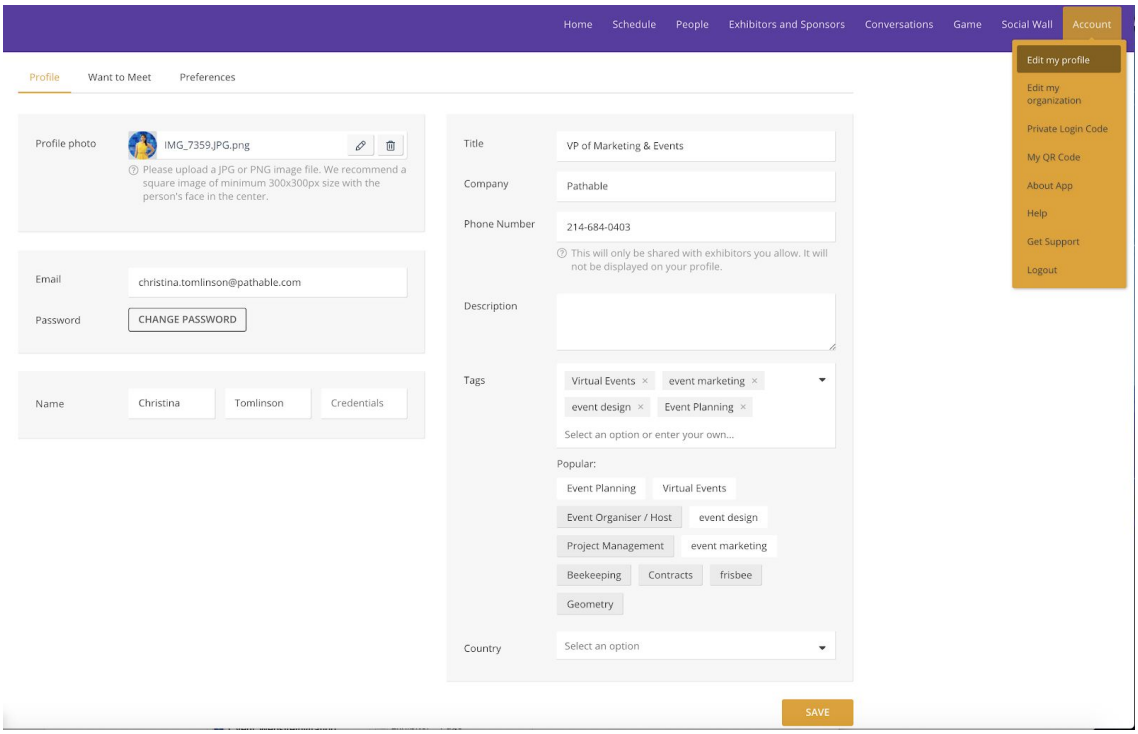
The Pathable Platform

Speaker FAQs & Best Practice Examples

pathable

Q: How do I edit my profile?

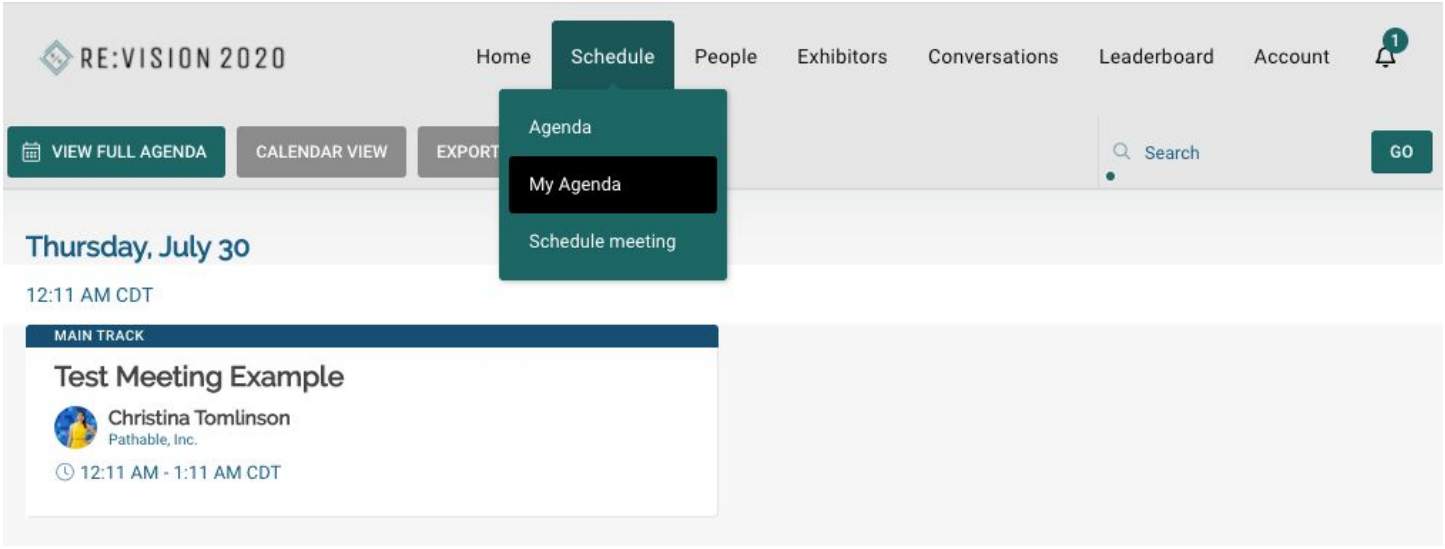
A: From the main menu navigation, select Account > Edit my profile. Here, you can add a profile picture, your organization's name, add a short bio, set your profile preferences, and share other relevant information about yourself.



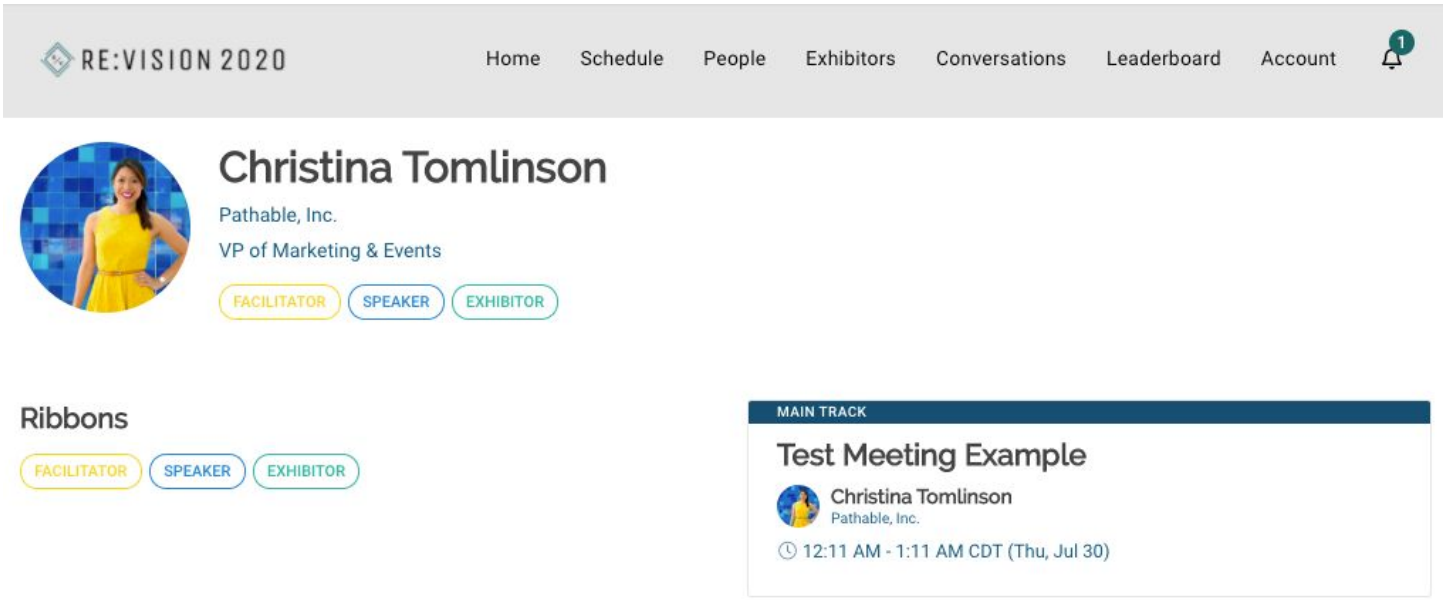
Q: How do I access the session that I'm speaking at?

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

[My Agenda]



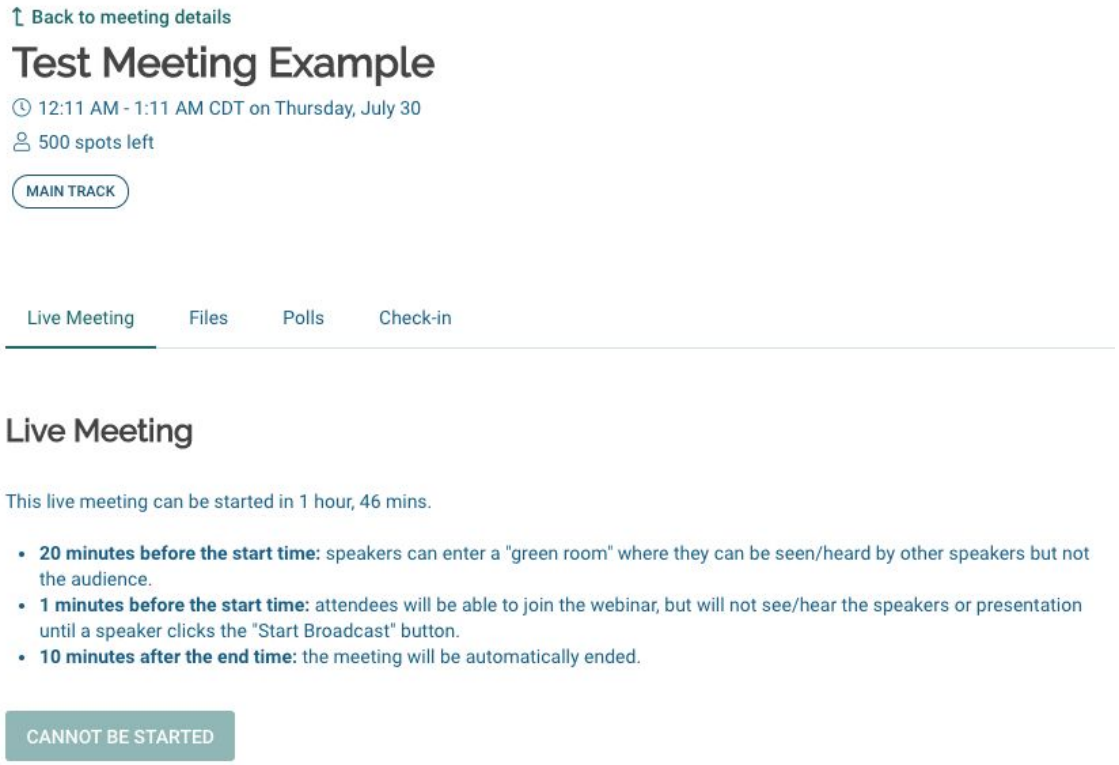
[Speaker Profile]



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.



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.

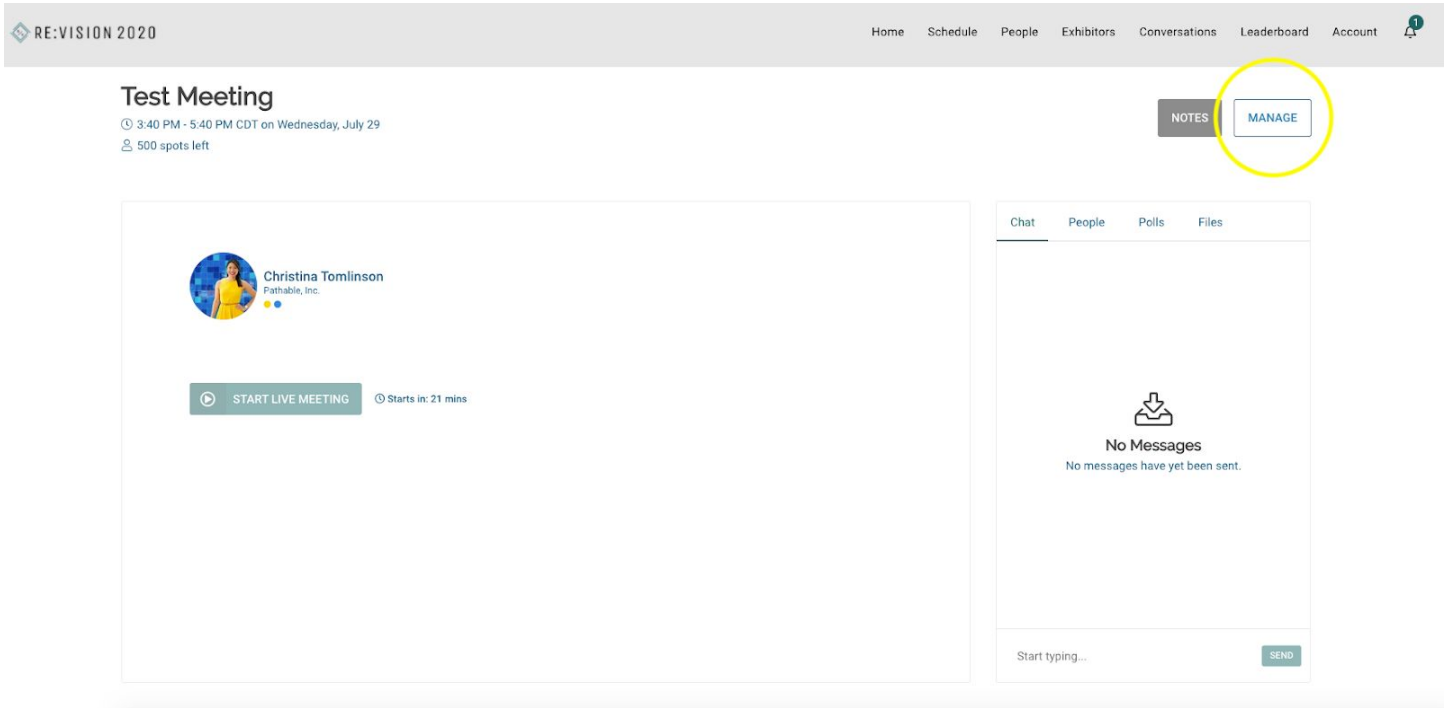
Q: How do I upload Files or Create Polls associated with my session?

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

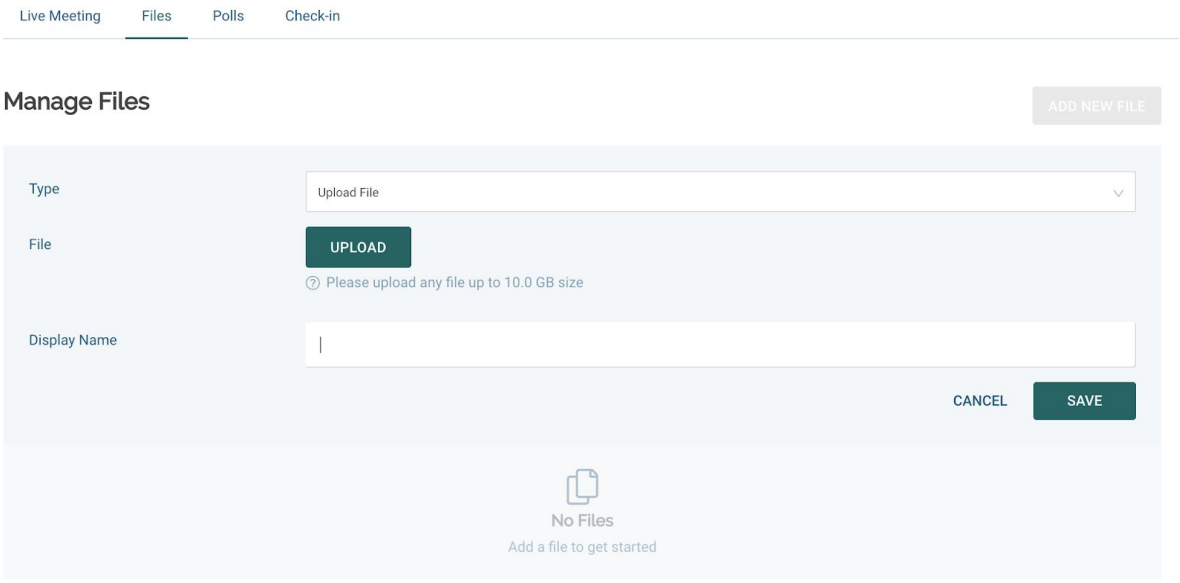
Learn More About Files Here

Learn More About Polls Here

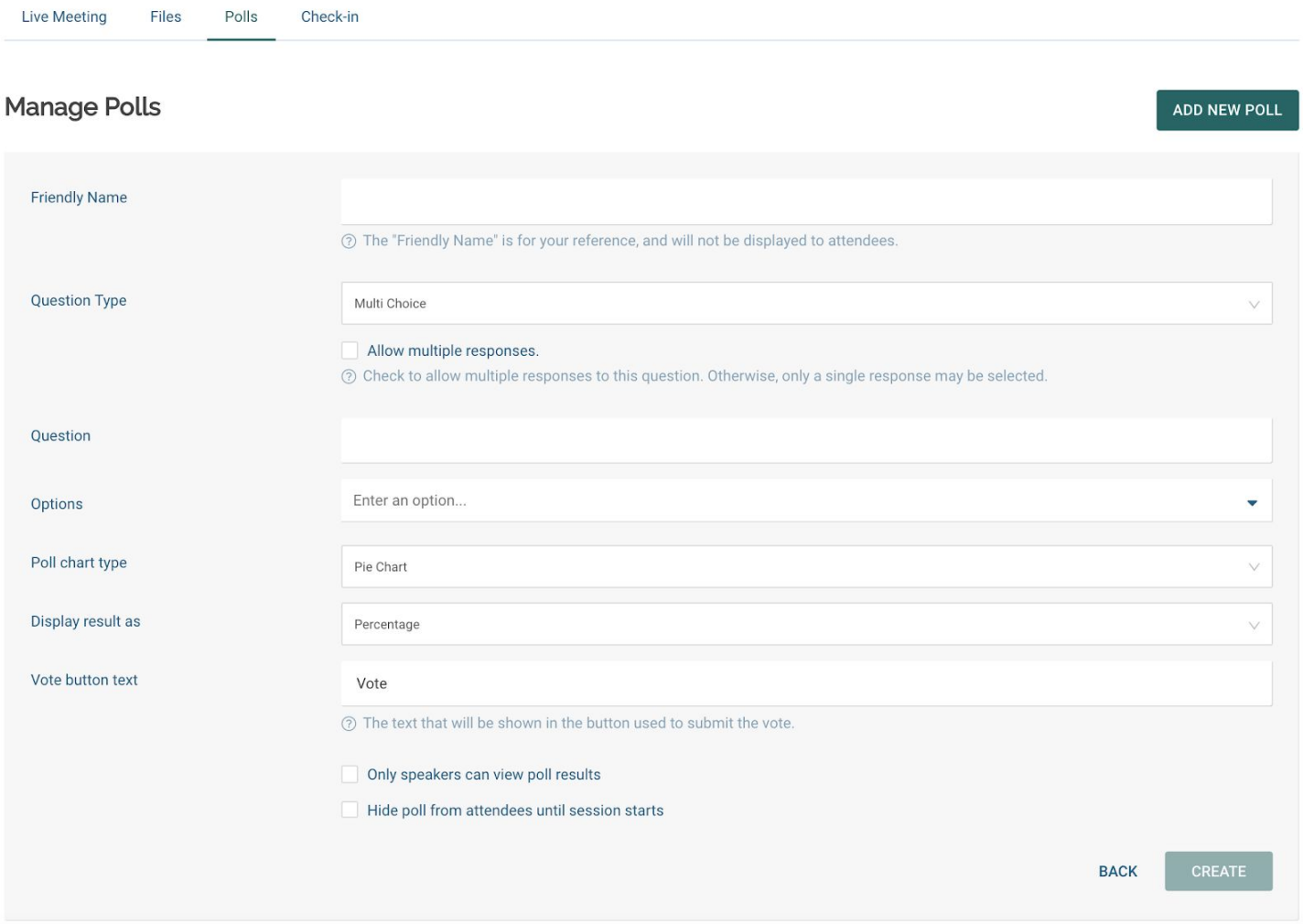
[Session Page - Manage]



[Mange & Upload Files]



[Manage & Create Polls]



Create your own FAQs specific to your event.
Download the screen shots used above here.