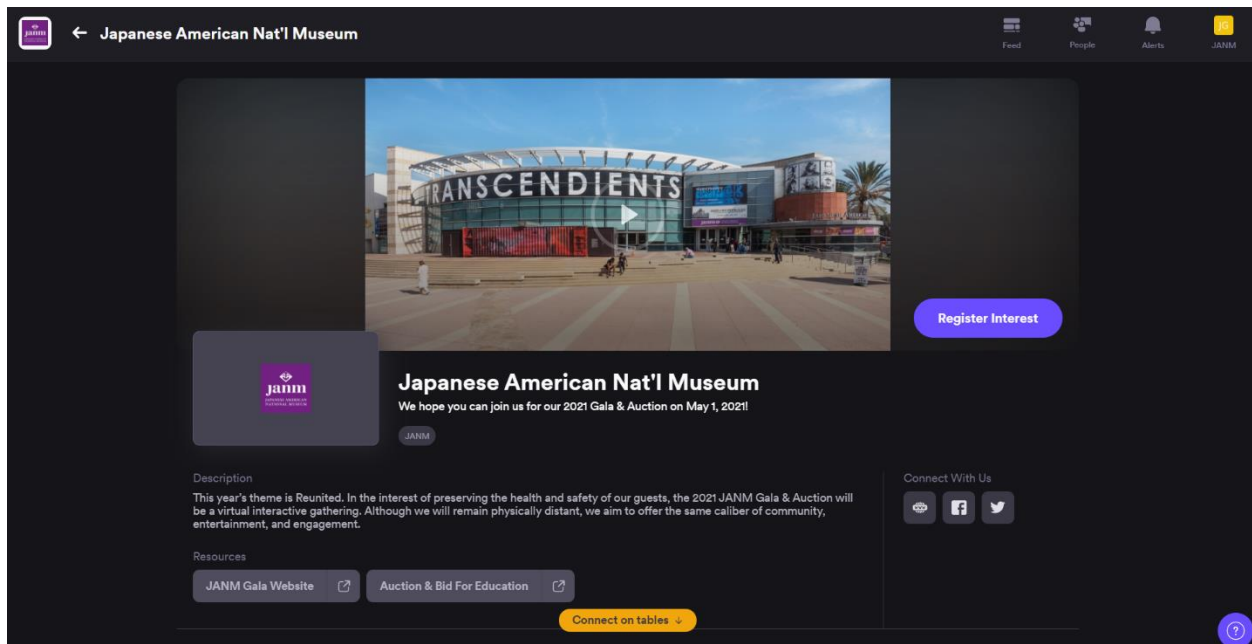
How to View Gala Sponsor Information

If you are interested in learning more about a gala sponsor, you can view their information in the “Arena” section.

*Please note that only certain gala sponsors have set up a virtual booth with their information in the virtual ballroom.



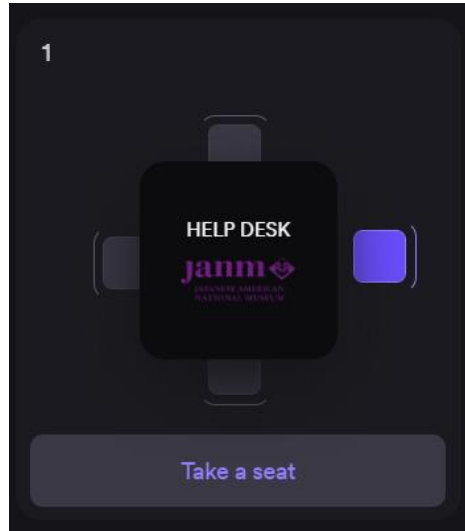
Click on a virtual booth to view more information. On this page, you will be able to read about the sponsor and access their social media pages.



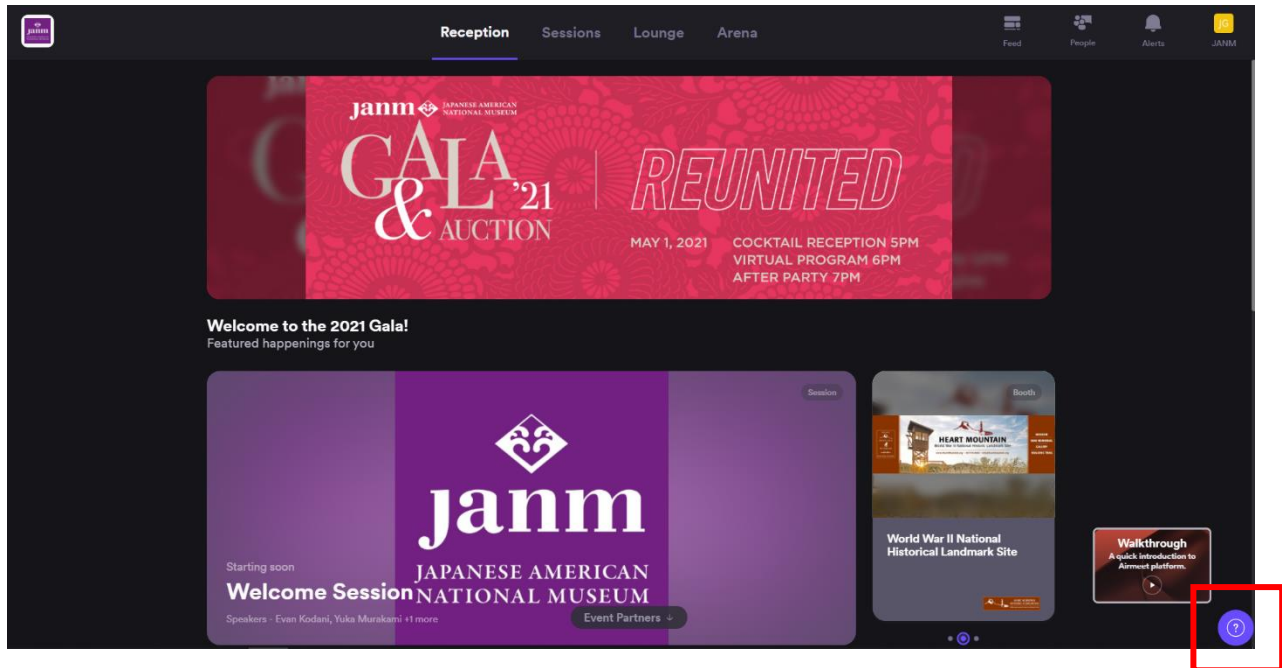
Help Resources

If you have any questions or need assistance with the Airmeet platform, please email us at galadinner@janm.org or visit one of the following resources:

1. Help Desk in the Lounge to speak directly to JANM and Airmeet staff (only available on May 1 from 5 p.m. to 8 p.m. (PDT)).



2. "?" button on the bottom right corner of the screen to access Airmeet guides and chat support.



Thank you so much for your support of our 2021 Gala & Auction. We hope you'll enjoy the virtual, interactive ballroom experience on May 1. For more information about the event and the different ways to support JANM, please visit janm.org/gala2021.