Instructions for Session Chairs

➢ **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

There are going to be two types of live sessions: **Webinars** and **Meetings.** You may be attending both types. Both Webinars and Meetings will allow the session chair into the Zoom room 20 minutes before the session start time and will stay open 10 minutes past the scheduled end time.

➢ **How to join the presentation session you are chairing:**

To join the session:

1. Log in to your Pathable-powered event at: https://wfcc2021.us2.pathable.com/login
2. Along the top bar, click 'Schedule', select My Agenda
3. Locate the the presentation and select it by clicking the agenda card
4. You can join the presentation directly from the Agenda Details page. When it is 20 minutes or less before the start time of the presentation the countdown clock will be replaced with a Start Meeting or Join Meeting button. Click the **Start Meeting** or **Join Meeting button** to launch Zoom and take you to the Webinar Green Room.
5. This is a great time to verify your audio, video and screen sharing are functioning properly. WFCC technical staff members will be present in this Green Room for assistance.
6. You will be in a Green Room aka Practice Session till the **Start Webinar** button is pressed.
7. Screen sharing options: full desktop or individual applications. Sharing an individual application is preferred to avoid unwanted pop-ups or sounds. If you are sharing sound or video make sure to check the two boxes on the bottom left.

8. Rename yourself**:**
   i)   Each Speaker will come into the Zoom room with the name "Host (a number)" because you are using Pathable Zoom licenses.
   ii) To rename yourself, open the participant panel by clicking the Participant button in the toolbar. Hover over the Host name that has the word (me).
   iii) Click More and then select Rename to properly name yourself.

Note: The presentation speaker and session chair will have access to a "Green Room" aka a practice session 20 minutes before the start time of the session. This is a place to check your audio, video and screen sharing before going live for your attendees. The opening session will not be live until the Start Webinar button has been clicked by a WFCC technical staff member.

➢ **How the session will run:**

1. Once the **Start Webinar** button is pressed by one of the WFCC technical staff, the presentation will be live to attendees.
2. As the Session Chair you will provide an introduction for the speaker and ask them to begin their presentation. During the introduction, please remind the attendees to type in the questions into the Pathable platform chat. For plenary and keynote speakers' short biographies, please refer to the conference program for more details: https://www.iahe-fcd.org/wfcc-2021-program.
3. Once you have concluded your introduction, please turn off your camera and mute your microphone to allow the speaker to be the presentation focus.
4. You will also be responsible for letting the speaker know their presentation timing. You will give the speaker a verbal '1 minute remaining' reminder.

5. Once the speaker has concluded their presentation, then you will reminds attendees to type questions into the Pathable platform chat and then will verbally present the questions to the speaker.

   i) You may need to leave if the Q&A runs over the scheduled time and you need to get to your next presentation. If this occurs, the WFCC technical staff member will finish any last questions with the speaker.

6. The Zoom meeting presentation will automatically close 10 minutes after the scheduled time to allow for any last questions or closing comments.

7. To move to our next scheduled presentation, go back through Steps 1-5 but for the next presentation in your My Agenda.

Note: If the presentation is pre-recorded, you still join the live zoom meeting to introduce the speaker to the attendees. Then advise the attendees to watch the pre-recorded videos on the presentation website. If the presenter is present, you might need to come back to the zoom room with the audience to have live Q&A.

➢ **Using Zoom Controls**

The Zoom toolbar will appear once you have launched the Zoom application. It consists of the following controls:

Mute: allows you to silence yourself. Use this if someone else is talking and the system's natural echo cancellation is not working. The up-arrow next to Mute can be used to select your audio input (e.g., switch from your computer's microphone to a headset).

Start Video: This allows you to turn on your webcam. The up-arrow next to Start Video will also give you access to the virtual background feature.

Participants: Allows you to see the names of the people watching. You can also use this to allow individual participants to be heard, or to Mute All Upon Entry.

Share Screen: Allows you to share what is displayed on your monitor with viewers. If you have dual monitors, you can select which monitor to display and which to reserve for your reference and notes.

For more information on creating and managing polls, please visit
https://adminsupport.pathable.com/hc/en-us/articles/360054522591-How-to-Present

Note: Detailed instructions for session speakers can be found at:
https://adminsupport.pathable.com/hc/en-us/sections/360011521332-Using-the-Pathable-Platformfor-Speakers

Note: Here is an overview of the individuals in a presentation and their roles:

	Session chair	Speaker	Technical Assistant (1 assistant per session)	Attendee

20 minutes before presentation starts	Enter "green room" of the first presentation in the session.	Enter "green room" Test devices, slides, etc.	Enter "green room", ensure speaker and session chair are set up	Not allowed to join
1 minute before presentation starts			• Clicks the "Start Broadcast" button to begin the session • Lecture is set to record automatically (unless speaker has noted otherwise), ensure lecture is recording	Join the webinar
Presentation Starts (1-2 minutes)	• Brief introduction to speakers, affiliation, presentation titles, short biography (if applicable), etc. • Notes that attendees can ask questions in the Pathable chat		• In case session chairs do not show up due to technical issues, introduce the speakers. • Notes that attendees can ask questions in the Pathable chat	
Lecture		Presents their session		Leave questions in the Pathable chat box
Q&A (5 minutes) before presentation's scheduled end time	• Reminder the speaker about the time left • Ask questions from Pathable chat box verbally to the speaker	Answer Q&A presented by the session chair	• Reminder the session chair about the time left • Put a chat reminder into the Pathable chat about	

			how attendees can ask questions	
Presentation's scheduled end time	Enter next presentation via the Pathable platform	If needed, continue the Q&A with the technical assistant	If needed, continue the Q&A with the speaker	
10 mins after the scheduled end time	meeting will be automatically ended			

➢ **For Meetings:**

Meetings will allow the speaker into the Zoom room 20 minutes before the session start time and will stay open 10 minutes past the scheduled end time. Meetings do automatically begin – your attendees will have access to the Zoom room 1 minute before the scheduled start time. Meetings

1. To start your Meeting, Follow the path: Schedule>My Schedule Select the Agenda Card of the Meeting you'd like to start.
2. You can join your session directly from the Agenda Details page. When it is 20 minutes or less before the start time of your session the countdown clock will be replaced with a Start Meeting or Join Meeting button. Clicking that button will launch your Zoom Room.
3. Meetings automatically give access to your attendees 1 minute before the start time of the session. Meaning you have 19 minutes total in the Green Room space before attendees can join.

For more information on requesting private meetings, please visit
https://adminsupport.pathable.com/hc/en-us/articles/360054019852-Request-a-Private-Meeting