Instructions for Attendees

➢ **Preparation Before the Event:**

1. Install "Zoom Client for Meetings" for zoom.us/download

2. Use the link provided by your event organizer to sign into your account on the virtual event site. After setting a password so you can sign in later, we recommend you complete your profile, including uploading a photo.

3. Use the menu at the top of the page to visit the agenda, find your session and visit its page.

Important Note: On Mac computers, you may need to update your security settings if you wish to share your screen during your presentation. You can do this through **System Preferences** > **Security & Privacy** > **Privacy** > **Screen Recording**. Check the option for zoom.us.

For more information, see: https://support.zoom.us/hc/en-us/articles/360016688031

➢ **How to login to the Pathable conference platform and setup your profile:**

1. The first communication you will receive is an invitation to the conference platfrom. The World Fuel Cell Conference logo will be at the top. The center button is a unique authorization link which will take you to claim your account.
   a If you did not receive an email or have misplaced it, please email imckenzie@uwaterloo.ca for assistance.
2. The fields will automatically populate. Please create a password, the password only needs to be 6 characters, and agree to the terms and conditions.
3. Once you have claimed your account, you will log into the conference platform via this email address and the password created here. Best Practice is to click the Complete Profile button to be directed to the Edit My Profile page.
4. On the Edit My Profile page you'll be able to upload your headshot and check your details. Your email and phone number will not be displayed publicly.

Once your profile is all set, you can simply access your account by signing in to Pathable: https://wfcc2021.us2.pathable.com/login

➢ **How to attend a session/presentation:**

Once you log into your virtual event site you have option to add items to your personal agenda.
1. Log in to your Pathable-powered event at: https://wfcc2021.us2.pathable.com/login
2. Along the top bar, go into agenda tab and then click on Event Agenda, you will see a list of all the sessions that you can add into your personal calendar.

3. If you find something interesting, you can click on the plus sign on the top right corner of the agenda card.
4. To find your sessions, head to 'Agenda' and then 'My Agenda'. All of your sessions will automatically populate there. You can click on the 'Agenda card' to get more details of the session and can also engage in chats participate in polls and even see any files that are shared. The count down on the top indicate how long you have until your session begins.
5. Once in a presentation, if you have any questions for the speaker, please use the Pathable platform chat to type in your questions. The Session Chair will run a Q&A using these typed questions. You do not have the ability to verbally ask questions during a presentation. The Zoom chat will not be monitored.

➤ **How to book meetings with conference participants:**

1. Find the person/persons you want to meet in the 'People' tab.
2. Click on the three dots next to the person's name choose 'Schedule a meeting'.
3. Once you schedule a meeting then you can add more people in the meeting if you wish.
4. Click 'Continue', it will take you to your and the other person's calendar where you can choose an appropriate time at which you both are available.
5. Duration of the meeting can be edited by going to the edit tab.
6. Next, add name and description to the meeting.
7. Click 'send invitation', an email invitation will be sent immediately to the attendee.

➤ **How to use Talk Now video call option to speak with sponsors and exhibitors:**

1. Along the top bar, go into the Exhibitors & Sponsors tab and click on the booth you are interested in visiting.

2. During the exhibition hours, you will see the 'Talk Now' button on the upper right section of the booth. If you click this button, the Pathable platform will call the booth staff members whom are available.

   I. While awaiting an answer, you can minimize this screen and go about exploring the conference platform. To check back in on the call, it will be available in the site header in the right corner.

3. If not booth staff are available, you will receive a pop up notification with two options; schedule a private meeting or contact us (leave a private message to which a booth staff can reply)**.**

For more information on Talk Now, please visit: https://adminsupport.pathable.com/hc/en-us/articles/360054520271-How-To-Make-A-Talk-Now-Call

Note: For detailed instructions please visit: https://adminsupport.pathable.com/hc/enus/categories/360004969012-Attendee-User-Guides