

Before your session

- **Speakers** and **Moderators** will join the meeting in attendee mode
- Pathable recommends you use Chrome, but some folks had issues – try Firefox.
- **15 minutes before your session starts**, make sure you are in the Zoom app or web browser (use the link under the Pathable webinar, “use the Zoom app instead”)
- Split your screen so you can see both the Pathable webpage in your browser (with audience chat) and the Zoom app or the Zoom web browser (with speaker chat)
- You will be promoted to panelist before your session starts. You will be prompted to reconnect your audio – that is normal!

During your session

- **Speakers** and **Moderators** are in panelist mode
- Check the Participants tab: rename yourself if you are displayed as “Host 500”
- Keep your camera OFF and your microphone on MUTE until it is your turn to speak
- **Moderators** follow the agenda script – there may be a poll or fun activity to introduce, a hidden picture quiz to introduce, and presentations to introduce.
- **Speakers** can respond to chat questions in real time (use Pathable chat)
- When presentations are over, **Moderators** will facilitate Q&A with the **Speakers**. Pose canned questions or unanswered questions from the chat to the panelists (questions from Zoom will be copied over to Pathable)

After your session

- **Speakers** and **Moderators** are returned to attendee mode. You will be prompted to reconnect your audio when your permissions are changed.
- Relax and enjoy the rest of the meeting!

Attendee View

This is what you will see before you are promoted to panelist
Make sure to pop out into Zoom app or browser 15 minutes before your
presentation!!

← BACK TO AGENDA

ADDED NOTES MANAGE

Attendee chat



Chat Polls People Files

Lauren Yeung 4 minutes ago ...
This is the audience chat

Lauren Yeung 4 minutes ago ...
Attendees can type their questions for speakers here

Lauren Yeung 4 minutes ago ...
Speakers can answer questions in real time

Lisa Joseph a minute ago ...
I have a question, speaker!

Lauren Yeung a few seconds ago ...
I am answering your question, attendee!

Start typing... SEND

If you are experiencing audio issues, use the Zoom app instead.

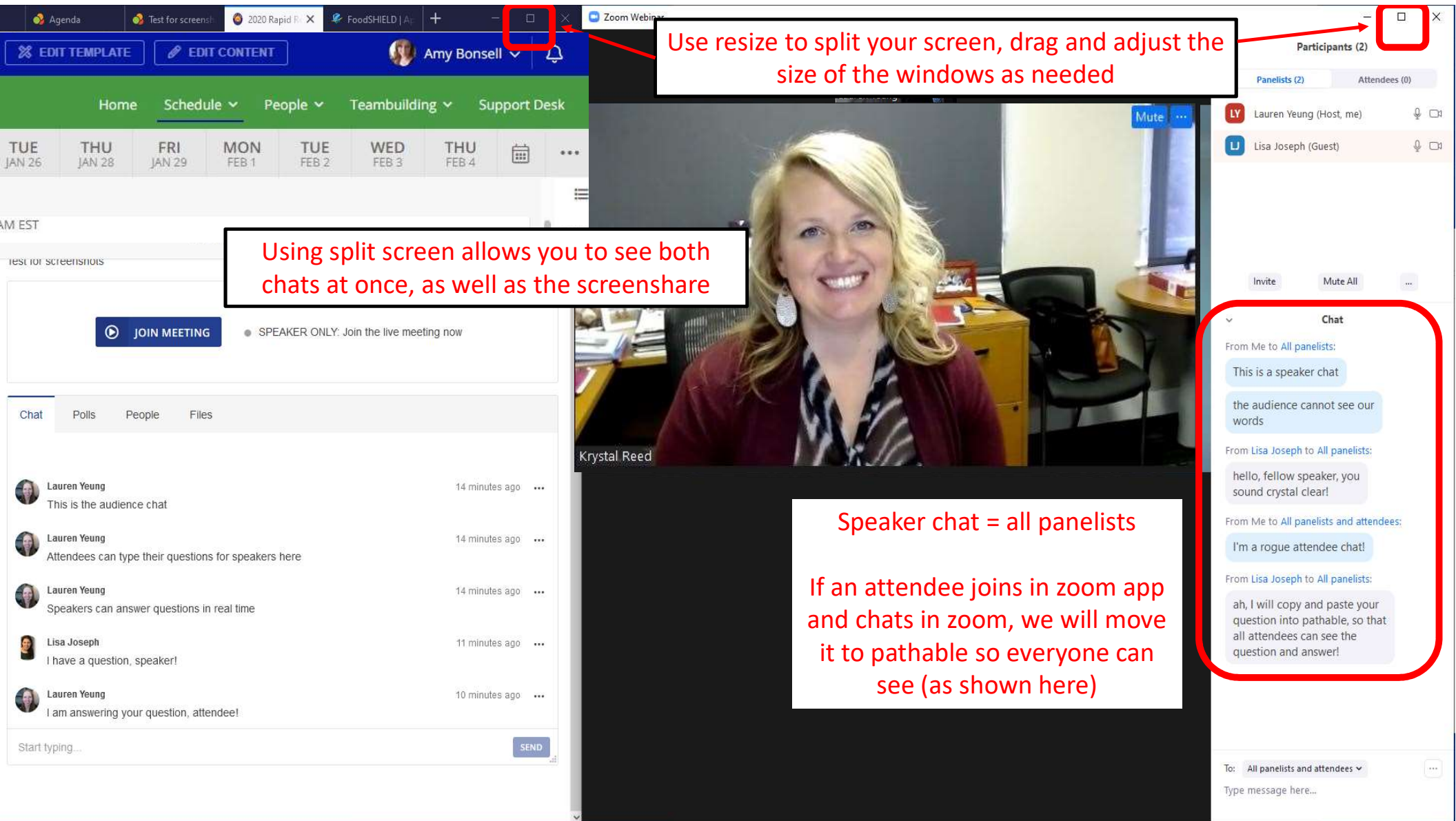
Click this to pop out into zoom app or browser 15 minutes before your presentation!!

If you are not presenting, we recommend you view the meeting in Pathable.

THEATER MODE

Split your screen once you
are in the Zoom app

(or Zoom browser as separate tab from Pathable)



Use resize to split your screen, drag and adjust the size of the windows as needed

Using split screen allows you to see both chats at once, as well as the screenshare

Speaker chat = all panelists

If an attendee joins in zoom app and chats in zoom, we will move it to pathable so everyone can see (as shown here)

Chat

From Me to All panelists:

This is a speaker chat

the audience cannot see our words

From Lisa Joseph to All panelists:

hello, fellow speaker, you sound crystal clear!

From Me to All panelists and attendees:

I'm a rogue attendee chat!

From Lisa Joseph to All panelists:

ah, I will copy and paste your question into pathable, so that all attendees can see the question and answer!