

## Tech Training Walk Through

90 Second Video to Explain How to Start - <https://vimeo.com/408476599>

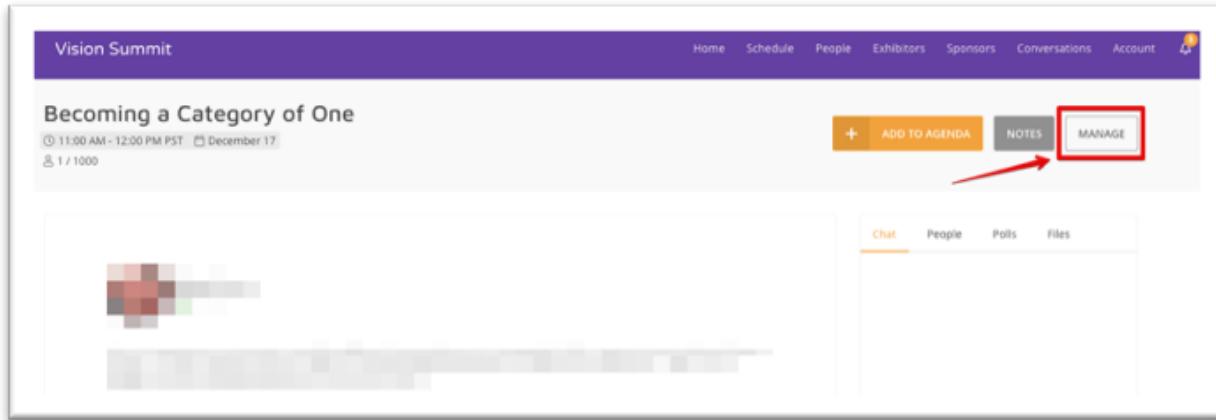
Install "Zoom Client for Meetings" for zoom.us/download

Sign into Pathable (link/log in provided 2 days prior via email)

Use the menu at the top of the page to visit the **Agenda**, find your **Session** and visit its page.

Click the **Manage** button in the upper right.

Click **Start** if you are the primary speaker with responsibility for "starting" the webinar.



This will launch the **Zoom meeting application** and enter you into a pre-presentation area (Green Room). **Arrive 15 minutes PRIOR to the start of your Session.**

**What is a Green Room?** During this time, you will be able to see and hear other presenters, and they will be able to see and hear you. However, the "attendees" will not be able to see or hear you, nor will they be able to see anything you screenshare until one minute before the scheduled start time, when attendees will be allowed in.

**SESSION TECH SUPPORT ONLY:** When you click "**Start Broadcast**" on a webinar, or "**Record to Cloud**" on a meeting, the recording begins! DO NOT click Start Broadcast/ Record to Cloud until you are ready to be recorded, and have attendees be able to see and hear you.

At **T-1 minute**, attendees will be able to enter the Zoom room, but will not actually see you until you click "Start Broadcast." Presenter load first slide and Tech/Speaker greet your audience and let them know that you will be starting soon.

### Using Zoom Controls

The Zoom toolbar will appear once you have launched the Zoom application. It consists of the following controls:



**Mute:** allows you to silence yourself. Use this if someone else is talking and the system's natural echo cancellation is not working. The up-arrow next to Mute can be used to select your audio input (e.g., switch from your computer's microphone to a headset).

**Start Video:** This allows you to turn on your webcam. The up-arrow next to Start Video will also give you access to the virtual background feature.

**Participants:** Allows you to see the names of the people watching. You can also use this to allow individual participants to be heard.

**Share Screen:** Allows you to share what is displayed on your monitor with viewers. If you have dual monitors, you can select which monitor to display and which to reserve for your reference and notes.

## Virtual Background

**Chat/Poll/Q&A** not available inside Zoom room. You must navigate to Pathable Session page and view on the right side.

## Tech Checklist with Speaker

1. **Connectivity:** Check bars and look out for error messages
2. **Video:** Check quality, lighting, camera positioning
3. **Audio:** Check volume, clarity, feedback
4. Confirm with Speaker **Zoom Meeting/Webinar** (default Webinar due to size)? *Track info in Session Intake Form.*
- 5) Confirm speaker **arrives 15 minutes early** and **prepared to share screen from desktop with presentation file.**
- 6) Confirm need for **Polling** or **Breakout Rooms?** Track info in Session Intake Form. Polling is multiple choice, rate it, or text wordcloud.
- 7) Remind speaker of CME Live Speaker Resources:

[Pathable Preparation Before the Event](#)

[Pathable How to Present](#)

[90 Second Video to Explain How to Start](#)

[CMELive slidedeck and virtual background](#)

Best Practices for Speaker Training - <https://vimeo.com/430065829>