

Instructions for Session Speakers

➤ **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 platform. 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 upload any documents for your presentation, videos, PowerPoints, etc. prior to your session**

Pathable allows for any file type to be uploaded in the "Files" section. The file size limit is 10GB. This information is for speakers who would prefer a pre-recorded video displayed in place of their

welcoming remarks or if you would prefer our technical staff show a PowerPoint on your behalf. You do have the option to share videos and PowerPoints directly from your computer during the presentation. To upload a file to your 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 your presentation and select it by clicking the agenda card
4. Select the **Manage** button
5. Select the **Add New File** button
6. In the Display Name field, type the name you'd like to be displayed with the file, Pathable sorts of files in alphabetical order by display name
7. Click Upload to select your file
8. Press the **Save** button.

Note: Files must be under 10GB to be uploaded. Please compress larger files or consider a different file format. PowerPoint slide decks are large files, so consider exporting your deck out of PowerPoint as a .pdf, which is a smaller file and maintains your file's fidelity.

Note: If you would prefer a member of the WFCC technical staff upload a file or video, please send to imckenzie@uwaterloo.ca.

For a detailed information on uploading files, please visit

<https://adminsupport.pathable.com/hc/enus/articles/360054521791-How-to-Upload-a-File-to-your-Session-Page>

➤ **How to join your presentation session:**

To join your 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 your presentation and select it by clicking the agenda card
4. You can join your 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.
5. Click the Start Meeting or Join Meeting button to launch Zoom and take you to the Webinar Green Room.
6. 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.
7. You will be in a Green Room aka Practice Session till the **Start Webinar** button is pressed.
8. 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.

9. 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 presentation will not be live until the Start Webinar button has been clicked by a WFCC technical staff member.

➤ **How your presentation will run:**

1. Once the **Start Webinar** button is pressed by one of the WFCC technical staff, your presentation will be live to attendees.
2. The Session Chair will provide an introduction for you and ask you to begin your presentation. During the introduction, the Session Chair will remind the attendees to type in the questions into the Pathable platform chat.
3. The Session Chair will also be responsible for letting you know your presentation timing. They will give you a verbal ‘1 minute remaining’ reminder.
4. Once you have concluding your presentation, the Session Chair will then remind attendees to type questions into the Pathable platform chat and they will verbally present the questions to you.
 - i) The Session Chair may need to leave if the Q&A runs over the scheduled time but the WFCC technical staff member will finish any last questions with you.
5. The presentation will automatically close 10 minutes after the scheduled time to allow for any last questions or closing comments.

➤ **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			<ul style="list-style-type: none"> 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)	<ul style="list-style-type: none"> Brief introduction to speakers, affiliation, presentation titles, short biography (if applicable), etc. Notes that attendees can ask 		<ul style="list-style-type: none"> In case session chairs do not show up due to technical issues, introduce the speakers. 	

	questions in the Pathable chat		<ul style="list-style-type: none"> 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	<ul style="list-style-type: none"> 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	<ul style="list-style-type: none"> 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 not 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>

