



# Family Medicine Forum 2022

## Complete Speaker Guide

**Background:** Family Medicine Forum (FMF) 2022 will be a hybrid event, which means there will be ‘live’ in-person sessions at the Metro Toronto Convention Centre (MTCC) in Toronto, followed by the virtual component.

In-person Nov 8–12, 2022 at scheduled date, time, and location within the MTCC in Toronto.

Virtual Nov 15–19, 2022 at scheduled date and time in the virtual platform from anywhere.

**All In-person and Virtual speakers must follow the steps below:**

**Step 1: Review and follow all guidelines outlined in the [FMF speaker resources](#)**

**Step 2: Submit your [Conflict-of-Interest COI form](#) to [dmckay@cfpc.ca](mailto:dmckay@cfpc.ca) by **August 31<sup>st</sup>****

- The primary presenter of each session is responsible for ensuring all co-presenters complete and submit a COI form.

**Step 3: [Register for FMF](#) by **September 9<sup>th</sup>** (early-bird rates end)**

- Complimentary registration for the **primary presenter only** for the day you present
- Note: If you register to the FULL Conference pass your registration will be discounted 25%
- All co-presenters, poster presenters, Big Ideas Soapbox and Free-standing Paper presenters must register for the day they present and pay the daily registration fee

**Step 4: Prepare your presentation**

- **Changes:** No changes are permitted to your session title, description, or objectives
- **Timing:** Please adhere to the presentation time limit stated in your confirmation email

- **Interactivity:** A minimum 25% interactivity with polls, text-based Q & A, and live Q & A

### Step 5: Incorporate **Mandatory COI slides** and verbal mentions

- All sessions are required to include COI slides and verbally declare your own COI slides
- Disclosures made on your COI form should match the disclosures made on your COI slides

### Important Links:

- Speaker Resources: <https://fmf.cfpc.ca/speaker-resources/>
- COI Form: [www.cfpc.ca/CFPC/media/PDF/CFPC-COI-Form-2020-Final-English-AODA-FINAL.pdf](http://www.cfpc.ca/CFPC/media/PDF/CFPC-COI-Form-2020-Final-English-AODA-FINAL.pdf)
- FMF Registration: <https://fmf.cfpc.ca/registration/>

### Summary:

- **Step 1:** Review all FMF speaker resources and adhere to all guidelines
- **Step 2:** Submit a COI form for each presenter
- **Step 3:** Register for FMF—this includes all lead presenters and co-presenters
- **Step 4:** Prepare your presentation and plan for interactivity
- **Step 5:** Incorporate your COI slides into your presentation and declare them verbally

**Certification:** The CFPC will certify all one-credit-per-hour sessions as part of FMF.

### Direct Credit Entry (DCE):

- **In-person:** All attendees will have their badges scanned when they enter a session
- **Virtual:** Attendance will be tracked upon clicking on each live or on-demand virtual session
- **DCE:** All credits will be added automatically to individual Mainpro+® Holding areas within 6 weeks of the end of the on-demand period
- **Exception:** Credits for two- and three-credit-per-hour workshops will be entered by the participant once the post-workshop reflective exercise is completed

**Recording:** The CFPC retains the exclusive right to record sessions at FMF and to use session recordings on any CFPC-authorized service for promotional and continuing professional development purposes. Recordings will not be distributed or shared outside of FMF/CFPC.

**Session Evaluations:** We will provide you with your full session evaluation results approximately eight weeks after the on-demand period concludes.

# All Speakers

## In Advance of Presentation

### Claim your account and set up your profile:

1. All registered speakers will receive a personalized link to claim your account and set up your profile. This link will be emailed to you in October.

**From:** Virtual FMF 2022 <[no-reply@pathable.com](mailto:no-reply@pathable.com)>

**Subject:** Manage your Virtual FMF 2022 speaker/moderator profile

2. The first time you enter the platform you will be prompted to set up your profile. Enter your first name, last name, email, create password, agree to terms, and click COMPLETE PROFILE. Include a headshot, fun facts about yourself and tags, remember to save.
3. You can click on your NAME on the top menu to make edits to your profile at anytime.

### Manage your session:

1. Find your session under AGENDA.
2. Click the MANAGE button located on the top right of the screen.
3. **Files Tab:** Upload files, handouts, slides, etc. Max document size 10GB. Click "ADD NEW FILE" to upload a new document. **IMPORTANT!** We encourage all speakers to upload your slides and handouts in advance. Attendees really appreciate having advance access to the slides and relevant handouts. Please do not include any copyrighted or promo materials within your slides or handouts.
4. **Polls Tab:** Here you can create your polls. You can create multiple-choice, free entry text or rating poll questions. Attendees will submit their responses to all polls within this tab.

## For In-Person Speakers

### Day of Presentation

### When you arrive on-site:

1. Check in at least one hour before your session starts in the speakers' room, speakers room location and hours will be provided to you later.
2. If you have not already uploaded your slides into Pathable please provide a copy via email to [dmckay@cfpc.ca](mailto:dmckay@cfpc.ca) or provide to Deanne in the Speakers Room.
3. Arrive at your session room 15 minutes before the start time and load your presentation onto the in-room laptop.

**VERY IMPORTANT! You must bring all your presentation files on a USB; we do not upload any presentations in advance.** Presentations must be loaded directly

onto the in-room laptop even if you have already uploaded your slides into Pathable in advance.

4. Please adhere to your schedule time limit. Include time for 25% interactivity throughout or at the end of your presentation. Please do not exceed your scheduled time.
5. We have volunteer session monitor's onsite who will:
  - Scan attendees' badges to track attendance when they enter a session
  - Contact onsite staff for any AV issues
  - Close the door when the room is full to keep within facility capacity limits
6. Please check the Pathable platform after your session:
  - Check the chat in the virtual platform to see if there are any questions or comments

## **For Virtual Speakers In Advance of Presentation**

**Join a live speaker training session:** During these sessions, we will guide you through the virtual platform showing you how to set up your speaker profile, manage your session by creating polls and adding files. We will also go over what to do the day of your presentation. There will be time available for Q&A. These sessions will be held within the virtual platform, dates and times will be provided to you later.

## **For Virtual Speakers Day of Presentation**

1. **Check-in to the virtual speakers' room 1 hour before your 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 speaker's room.
2. **Find your session:** Find the session you are presenting at in your "My Agenda" tab.
3. **Check-in to your session "green room" 20 minutes before the start time:** Click the "Manage" button on the top right side of the page. The JOIN MEETING button will only become available at exactly 20 minutes prior to the session start time.

**VERY IMPORTANT! Please make sure to arrive in the green room on-time.** Meet with the AV techs to test your audio and video and chat with the moderator who will introduce and conclude your session. During this time, you can be seen/heard by other speakers/moderators but not the audience.

**Note:** For shorter presentations such as award winners and free-standing paper presenters, that are contained within 1-hour blocks, all speakers **MUST** arrive 20 minutes before the start of the whole presentation (otherwise you will be arriving

during some else's presentation) You will remain backstage VIDEO OFF before and after your segment.

4. **Rename yourself:** Your name will come up as HOST, please rename yourself. Click on the three little dots in the top right corner of your image and click rename.
5. **Confirm presenters:** Let the moderator know if there are any changes to the provided list of speakers for the introduction. Confirm pronunciation of speaker(s) names with moderator.
6. **Q&A period:** Discuss if you want the moderator to interject attendee questions throughout your talk, save them for the end, or if you and or your co-presenters manage the Q&A?
7. **Have your presentation ready in slide show mode:** You will share your own slides. If you have multiple presenters, ensure one person has the full slide deck and will share and advance all slides. **Remember to share and verbally declare [COI slides](#) at the start.**
8. **Go live!** Wait for the moderator to introduce you and your co-presenters (if applicable). Once introduced, unmute, start your video, and begin your presentation.
9. **Screen share:** Hover over the bottom of the Zoom window, click Share Screen, select the window with your PPT in it, check the **Share Computer Sound button**, click SHARE.
10. **Wrap up the session:** In the last few minutes, the moderator will conclude the session and read housekeeping notes. The session will then be ended for all participants and speakers.
11. **Return to the platform after your session:** If you cannot answer all the questions, please return to the platform to answer any reasonable questions during the on-demand period.

# Presentation Tips – Virtual Sessions

## Equipment | Tech | Presenter Tips

- Use a personal computer that is not connected to a VPN or security that may block Zoom
- Use Google Chrome (preferred) or Edge or FireFox NOT Safari or Internet Explorer
- Make sure you find a quiet place with no distractions or outside noise
- Mute notifications and sounds from other nearby phones and devices
- Natural light is best (in front of you) and avoid bright lights and windows behind you
- Natural backgrounds are best, but virtual backgrounds can be used if required, please test
- Keep your device plugged in or with a minimum of 2 hours of battery life
- Ensure your microphone is not muffled or use a headset for better sound quality
- Hint: Practice with a free zoom account and test recording and viewing your presentation
- Try to avoid having others using the same internet connection (if possible)
- You will need to screen share slides from your device
- Keep slides simple to ensure they are optimized for viewing on any device
- If slides are bilingual all French and English text must remain on one slide
- Everything you wish to screen share should be contained in one document
- If you have embedded video or audio click the share sound and optimize buttons
- Maintain eye contact with camera and film at eye level or camera angled slightly down
- Be seated in a comfortable and professional environment
- Consider everything behind you in the camera view, a neat background is best
- Memorize speaking notes, try not to read from a page, but if you must, keep it eye level
- Rehearse your presentation several times prior to recording or going live
- Make sure to time yourself to ensure you keep within your designated time frame
- Important to introduce yourself and build a connection with attendees
- Start and end without screen share to allow audience to connect with you full screen
- Consider your posture, use inflection, body language, small pauses and vary your speed
- Inject personality! Try to make it dynamic, engaging, and exciting for the viewers
- Think about the audience you are connecting with beyond your camera!

# Interactivity Overview – Virtual Sessions

## Meetings and Webinars

FMF virtual offers two session formats, meetings, and webinars. **The webinar format** is our recommended format for most of our presentations. **The meeting format** is used for some smaller sessions and all two- or three-credit-per-hour Mainpro+ workshops.

Please review your session date/time confirmation email to confirm which format your session is being held as.

<u>Function</u>	<u>Webinar Format</u>	<u>Meeting Format</u>
<b>Session format</b>	Only the speakers and moderators can be seen on screen, attendees can watch in 3 ways: Embedded video in Pathable, theatre mode in Pathable or in the full Zoom app.	Everyone will be taken into a Zoom meeting, all attendees can be seen and heard.
<b>Live chat   Q&amp;A with audience</b>	The live event chat and Q&A will all happen within the <u>Pathable chat</u> window. All chat stays on the Pathable platform for the on-demand period.  <b>Tip!</b> When presenting you will need to have your Zoom screen open and in a separate window open the Pathable session page with the chat box visible.	All live chat and Q&A will happen in the <u>Zoom meeting</u> chat. All meeting participants can also use the “raise hand” feature to ask direct questions.  <b>Note:</b> This chat will no longer be available after the live session, any relevant Q&A in the chat should be verbally mentioned in the recording.
<b>Backstage Support</b>	Zoom chat can be used to reach out to CCR Tech or All Panelists.	Zoom chat can be used to directly contact the CCR Tech or another panelist.
<b>On-demand chat   Q&amp;A with audience</b>	All post event chat continues in the Pathable platform.	The live meeting chat that happened through Zoon is no longer available. New chat and Q&A can begin in Pathable once the video is posted.
<b>Breakout rooms</b>	N/A	Presenters can use randomized breakout rooms or participants select their own room.
<b>Polls</b>	All polls happen in Pathable and all launch at the start of each meeting. You can create multiple-choice, free text or rating poll questions.  <b>Tip!</b> Number your polls to refer to them as you present.	All polls happen in Pathable and all launch at the start of each meeting. You can create multiple-choice, free text or rating poll questions.  <b>Tip!</b> Number your polls to refer to them as you present.