

# FMF 2020 SPEAKER GUIDE

## BEFORE THE LIVE EVENT



### STEP 1: YOU WILL RECEIVE AN EMAIL

**From:** Virtual FMF 2020 <[no-reply@pathable.com](mailto: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

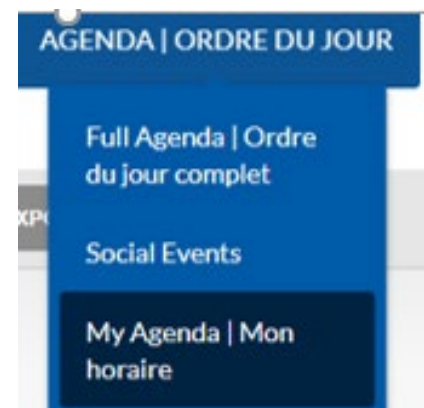
A screenshot of a web form titled 'Claim your account'. The form includes fields for 'First name' (with 'Jane' entered), 'Last name' (with 'Doe' entered), 'Email', and 'Create Password'. Below the fields is a checkbox labeled 'I agree to the Terms and Conditions'. At the bottom, there are two buttons: 'COMPLETE PROFILE' (highlighted in orange) and 'CONTINUE TO APP'.

### STEP 3: JOIN LIVE SPEAKER/MODERATOR TRAINING

Join us 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

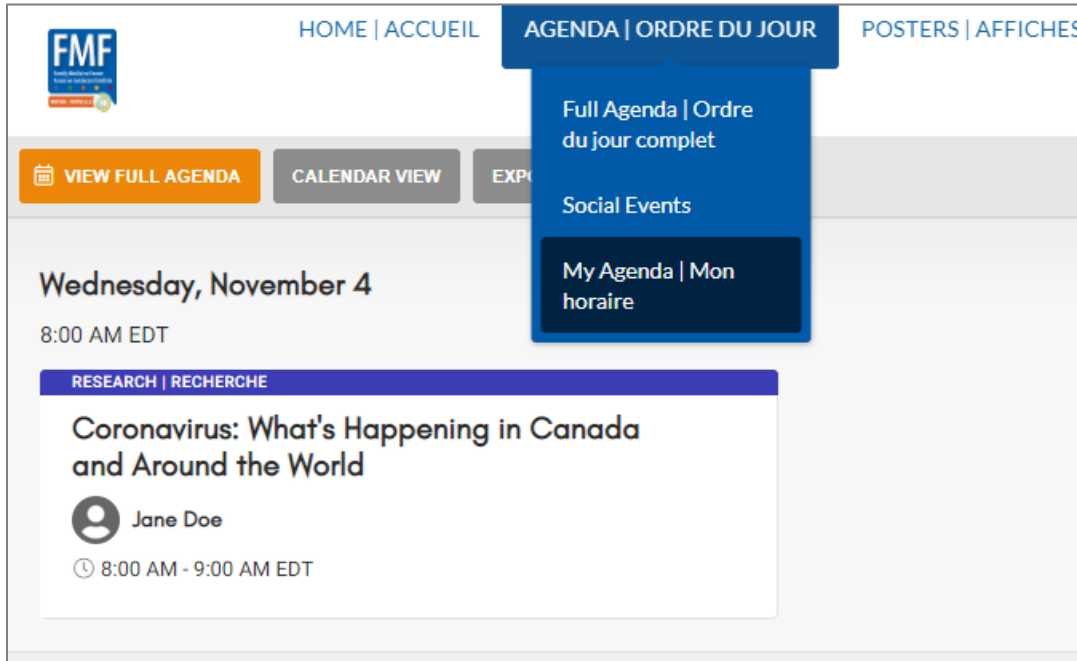
#### **Speaker & Moderator Training Session Dates:**

- 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)

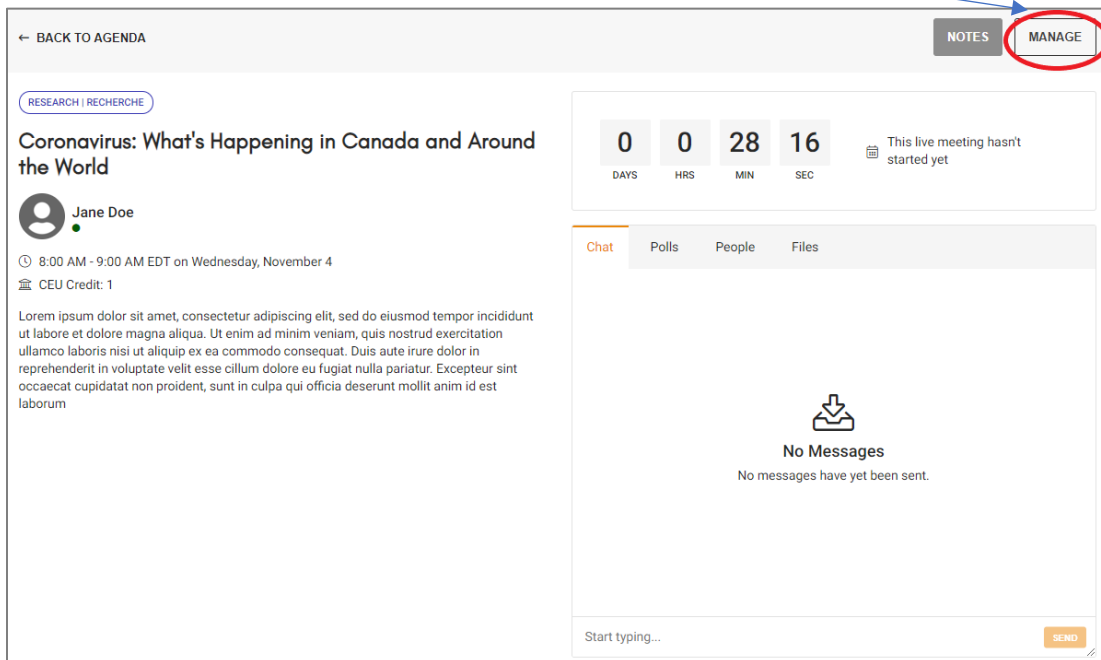


## STEP 4: MANAGE YOUR SESSION

Your session will automatically be added to your agenda. To locate it, go to AGENDA | ORDRE DU JOUR > My Agenda | Mon horaire. Select your session.



Click the MANAGE button located on the top right of the screen



## REVIEW ALL THREE TABS

### Live Meeting Tab – shows a countdown and session details

[↑ Back to meeting details](#)

### Coronavirus: What's Happening in Canada and Around the World

🕒 11:30 AM - 11:40 AM EDT on Wednesday, September 30  
📄 CEU Credit: 1

RESEARCH | RECHERCHE

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Live Meeting   Files   Polls

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**Good to know**

- **20 minutes before the start time:** speakers can enter a "green room" where they can be seen/heard by other speakers but not the audience.
- **1 minutes before the start time:** attendees will be able to join the webinar, but will not see/hear the speakers or presentation until a speaker clicks the "Start Broadcast" button.
- **10 minutes after the end time:** the meeting will be automatically ended.

0	0	56	18	📄 This live meeting hasn't started yet
DAYS	HRS	MIN	SEC	

### Files Tab – upload any files, handouts, ppt, etc. Max size 10GB

[↑ Back to meeting details](#)

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Live Meeting   **Files**   Polls

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**Manage Files** ADD NEW FILE



No Files

Add a file to get started

### Polls Tab – create polls; multiple-choice, free entry text or rating.

[↑ Back to meeting details](#)

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RESEARCH | RECHERCHE

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Live Meeting   Files   **Polls**

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**Manage Polls** ADD NEW POLL



No Polls

Add a poll to get started

# 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  
PMF Coordinator, Sessions Lead

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

Note: Shorter sessions, awards and free standing paper presenters, are contained within 1 hour blocks. You **MUST** arrive 20 minutes before the start of the whole presentation (otherwise you will be arriving during some elses presentation!) You will remain backstage VIDEO OFF before and after your segment.

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: The AV team will click 'Start Webinar' 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

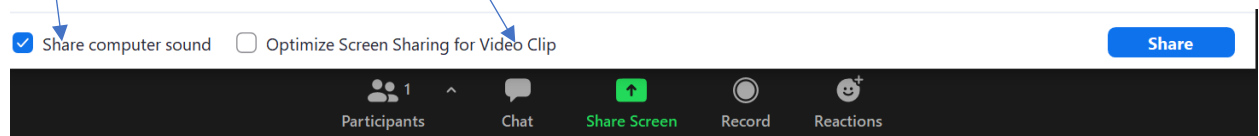
- Test your video and audio with the AV techs, review lighting and set up
- Chat with techs and moderator who will introduce and conclude your session
- Open the CHAT in Zoom (for green room communication with moderators and techs)
- Open the Pathable CHAT in another window (optional – if you wish to see Q&A real time)
- Have your presentation ready in slide show mode (you will share this using screen share)
- Test your internet, plug in, disable notifications, close other windows, minimize distractions

### STEP 4 – Ready for your presentation (if recorded, observing chat only)

- Wait for any intro video(s) and housekeeping video to play
- Moderator will introduce you and your session
- As soon as you are introduced, the AV Tech will unmute you and start your video
- Begin speaking and launch your slide deck via Screen Share
- All materials should be contained within one slide deck
- Important build a connection with attendees
- Consider your posture, use inflection, body language, small pauses and vary your speed
- Inject personality, be yourself, and have fun
- If you have polls set up, mention to audience to submit their responses in the “Polls” Tab
- Monitor time and Zoom Chat for 10-15 minute warning to begin Q&A
- Moderator will read questions from the chat out loud for your verbal response
- Moderator will come on video to conclude the session and read housekeeping notes
- The session will be ended for all participants and speakers. Thank you!

### HOW TO SCREEN SHARE

- Hover over the bottom of the Zoom Window
- Click the share screen button
- Select the window with your PPT in it
- Check the Share computer sound button
- Click SHARE



QUESTIONS – Deanne McKay [dmckay@cfpc.ca](mailto:dmckay@cfpc.ca) or [fmfinfo@cfpc.ca](mailto:fmfinfo@cfpc.ca)

*Thank you for being a huge part of the first ever FMF Virtual!*