

# OMG Virtual Conference Platform HowTo - Attendance

## Welcome

This information is to get you up to speed and running on our new OMG-wide platform for hosting virtual conferences. The platform is provided by Boomset, and while you can find a large documentation collection hosted by them here (<https://help.boomset.com/knowledge/whats-new>), it is geared primarily towards administrating and managing the conference.

Instead, these pages are directed at the OMG meeting environment from the particular perspectives of attendees, speakers, and chairs to ensure all are able to participate in, contribute to, and run their sessions and meetings.

Boomset is a browser based platform and does not require the installation of an application on an attendee's desktop or laptop machine. It is compatible with Windows, macOS, and Linux browsers, offering mobile browser support for iOS and Android, as well as a dedicated application for mobile platforms. (Visit the Apple App Store or Google Play Store and search for "Boomset Event App".)

**Important Note:** Attendees can use almost any modern desktop/laptop browser to participate in an event; however, to take full advantage of Boomset's functionality use Google Chrome or Microsoft Edge. You can share your camera or audio using Google Chrome and Microsoft Edge; however, you must use Google Chrome to share your screen content (e.g. a Powerpoint slide deck). Thus, for working meetings, it is best to use Google Chrome. The Event App for mobile devices (Android and iOS) supports all modes of participation.

## Definitions

Boomset uses a conceptual model for its platform that is more similar to a physical conference than a Webex, Zoom, or Teams meeting. The process and experience is designed to be suitable for in-person, purely virtual, or hybrid events. OMG chose Boomset in anticipation of returning to Hybrid events in the near future, where it will give us a single solid foundation to build on. In that spirit, the following terms are useful to keep in mind.

An **Event** is a conference or quarterly meeting. It has a defined start and end date. You register for an Event, and then attend it by logging into the platform, no different than when you arrive at physical location for a conference or meeting.

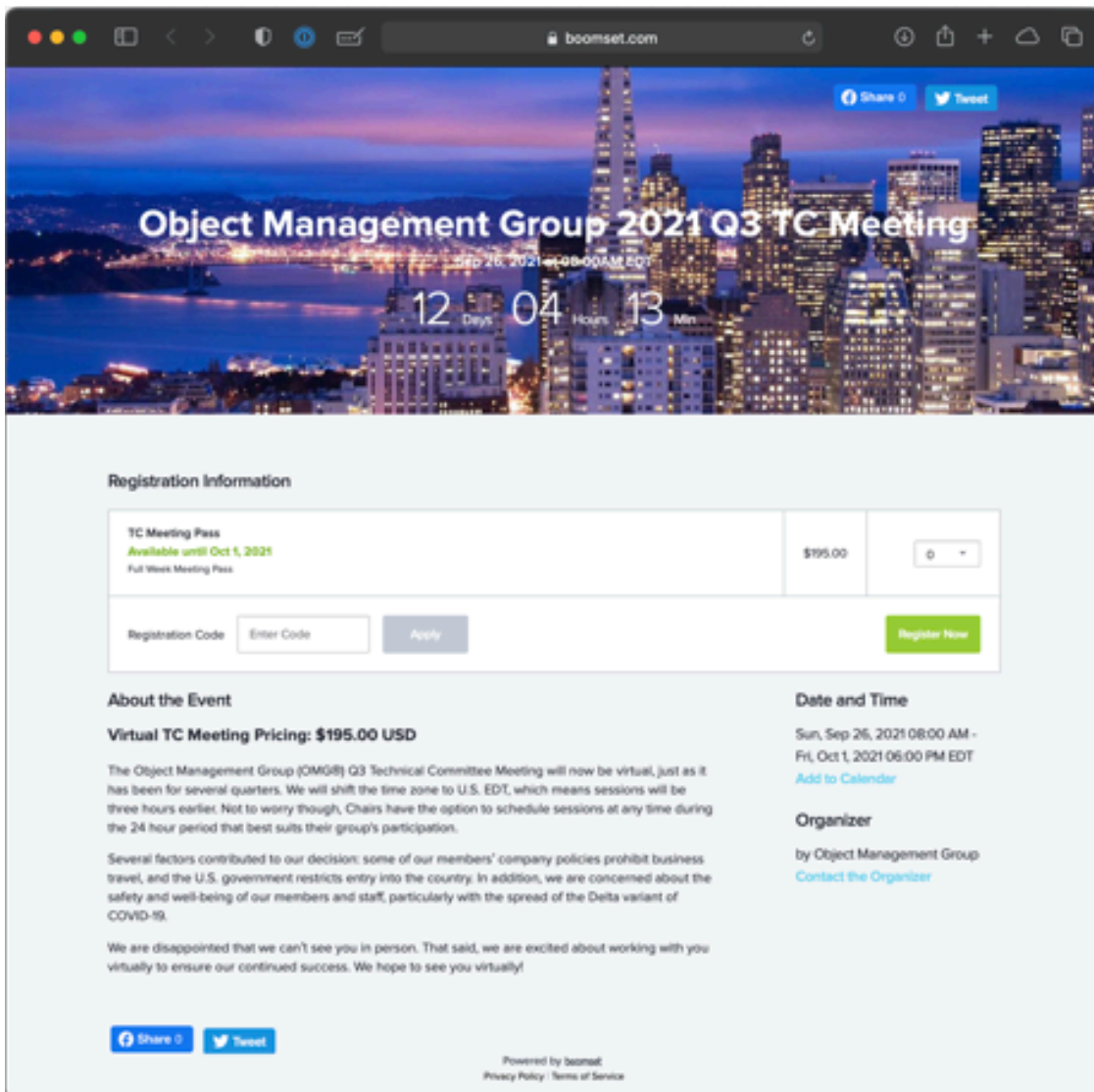
A **Session** occurs on a specific date with a defined start and end time. It can include a number of talks, presentations, periods of general discussion, or specific activities organized using an Agenda for that Session with start and end times for each Agenda item. It can also be very discrete, i.e., be associated with a single talk, presentation, etc. You attend a Session the same way you enter a room at a physical (in-person) conference

A **Track** is a collection of Sessions. Tracks can be organized around related topics, or specific groups such as Task Forces, Working Groups, Tiger Teams, and so on.

## Registration

The first step for any attendee, at any level of access, is to register for the conference. OMG intends to treat virtual and in-person (physical) events as equally as possible, and just as with any in-person conference, you must register to attend. This registration system will be used for all events, regardless of whether the event is completely in-person, completely virtual, or a hybrid blend of the two.

The registration page will look something like the following screenshot. The basic information for the conference will be shown here, including date, time, and a brief description. The primary tool will, of course, be the registration widget itself.

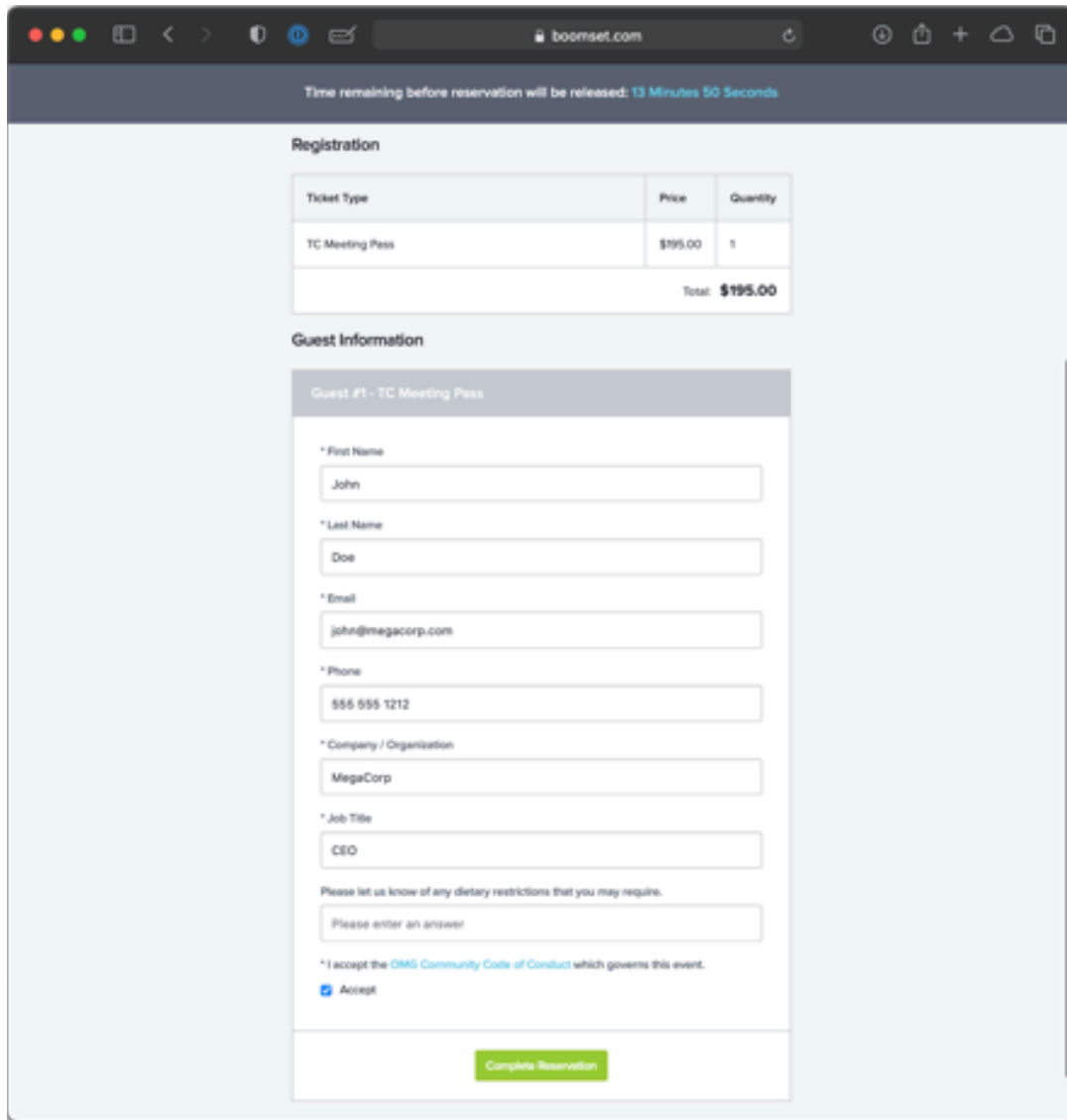


If you have a Registration Code to apply, it is simplest to do so now. Enter it into the indicated field, and click <Apply>. The prices for the available Meeting Passes will adjust accordingly. Next select how many you would like for each of the Passes shown, and then click <Register Now>. (Generally, you will likely only purchase a Pass for yourself, but Boomset allows multiple

## Boomset HowTo (Attendance)

people to be registered under one purchase for organizations that support that workflow.) The next window will ask you to enter the registration information for each person.

While the details asked for any specific conference may be slightly different, you can expect, at the very least, to be asked for your First Name, Last Name, and Email address. This Email will be your login username when you login to attend the conference, so be sure to make note of which address you entered.



Time remaining before reservation will be released: 13 Minutes 50 Seconds

### Registration

Ticket Type	Price	Quantity
TC Meeting Pass	\$195.00	1
		Total: <b>\$195.00</b>

### Guest Information

Guest #1 - TC Meeting Pass

\* First Name  
John

\* Last Name  
Doe

\* Email  
john@megacorp.com

\* Phone  
555 555 1212

\* Company / Organization  
MegaCorp

\* Job Title  
CEO

Please let us know of any dietary restrictions that you may require.  
Please enter an answer

\* I accept the [OMG Community Code of Conduct](#) which governs this event.  
 Accept

[Complete Reservation](#)

**Note:** Every attendee to an OMG hosted event, regardless of the specific community being hosted, must accept the linked to OMG Code of Conduct as a requirement for attendance. The checkbox at the bottom of the form ensures this need is met. Please click the link if you wish to review the OMG Code of Conduct as a PDF file before you accept.

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After entering all your registration information, you will be taken to a standard payment page. Major credit cards are accepted. Boomset does not retain or inspect your payment information; all financial data is handled exclusively by OMG and our payment processor.

After payment, depending on the conference, you may be able to select which Sessions you wish to attend. This does not limit your ability to attend other Sessions later (i.e. after the event begins), it is simply a way to pre-populate your custom calendar before the event begins.

An email will be sent to the address provided during registration to confirm your registration, and will contain further instructions as needed for the specific conference. If you do not receive this email within a reasonable period of time, please check your Junk or Spam folder before contacting OMG Staff, and search for an email from [events@omg.org](mailto:events@omg.org). In the event no mail was received, we will be happy to re-send the confirmation.

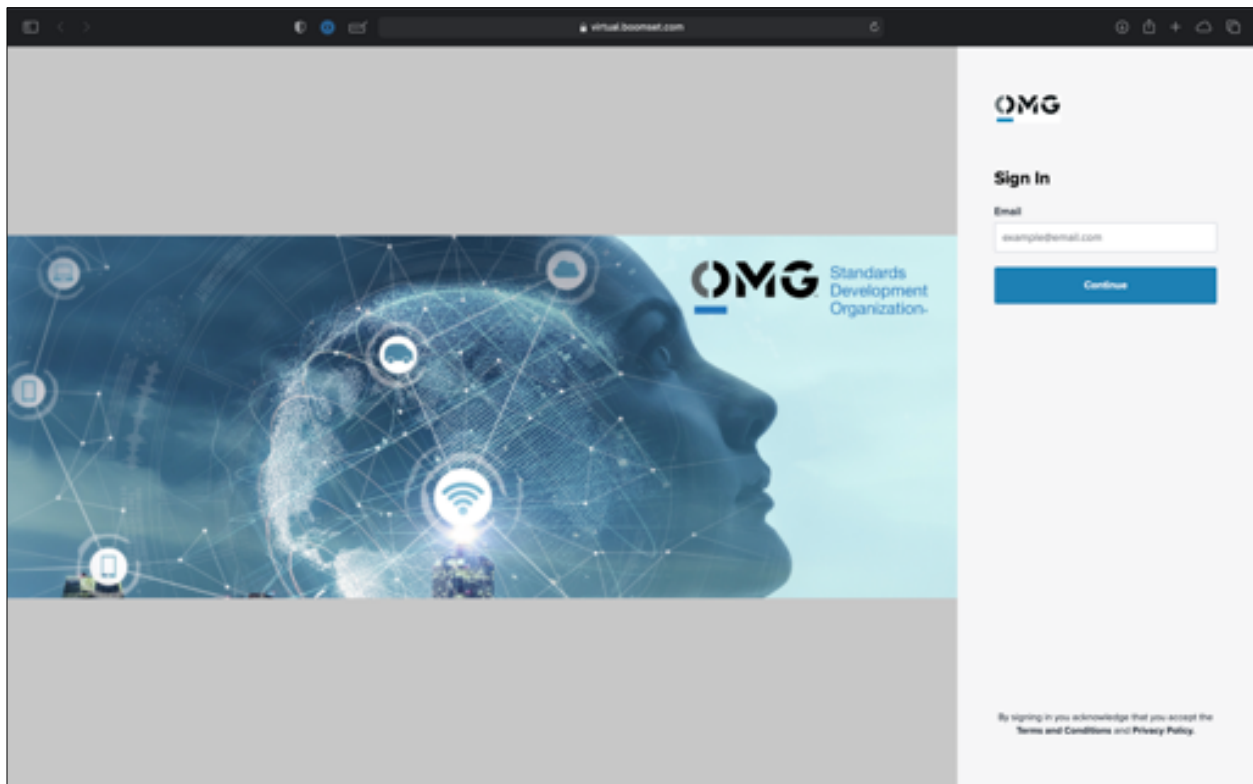
If you have been invited to be a Speaker at the conference or are acting as a Chair, you will have additional Meeting Passes added to your account by OMG Staff after you register that will give you expanded capabilities. At this point in the process, just complete the registration as a regular Attendee.

### Login

Included in your registration confirmation email will be a link to the login page for the event itself. Depending on how early you register, the event may not be immediately available to you; the usual approach is to open the event shortly before the first day of the conference. Your confirmation email should contain three pieces of information: the link to the login page, the email address you used to register, and your PIN. If it does not, please contact OMG Staff, we will resend it to you with the updated information.

This PIN is unique to your email address and can only be used by you. The address and PIN combination only allows one login at a time, thereby preventing any sharing of login credentials. At any time, you may come back to this login page to request a new PIN, and one will be sent by your chosen delivery method, but otherwise you may continue to use this PIN for the remainder of the event.

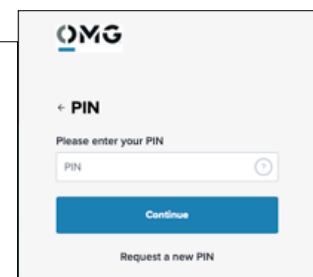
The login page is simple, and looks similar to the following:



Enter the email address you registered with in the field on the right side of the screen, and click <Continue>. On the next pane, enter your PIN and click <Continue>. You are now entering the event.

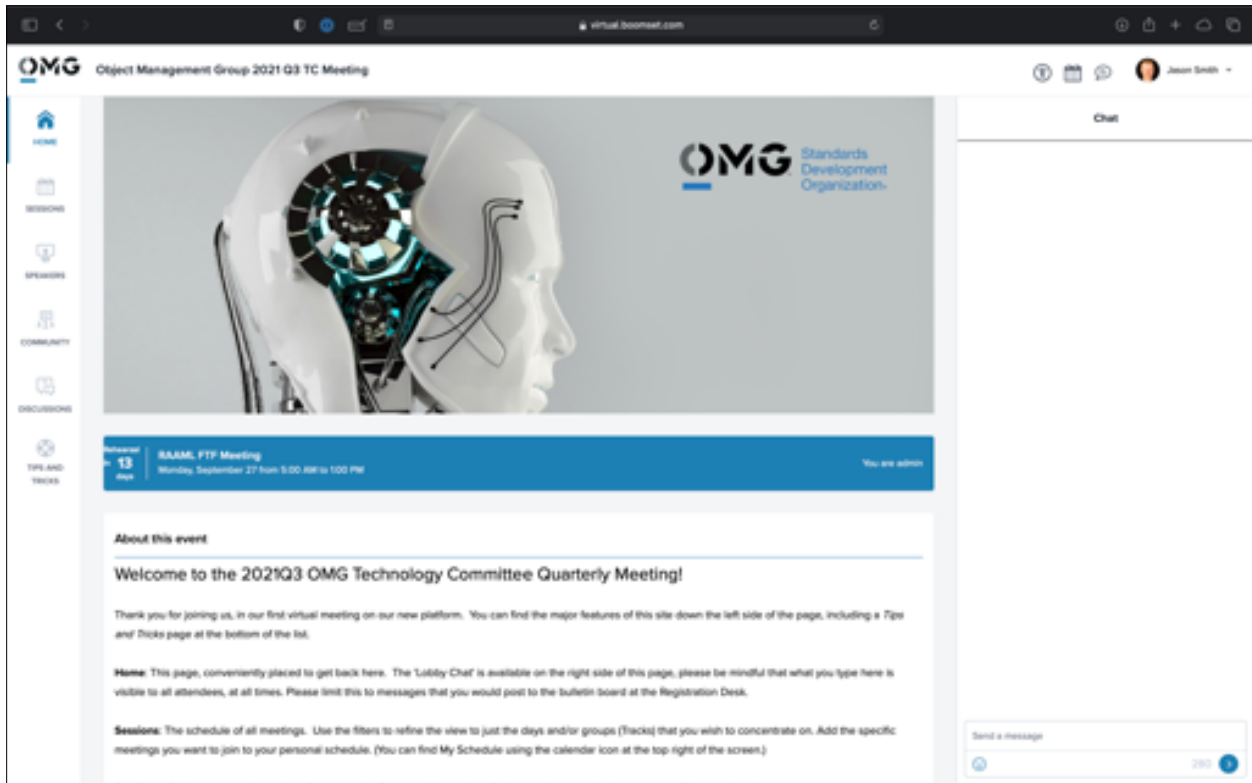
**Note:** If you have logged into more than one active event, Boomset may instead direct you to a page with a list of your currently active events so that you can choose which one to enter. In that case, click on the event you wish to attend at the moment, and you will continue on as normal.

**Note 2:** If your confirmation email did not contain your PIN, you will be shown a slightly different login, where you first request your PIN.



## Attending the Event

All individuals who have logged into the event start as Attendees. You will see a simple, clean interface that looks much like the following:



**Tip:** Boomset allows you to refresh your browser window at any time without losing your place. It will put you precisely back where you were, without the need to login again. If at any time you run into a glitch of any sort, try a quick Reload, and it may clear it up without further intervention.

## User Controls

The top banner of the page shows the logo and title of the event, as well as the controls to make your attendance as streamlined as possible. These four controls are available at any time, and in order from left to right are:



## Accessibility Options

Boomset offers a wide range of accommodation options for adhering to the World Wide Web Consortium's (W3C) Web Content Accessibility Guidelines 2.1 (WCAG 2.1). These include settings for screen readers, color and contrast adjustments, and many, many other possibilities for those who choose to utilize them. Otherwise, this is optional.

## Calendar

This is a quick link to your personal calendar, showing only the Sessions you have selected, in order to provide you a focused view of the conference.

## Boomset HowTo (Attendance)

### Messages

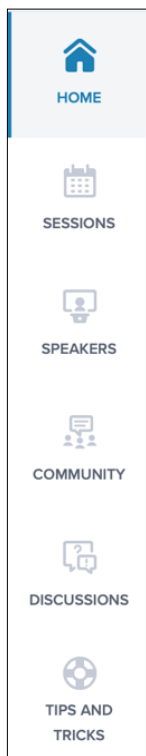
If you have messages waiting from other attendees or OMG Staff, they will be accessible from here. Click to open the Messages window.

### Profile

Your attendee profile is yours to control. Click on your name to reveal the drop-down, and click *<Manage Profile>* to edit. You can add (upload) your picture, create a bio, add your online presence links (LinkedIn, etc) and control your visibility to other attendees. You may also log out of the event from here. (You can always log back in using the URL from your confirmation email, along with your unique PIN.)

## Sections

Down the left side of the screen, you will see icons for accessing major sections of the platform:



### Home

This landing page along with the Lobby Chat and basic event information.

### Sessions

The week's schedule of Sessions where you can find, filter, and enter individual meetings (i.e. Sessions).

### Speakers

A page of all attendees who are tagged as Speakers. You can look up someone's speaking schedule for the week here and get more information on how to contact them.

### Community

The attendee list, where you can find out more about other attendees, or request a conversation with them.

### Discussions

A public bulletin board that will have conversations posted to it at irregular times. Have an idea for a topic? Send it to OMG Staff, we'll get the ball rolling.

### Tips & Tricks

A section just for those little hints that make using this site as effective as possible.

## Home

The center contains the basic information for the conference, a welcome text, and a list of upcoming sessions that you have expressed interest in attending on your My Schedule.

To the right is the global Lobby Chat. This is precisely what you would expect, a simple chat window, but please be aware this is *global*. Every attendee will see what you post here. This is equivalent to posting a message on the old cork board at the Registration Desk, or, if you prefer, standing in the lobby and yelling loudly. *Everyone* will hear you, so do be aware that there is no privacy in this chat. This is fantastic for posting updates to major events during the event, notifying members of changes to important Sessions, and also where OMG Staff will make announcements as necessary. Check in periodically to see what's new.

### Sessions

The Sessions section is the most complicated, but also the most critical. Every Session for the entire conference will be visible here, based on your Meeting Pass access. (If you do not hold a valid Pass for a Session, it will not display for you.) *Essentially, if you can see it, you can attend it.* It is an All You Care To Eat buffet, and you decide which Sessions you will attend, and when. If you decide to change to another Session, feel free to do so on demand. Sessions can be found by filtering by Date or by Track. There is a handy *My Schedule* filter as well for items you have selected for your personal calendar. Sort the Sessions by name or chronologically.

### Speakers

This page focuses on those individuals who are listed as Speakers during this event. Use this section to view information about the speaker's company, their bio, and a mini-schedule of when and where they will be speaking during the Event.

### Community

All attendees who have checked in (and not opted out) are listed here. You may opt out of this at any time by using the convenient toggle in the top right of this section or in your attendee Profile, but be aware this will severely limit your opportunities to collaborate. Search for attendees, then click on any attendee to 'tap them on the shoulder' to start a text chat or even a 1:1 video chat. Use this as a way to conduct those hallway conversations we've all missed, or to alert a colleague they really should be attending a Session they're needed in... five minutes ago.

### Discussions

This is much like a forum or blog and while any Attendee can respond to existing topics, only OMG Staff can create new ones. If you have a topic you'd like to see discussed, please pass it along to us and we will do our best.

### Tips & Tricks

This section will be refreshed as we learn how best to use this platform. Find a neat feature you want to share? Send it in! Ran into an issue and found a workaround? Let us know!

**Note:** Boomset offers documentation aimed at Attendees at the following URL: <https://help.boomset.com/knowledge/virtual-platform#virtual-platform-attendees>. Please be aware that the documentation site covers all aspects of creating, organizing, running, attending, and getting reports on events of all shapes and sizes. Pages outside this immediate section are highly unlikely to be useful or helpful to you.



## Attending a Session

Now that you have familiarized yourself with the overall meeting platform, it's time to attend a Session. If you have access to a Session, you can join and re-join on demand, so feel free to move from 'room' to 'room' just as you would in a physical meeting. If your Meeting Pass does not include access to a specific Session, you simply will not see it in your Sessions list.

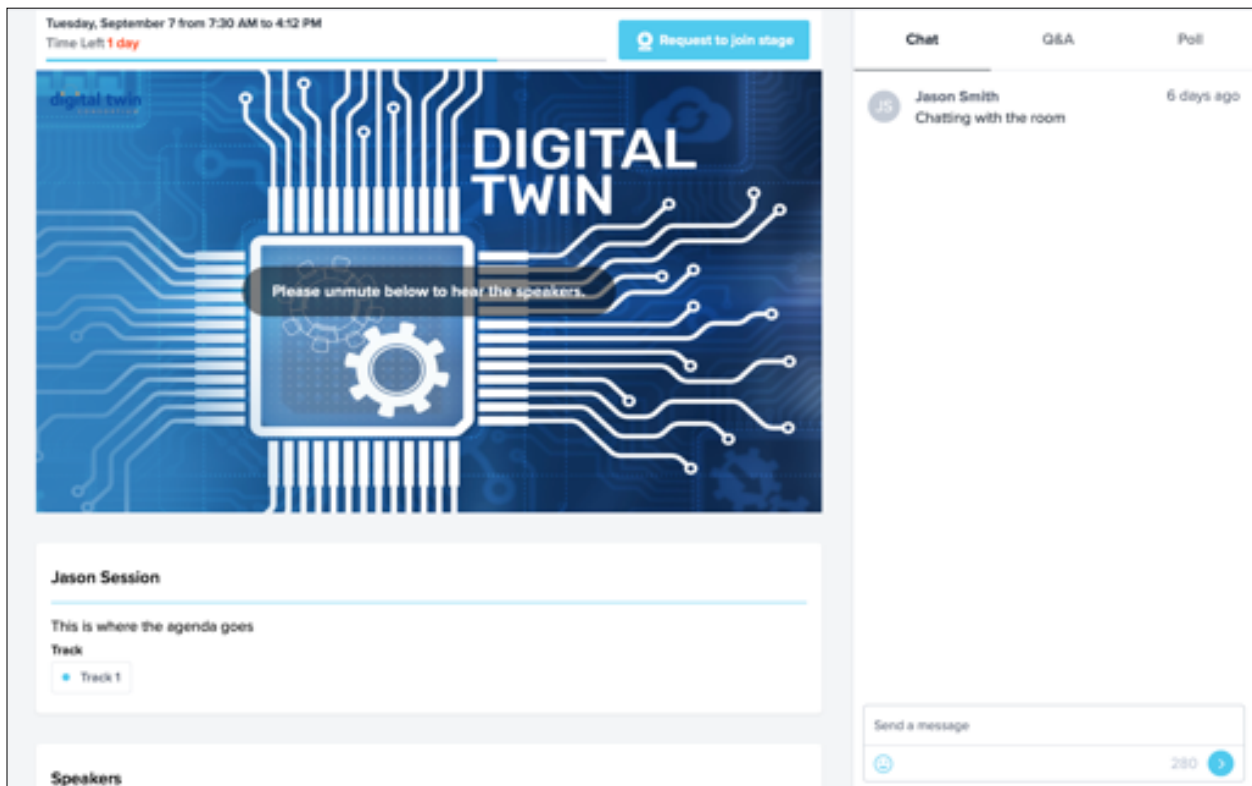
Boomset has a specific conceptual model for how a Session operates. It is not a Zoom style grid, where anyone may (and often does) have a live mic. Instead, it mimics a traditional professional presentation style such as one would find in a large auditorium. In such a setting there is an MC or Chair, a small number of pre-designated Speakers, and a stage. The audience is not participatory except when recognized by the Chair. Often, there are a number of mics that can be handed out to the audience on demand. (e.g., You are in a large auditorium and have a question so you raise your hand. Somebody comes over to hand you a mic so that all can hear you.)

Boomset mimics this approach. There are up to nine Guest Speaker slots per Session, which are managed by a designated MC or Chair. Attendees may ask to be temporarily 'handed a mic' by being assigned a slot, at any time.

This model works well for both very large presentations and very small working groups of ten or fewer participants. Special care is needed when more than ten Attendees wish to participate (i.e., be able to speak). We will be working with your Chairs to make this process as smooth as possible.

## As an attendee

Once you join a session, the content area of the browser window will fill in as shown below:

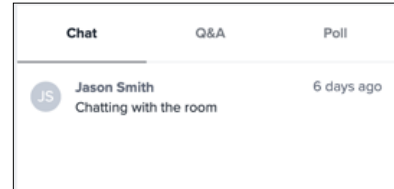


## Boomset HowTo (Attendance)

The most prominent feature is the Broadcast pane, where video and screen sharing content will appear. The Session Title and Agenda will be below where you can find details on the meeting. In this case, no Speaker has started broadcasting so Attendees are waiting for the meeting to begin. However, on the right you will see three persistent panes which are always visible and, unfortunately, not resizable either.

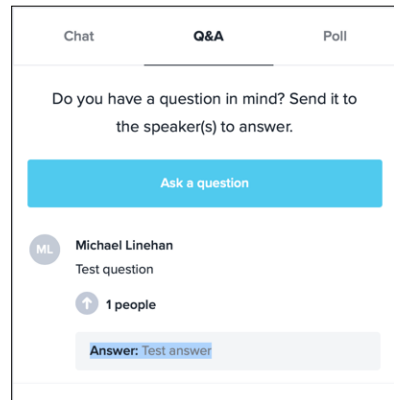
### Chat

As you would expect, this is a Chat for just this Session. The Chat is persistent, so if someone joins later (or if you leave and re-join), its history is preserved for all to review. You can begin chatting with your fellow attendees immediately while waiting for the Speaker or Chair to begin.



### Q&A

This allows attendees to ask questions of the Chair and Speakers without interrupting the presentation. Questions posed are Private by default, and only seen by the Speakers and Chair. The Chair and Speakers can escalate them to Public visibility and answer them on demand directly in the chat, or address them verbally and dismiss them from the queue.

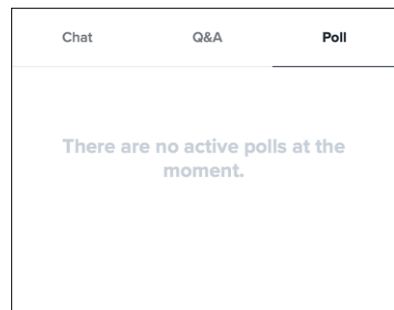


### Poll

Boomset has a polling feature, and if the Chair and Speakers have set up a Poll, it will appear here.

### Breakouts

There is a Breakout room capability that is not visible until activated by the Chair. It operates as you would expect: attendees to the Session are distributed to the Breakouts, and then gathered back by the Chair. Your initial placement is up to the Chair, but you may request the Chair move you to a different Breakout after the Breakouts have started.



### Video Controls

As an attendee, you have some control over the presentation display. If you mouse over the Broadcast pane, you will see the following pop-up panel at the bottom of the video area.

From left to right you may toggle: the *Audio* through your speakers, *Fullscreen* mode, picture-in-picture (*PIP*) mode, or *Closed Captioning*. On the far right you will find *Exit* which stops the video while remaining on the Session page allowing you to Chat or use other tools.



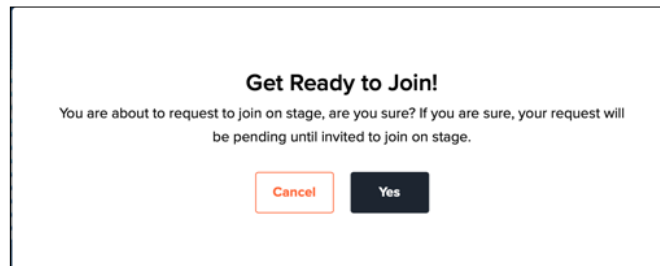
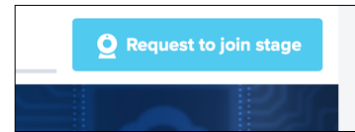
Of these, PIP is perhaps the most useful. It minimizes the video to a small floating window over the browser, letting you continue to use the site without halting your video feed. This lets you keep an ear (and eye) on the meeting while you go out to look up information, find another Session, or perhaps tap a colleague on the shoulder in the Community section to have a chat. PIP will also automatically engage if you click on any Section on the left column of the screen.

## Boomset HowTo (Attendance)

You will not be kicked out of the Session, instead, the PIP window will engage. If it is in the way of content, simply grab it and drag it anywhere on the screen that is convenient.

### Requesting a 'microphone'

Finally, and perhaps most important, if you wish to be assigned a Temporary Speaker slot for the Session, click the "Request to join stage" button above the Broadcast pane. Your request will be added to the queue visible to the Chair and Speakers, and when you are provided a slot you will be presented with a dialogue letting you choose when your camera and mic go live. This helps prevent awkward moments of unexpected broadcast. Be ready for being 'handed the mic' when you make the request, but you will have a moment to prepare after being invited 'on stage'. You may be removed from your slot at any time by the Chair or Speakers.



### Sessions starting early, and running late

By default, every Session has a 30 minute buffer prior to the start time, and a 30 minute spillover grace period after the end time. The pre-time is intended for Speaker rehearsal; Attendees will not be able to view the content during that time. The overflow is in case a Session runs late, so there is ample time to wrap up without an abrupt end. You can see how much time is remaining in the Session by the progress bar at the top of the Broadcast pane.

### As a speaker

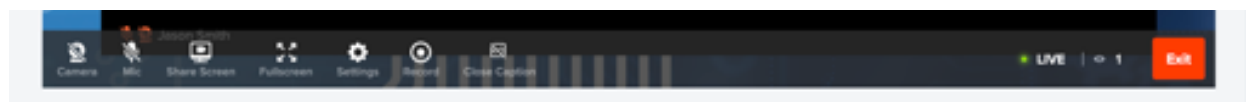
When you attend an Event as a Speaker, you will see an orange "You are a Speaker" notice next to the Sessions for which you have been designated a Speaker. As a Speaker, you are given certain rights and privileges that are not afforded general Attendees, but those rights are specific to individual Sessions where you are tagged as a Speaker. In all other Sessions, you are a regular Attendee.

As a Speaker in a Session, you are given the ability to broadcast and should be ready to do so when you first enter the Session or when, if the Session has an Agenda with a number of Agenda items, you are scheduled to speak. You also have an enhanced UI and toolset, and most importantly, you can allow other Attendees to temporarily join you 'on stage' so they can be heard (have a mic) and share their audio, video, or screen.

***As a reminder, to share your camera or audio you must use either the Chrome or Microsoft Edge browsers. To share your screen content, you must use Chrome.***

### Speaker Video Controls

The video toolbar at the bottom of the broadcast pane offers a few additional options for Speakers. Starting from the left, you can toggle your *Camera* and *Mic* on and off. Note you will start with both off, to prevent 'awkward moments'. You choose when to begin, but be aware that means you must manually turn them on. *Share Screen* allows you to choose from

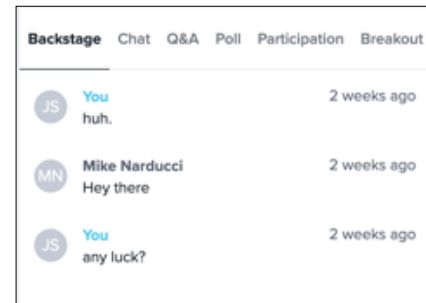


## Boomset HowTo (Attendance)

three options: an entire screen (useful if you have multiple monitors), specific windows of specific applications (handy for PowerPoint slides), or Chrome tabs. The ability to share a tab is specific to the Chrome browser, but you can share another tab right there. When you choose *Share Screen*, you will be presented with three options to choose from to optimize the bandwidth. Unless you are going to share a video feed (such as a pre-recorded video segment), choose *Text and Images*, which is best for PowerPoint slides or other static material. If you are going to be playing a video, choose the *Video (Low bandwidth)* option in most cases. *Fullscreen* should be self evident. *Settings* allow you to alter some of the details of your presentation, and while *Record* may be available, it is considered polite to allow the Chair to control that if they wish. Finally, you can also enable your *Closed Captioning* transcript for yourself as well.

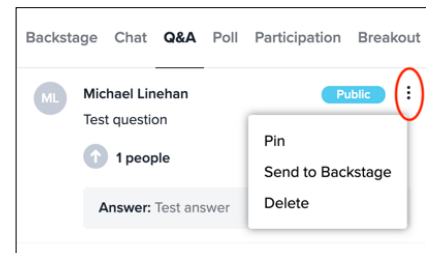
### Backstage

Speakers and Chairs are provided additional resources in the rightmost pane. One of these is Backstage, which is a chat that is private to Chairs and Speakers. Note that if an Attendee is 'brought on stage', they do not get access to this or other Speaker tools. They have only been 'handed a mic', not allowed backstage. This Backstage chat allows for more effective organization of the Session and lets problems be resolved without interrupting the presentation or Attendee discussions in the Chat pane.



### Chat

This is the same as the Session Chat; the Speakers and Chair can utilize these to interact with the Attendees.

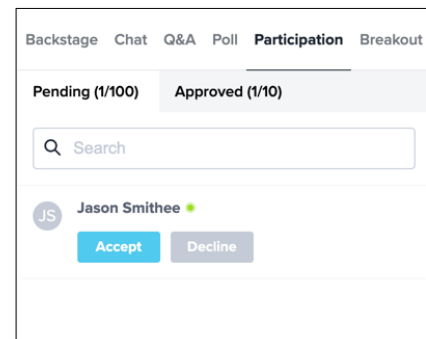


### Q&A

Speakers may help manage the Q&A queue by using the highlighted 'triple dot' menu on a proposed question to: *Pin* it (bump it to the top of the Queue), *Send to Public/Backstage* (set the visibility), or *Delete* (which does not alert the Attendee who posed the question). Additionally, it can be answered in-place in the text. For the question and answer to be visible to all, you must *Send to Public*.

### Poll

Boomset requires defining a poll ahead of time; it does not support *ad hoc* dynamic Polls. If there is a Poll defined for this Session, a Speaker or Chair may activate it. Polls must be created by OMG Staff, so to run a poll during your Session, please coordinate with OMG Staff before the Event.



### Participation

When an Attendee requests to 'join on stage' to share their audio or video within the Broadcast (i.e. being 'handed a mic'), they will appear in the Pending queue. There can be up to 100 individuals waiting for a slot, and up to 10 can be Approved at one time. You may Accept or Decline their requests at will, and at any time can move an Attendee out of a Temporary Speaker slot for any reason.

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### Rehearsal and Overflow

As mentioned in the Attendee section above, there is a 30 minute rehearsal period prior to the start of a Session, and a 30 minute overflow grace period. It is strongly recommended that for your first Session as a Speaker you take advantage of this Rehearsal capability, try out the chat Backstage, and get comfortable with sharing your camera, audio, and screen content.

**Tip:** Boomset has a useful page of videos illustrating how a Speaker's experience differs from an Attendee's: <https://help.boomset.com/knowledge/speaker-guide-video-resources>

### As a chair

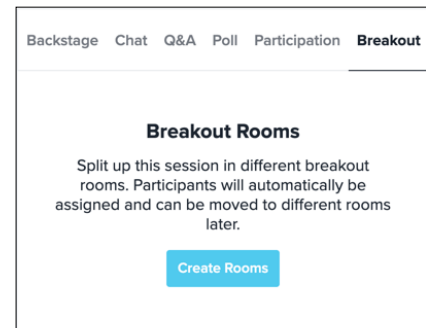
The Chair (or MC) has two additional rights that Speakers do not.

#### Breakouts

Chairs may initiate a Breakout session, where they can specify how many Breakout rooms to create, and how Attendees should be distributed. As we get more experience with this tool, this document will be updated with best practices for using this feature.

#### Remote Mic / Camera Control of Speakers

Chairs also have the ability to mute or disable the camera for anyone in the Session, including a designated Speaker or an Attendee 'invited to the stage' as a Temporary Speaker. Speakers can effectively do the same for an Attendee using a speaking slot by removing them from the slot, but not for other Speakers. A Chair has complete control over the shared content from all participants.



**AN IMPORTANT NOTE:** Technically, Boomset does not currently have a 'Chair' role, instead, you as Chair are being provided with full Event Administrator access. What this means is that you wield a tremendous amount of power and can act as a Chair in **ANY** Session if you so wish.

Be cognizant of this! When attending another Session that you are not chairing, you will be presented with a choice on entering the Session - do you wish to join as a Speaker, or as an Attendee? *If you are not expected to act as a Speaker, select Attendee!* This is a simple act of politeness for the Chair actively running the Session.

Now, this may be useful as well - if a Chair needs to step out, they can ask another Chair to step into the role momentarily. The substitute Chair will need to Reload the page, and then select Speaker on re-entry. This will provide them with the proper access for that Session. When the actual Chair re-joins, the substitute may again Reload the window, and choose to act as an Attendee.

You are being provided with significant power to assist your fellow Chairs so be mindful and respectful of it.