

The Pathable Platform

Speaker FAQs & Best Practice Examples



Q: How do I edit my profile?

A: From the main menu navigation, select Account > Edit my profile. Here, you can add a profile picture, your organization's name, add a short bio, set your profile preferences, and share other relevant information about yourself.

The screenshot shows the 'Edit my profile' page. At the top, there is a navigation bar with 'Home', 'Schedule', 'People', 'Exhibitors and Sponsors', 'Conversations', 'Game', 'Social Wall', and 'Account'. Below this, there are tabs for 'Profile', 'Want to Meet', and 'Preferences'. The main content area is divided into two columns. The left column contains fields for 'Profile photo' (with a file upload button and instructions), 'Email' (christina.tomlinson@pathable.com), 'Password' (with a 'CHANGE PASSWORD' button), and 'Name' (Christina Tomlinson). The right column contains fields for 'Title' (VP of Marketing & Events), 'Company' (Pathable), 'Phone Number' (214-684-0403), 'Description', 'Tags' (Virtual Events, event marketing, event design, Event Planning), and 'Country' (Select an option). A 'SAVE' button is located at the bottom right of the form. A dropdown menu is open on the right side of the page, showing options: 'Edit my profile', 'Edit my organization', 'Private Login Code', 'My QR Code', 'About App', 'Help', 'Get Support', and 'Logout'.

Q: How do I access the session that I'm speaking at?

A: You can view the session(s) you're assigned to by accessing "My Agenda" or viewing your profile.

[My Agenda]

The screenshot shows the 'My Agenda' page. At the top, there is a navigation bar with 'Home', 'Schedule', 'People', 'Exhibitors', 'Conversations', 'Leaderboard', and 'Account'. Below this, there are buttons for 'VIEW FULL AGENDA', 'CALENDAR VIEW', and 'EXPORT'. A search bar is located on the right side of the page. The main content area shows the date 'Thursday, July 30' and the time '12:11 AM CDT'. A 'MAIN TRACK' section is visible, containing a meeting titled 'Test Meeting Example' by Christina Tomlinson at Pathable, Inc., scheduled for 12:11 AM - 1:11 AM CDT. A dropdown menu is open over the 'Schedule' button, showing options: 'Agenda', 'My Agenda', and 'Schedule meeting'.



Christina Tomlinson

Pathable, Inc.
VP of Marketing & Events

FACILITATOR SPEAKER EXHIBITOR

Ribbons

FACILITATOR SPEAKER EXHIBITOR

MAIN TRACK

Test Meeting Example

Christina Tomlinson
Pathable, Inc.

🕒 12:11 AM - 1:11 AM CDT (Thu, Jul 30)

Q: How do I launch my live virtual session?

A: Launch your live session by visiting the session page (Click on the specific session from "My Agenda" or from your profile) > Click "Manage" > "Start Live Meeting" (The button will read "Cannot Be Started" until 20 minutes before the session start time)

Best Practice: Enter the session's "green room" up to 20 minutes before the start time. This will allow you to prepare for your webinar before you "broadcast live" to attendees.

[↑ Back to meeting details](#)

Test Meeting Example

🕒 12:11 AM - 1:11 AM CDT on Thursday, July 30

👤 500 spots left

MAIN TRACK

Live Meeting Files Polls Check-in

Live Meeting

This live meeting can be started in 1 hour, 46 mins.

- **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.

CANNOT BE STARTED

Q: Do I need to have Zoom installed to participate as the speaker/presenter of a virtual session?

A: Yes, you will need to download Zoom onto your machine if you do not already have it installed. You can use your own Zoom account to host the session or create a new account.

[Learn More Here](#)

Best Practice:

- Browser: We strongly recommend using Google Chrome or Microsoft Edge browser
- Internet: Use a strong internet connection to avoid buffering or slow downs
- Clear Your Browser Cache: If you're experiencing technical difficulties, try clearing your browser cache first. [Learn More Here](#)
- Close Unused Browser Tabs or Windows
- Use headphones or a separate speaker for the best audio quality and experience
 - Test your audio and screen-sharing prior to launching your session
- Lighting & Background: Find a well-lit space with a neutral background
- More Speaker Presentation Pro Tips [Here](#)

Q: How do I record my virtual session?

A: If you are hosting a "webinar" style virtual session, the event Administrator will need to set your recording permissions. (Event Administrators, See [Here](#))

If you are hosting a "meeting" style virtual session, you (the speaker) will need to record the session manually by selecting the "Record" button at the bottom of the Zoom window and clicking "Record To Cloud."

- Webinar-Style Virtual Session - A webinar style session allows the speaker or panelist(s) to have full control of the session. Only the speaker/panelist(s) will be seen and heard while audience members can only watch, listen, or participate in the chat. Only the speaker/panelist(s) will have screen-sharing rights.
- Meeting-Style Virtual Session - A meeting style session has a host and multiple attendees who all have the capability to be seen, heard, and share their screens. A meeting-style session is more interactive than a webinar and can be used for group meetings and breakout sessions.

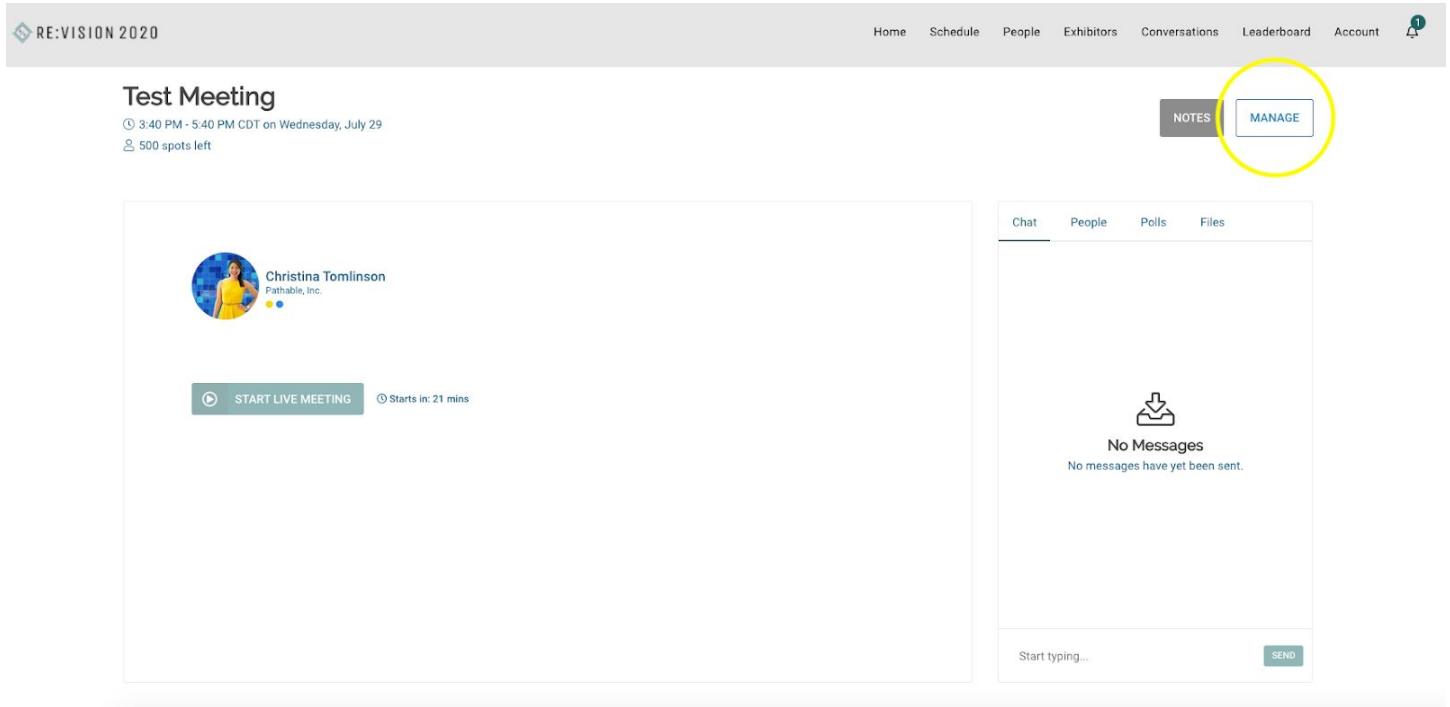
Q: How do I upload Files or Create Polls associated with my session?

A: Upload files, create/manage polls, and view attendees who have "checked-in" from your session's management page.

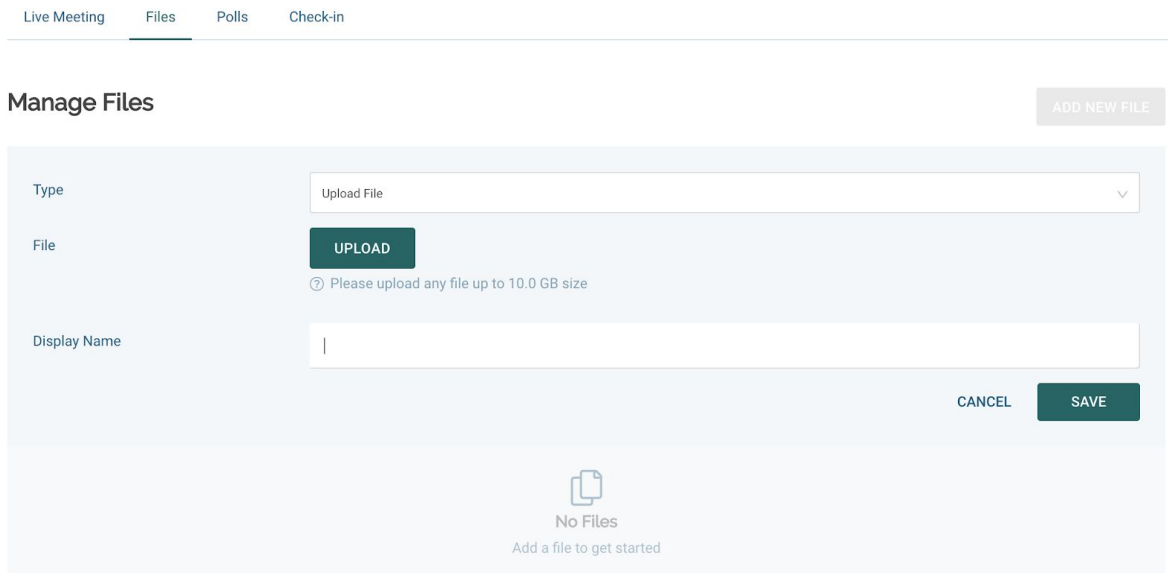
[Learn More About Files Here](#)

[Learn More About Polls Here](#)

[Session Page - Manage]



[Mange & Upload Files]



[Manage & Create Polls]

Live Meeting Files Polls Check-in

Manage Polls

ADD NEW POLL

Friendly Name	<input type="text"/>
	<small>? The "Friendly Name" is for your reference, and will not be displayed to attendees.</small>
Question Type	<input type="text" value="Multi Choice"/>
	<input type="checkbox"/> Allow multiple responses. <small>? Check to allow multiple responses to this question. Otherwise, only a single response may be selected.</small>
Question	<input type="text"/>
Options	<input type="text" value="Enter an option..."/>
Poll chart type	<input type="text" value="Pie Chart"/>
Display result as	<input type="text" value="Percentage"/>
Vote button text	<input type="text" value="Vote"/>
	<small>? The text that will be shown in the button used to submit the vote.</small>
	<input type="checkbox"/> Only speakers can view poll results
	<input type="checkbox"/> Hide poll from attendees until session starts
	<p>BACK <input type="button" value="CREATE"/></p>

**Create your own FAQs specific to your event.
Download the screen shots used above [here](#).**