



FMF 2021 Moderator Guide

Step 1: Claim your account and set up your profile

1. You will receive an email to claim your account and set up your profile. When you receive this please click the link within the email to claim your account.

From: Virtual FMF 2021 <no-reply@pathable.com>

Subject: Manage your Virtual FMF 2021 speaker/moderator profile

2. The first time you enter the virtual platform you will be prompted to set up your profile. Enter your first name, last name, email, create a password, agree to terms, and click COMPLETE PROFILE.
 - Include a headshot 300x300px
 - Include fun facts about yourself
 - Add tags for things you are interested in
 - Always remember to Save
3. You can click your NAME on the top menu to make edits to your profile at anytime.

Step 2: Before the live event

1. Attend one of our speaker/moderator training sessions, dates and times will be provided at a later date.
2. Read through your moderator script prior to the live event, please feel free to reach out to us if you have any questions.
3. The session(s) you have been assigned to moderate will automatically be added to your agenda. To locate them, go to AGENDA | ORDRE DU JOUR > My Agenda | Mon horaire. Select your session.

Review all three tabs

Live Meeting Tab: Shows a countdown and the full session details. Here you will also see all speakers and moderators who have been assigned to the session.

Files Tab: Any files, handouts, ppt, etc will be uploaded here.

Polls Tab: Any polls will be found here; speakers can set up multiple-choice, free entry text or rating. Attendees will submit their responses to all polls within this tab.

Step 3: Day of the event

1. **Check into the Speakers Room 1 hour before your first assigned session:** Under the “Support” tab, click “Talk to a Representative” to confirm your attendance and ask any questions you might have. Once you have checked in, you may leave the Speakers Room.
2. **Find your session:** Find the session you are moderating in your “My Agenda” tab.
3. **Enter the session “green room” 20 minutes before the start of your session:** Select the session you are moderating, click the “Manage” button which can be found above the countdown timer on the top right side of the page. Click the “JOIN MEETING” button, this will take you into the backstage ZOOM green room. The “JOIN MEETING” button will only become available 20 minutes prior to the session start time. **IMPORTANT! Please make sure to arrive in the green room on-time.**

All speakers and moderators will meet in the green room, here you will test your audio and video with the AV techs and chat with the speaker(s). During this time, you can be seen/heard by other speakers/moderators but not the audience.

Use the chat within ZOOM for “backstage” communication only. Select all PANELISTS to communicate with speakers and the AV team during the session.

Tip! You will need to have your Zoom screen open and in a separate window open the Pathable session page with the chat box visible (this is where the real-time Q&A will happen).

4. **Rename yourself:** Your name will come up as HOST 500, so please rename yourself. Click on the three little dots in the top right corner of your image and click rename.
5. **Go live!** Make sure you have your speaking notes ready for your introductions and conclusion. Wait for any intro video(s) to play, then turn on your video and mic and introduce the session and speaker(s) from the provided script. Once you are finished with the introductions you will mute your microphone and turn off your video.
6. **During the session:** Monitor the Pathable chat for questions that you will read aloud during the Q&A portion. Keep an eye on the time and send a reminder to the speakers in the backstage ZOOM chat to start Q&A during the last 15 minutes, unless stated otherwise by the speaker(s).
7. **Q&A period:** The Q&A format of each session will depend on the session format. In your moderator notes it will indicate if the session is being held as a MEETING or a WEBINAR.

Webinars: In this format, **all questions will be submitted via the Pathable chat.** During the Q&A portion, you will unmute yourself, turn your video on and read the questions out loud. Please mute yourself once the speaker begins to answer each question. Any unanswered questions will be available in the chat for the speaker to answer after the presentation concludes.

Meetings: In this format, **all speakers, moderators, and attendees are on screen together and attendees can speak at any point to ask questions or inject comments.** Encourage attendees to stay muted during the session and use the “Raise Hand” feature to ask questions. During the session you will monitor the attendee list for any raised hands and unmute to allow them to ask questions where appropriate.

- 8. Wrap up the session:** In the last 2 minutes, with your video on please conclude the session and read housekeeping notes from provided script. The session will then be ended for all participants and speakers, thank you!

We look forward to seeing you at Virtual FMF 2021!

Questions?

Contact Deanne McKay by email at dmckay@cfpc.ca or by phone at 905-629-0900 ext. 473 or toll-free at 1-800-387-6197 ext. 473