

FMF 2020 MODERATOR GUIDE

BEFORE THE LIVE EVENT



STEP 1: YOU WILL RECEIVE AN EMAIL

From: Virtual FMF 2020 <no-reply@pathable.com>

Subject: Manage your Virtual FMF 2020 speaker profile

Please click the included link:

[Edit Your Speaker Profile](#)

STEP 2: CLAIM ACCOUNT AND SET UP YOUR PROFILE

1. Claim your account: The first time you enter and set up your profile. Enter first name, last name, email, create a password, agree to terms, and click COMPLETE PROFILE.
2. Create your profile
 - Include a headshot 300x300px window
 - Include fun facts about yourself
 - Add tags for things you are interested in
 - Always remember to Save
3. You can click ACCOUNT on the top menu to edit anytime

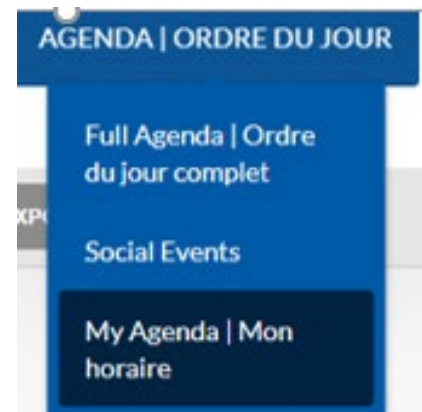
A screenshot of the 'Claim your account' form. The form has a header with the FMF logo and the text 'Claim your account'. Below the header, there are input fields for 'First name' (Jane), 'Last name' (Doe), 'Email', and 'Create Password'. There is a checkbox for 'I agree to the Terms and Conditions'. At the bottom, there are two buttons: 'COMPLETE PROFILE' and 'CONTINUE TO APP'.

STEP 3: JOIN LIVE SPEAKER/MODERATOR TRAINING

Join for one of the moderator and speaker training sessions. Click “Full Agenda” to select a training session and click “Reserve” On the day of login here <https://virtualfmf2020.pathable.co/> Click “My Agenda” to join the live session

Speaker & Moderator Training Session Dates:

- Session 1: October 7, 1-2pm (EST)
- Session 2: October 9, 12-1pm (EST)
- Session 3: October 13, 3-4pm (EST)
- Session 4: October 14, 12-1pm (EST)
- Session 5: October 15, 1-2pm (EST)



DURING THE LIVE EVENT

STEP 1 - Please check in to the Speakers Room 60 minutes before your event.

Under Support, Speakers Room, Talk to a Representative

SUPPORT | SOUTIEN GAME | JEU SOCIAL WALL | MUR DE MÉDIAS SOCIAUX ACCOUNT | COMPTE 🔔

SPEAKERS ROOM | ESPACE DES CONFÉRENCIERS

Available from Tuesday to Saturday 8:00AM - 4:00PM | Disponible du mardi au samedi, de 9 h à 16 h (HNE)

TALK TO A REPRESENTATIVE | PARLER À UN REPRÉSENTANT



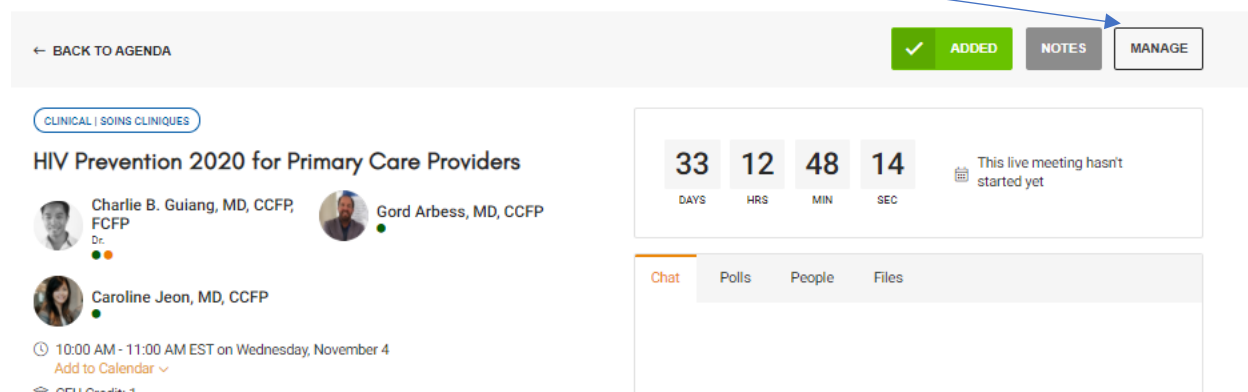
Deanne McKay
FMF Coordinator, Sessions Lead

Outside these hours, contact: | Pour communiquer en dehors de ces heures : dmckay@cfpc.ca

STEP 2 - Please enter your session 20 minutes before your event.

All speakers and moderators meet in the 'green room' 20 minutes before the start of their session. While in the green room, you can be seen/heard by other speakers/moderators but **not** the audience.


Important: Enter via the MANAGE button





← BACK TO AGENDA ✓ ADDED NOTES MANAGE

CLINICAL | SOINS CLINIQUES

HIV Prevention 2020 for Primary Care Providers

 Charlie B. Guiang, MD, CCFP, FCFP
Dr.

 Gord Arbess, MD, CCFP

 Caroline Jeon, MD, CCFP

🕒 10:00 AM - 11:00 AM EST on Wednesday, November 4
[Add to Calendar](#)

📄 CPE Credit: 1

33 12 48 14
DAYS HRS MIN SEC This live meeting hasn't started yet

Chat Polls People Files

Allow Pathable to open the Zoom App

Open Zoom Meetings?

<https://pathable.zoom.us> wants to open this application.

Always allow pathable.zoom.us to open links of this type in the associated app

Open Zoom Meetings Cancel

Important Note: Our AV support team will click the 'Start Webinar' button at the scheduled time.

You're in a practice session. Attendees cannot join until you start the webinar. Start Webinar

STEP 3 – Green Room Prep Time

- Test your video and audio with the AV techs, review lighting and set up
- Chat with techs and speaker(s) who you will introduce and thank at the end
- Open the CHAT in Zoom (for green room communication with moderators and techs)
- Open the Pathable CHAT in another window (this is where the real-time Q&A will happen)
- Test your internet, plug in, disable notifications, close other windows, minimize distractions
- Have your speaking notes ready for your introduction and conclusion

STEP 4 – Go live!

- Wait for any intro video(s) and housekeeping video to play
- Your VIDEO ON and MIC unmuted – you will introduce the session and speaker
- As soon as you are introduced AV Tech will unmute you and start your video
- Monitor the Pathable chat for questions you will read during the Q&A
- Monitor the Zoom chat for green room discussion with the Techs and Speaker
- Monitor time and post reminder to start Q&A during the last 15 minutes
- During the Q&A you will unmute, read questions out loud (video off)
- Mute to allow speaker(s) to answer verbally
- In the last 2 minutes VIDEO ON and UNMUTE conclude the session, read housekeeping notes
- The session will be ended for all participants and speakers, thank you!

QUESTIONS – Deanne McKay dmckay@cfpc.ca or fmfinfo@cfpc.ca

*Thanks a million for helping produce the first ever Virtual
FMF!*