

EVENT
NAME
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Attendee Guide to Use Pathable

1. How to Get Started

- Upon receiving an invitation from Pathable (subject: Event Name Registration Information), **please follow the link to edit your profile.**
- 'Claim your account'** screen will be pre-populated, please make any changes necessary and agree to Terms & Conditions.
- You will be directed to a profile screen where you can **upload a photo, add your bio and any additional contact information.**
- Press the **orange SAVE button, and you are all set!**

2. How to Use Pathable

As an attendee in Pathable, you will have the opportunity to attend sessions, interact with attendees and speak with sponsors. To get around the platform, use the navigation bar at the top right (Home, People, Sponsors etc).

Home: This button will always bring you back to the main screen.

Schedule: Under the schedule tab, press agenda to browse our schedule. To enter a live meeting, simply click on the agenda tile for that meeting and click 'join meeting'. You can also add items to your specific agenda (and view under 'my agenda') or request a private meeting with another attendee. If you are entering a roundtable or a social event (a 'Social Session') you will be prompted to open through a zoom window. If you are simply viewing a speaker you will participate fully from within the Pathable window.

Exhibitors: Please take time to visit our exhibitors. They have posted collateral & links to request a meeting. During official exhibit breaks, you will also have the option to 'enter the booth' and open a Zoom call with staff.

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People: From within the People tab, you can browse through the attendee list, request meetings & send messages. The 'Want to Meet' tab is simply a shortcut to compile a list of people you'd like to reach out to.

Sponsors: A page dedicated to thanking our amazing sponsors! Please check them out.

Conversations: Interested in starting a discussion about something? Feel free to do so under this tab, in a chat box. You can also browse and contribute to other ongoing discussions. Any requests or messages you receive will also be listed under this tab.

Photos: Even though we are not physically together, we still want to see your smiling faces! Post your photos on social media and use the hashtag **#hashtaghere**

Exhibitor Scavenger Hunt: Attendees can take quizzes and earn points to win prizes by visiting exhibitor booths in the Virtual Exhibit Hall!

Featured Products: We've gathered a few of our favorite products on this one page. Take a look!

Account: This tab will allow you to update your profile, organization and get general information about the platform.

3. How to Watch Sessions

We've made it easy! On the virtual platform, **most of your lectures are embedded into the website**, meaning you only have to click "play" to watch the session.

However, some agenda items (labeled '**Social Session**' in the title) will require you to have the Zoom app downloaded. A 'Social Session' will launch the Zoom app outside of the Pathable platform, in which you will be able to talk, see, and interact with other attendees.

Important: You must add any session you plan to attend to your Agenda. **To watch a "how-to" video, please click here.**

To ensure that you have an optimal conference experience, we highly recommend you have the Zoom app downloaded on your computer.

If you need **help downloading the Zoom app please click here.**

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4. Networking and Attendee Interaction



Conversations

To start or join a text based conversation with other attendees, simply click 'conversations' in the navigation bar. You can begin a new conversation or comment on ongoing chats.



Want to Meet

The 'Want to Meet' feature allows you, as an attendee, to make a private list of other attendees or organizations you would like to meet during the event. This is a private list, visible only to you. Think of it as your virtual attendee checklist. It is simply a way to keep your networking goals organized.



Send Message

You can send a private message to any attendee, speaker or organization within Pathable. Simply find them in the 'people' tab, click the three dots at the top right and click 'send message'



Schedule Meeting

Interested in setting up a private virtual meeting with another attendee? You can request a meeting by finding the attendee in the 'people' tab, click the three dots at the top right and click 'schedule meeting'. You will then be able to add additional people, choose your suggested time and click send. A note is sent to the invitees and an event is created in 'My Agenda'. To attend the meeting, simply find it in your agenda and click 'join meeting'.



Conversations with Sponsors

At any time, you are able to click 'sponsors' and browse through the information about our sponsoring companies. During official exhibit breaks you will also have the opportunity to 'enter the virtual exhibit booth' and speak face to face with the company representatives. Simply click on the sponsor tile and click 'enter the virtual booth'. This will prompt the opening of a zoom window for your conversation.

Questions? Don't hesitate to reach out to **Email Address Here**

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