Attendee Guide: Know Before You Go!

Welcome to the first ever Virtual Annual Summer Meeting! We've included a few helpful tips on how to get the most out of your virtual experience. We are optimistic this will be a productive and efficient way to conduct the important business of the Summer Meeting and a unique opportunity to explore new tools for collaboration.

Table of Contents

Format/Platform

We are using **Pathable** for the WAFWA Virtual Summer Meeting. It is a microsite and desktop application which will contain all of the content, attendee information and communications you'll need to fully experience all components of the virtual event. You will access the site from your desktop with a login and password. You may also access via your mobile device by clicking the URL; however, this isn't a Mobile App so there is nothing to download.

Important Note About Internet Browsers: to attend a virtual meeting on the Pathable platform, we strongly recommend using Google Chrome or Microsoft Edge browsers. Due to limitations within Zoom, attendees in Safari, Firefox, or other browsers may have to dial in via telephone in order to hear the meeting audio. Do not use Internet Explorer**.**

Step 1: Zoom

Pathable uses Zoom technology to power its live meeting functionality. All meetings, social events and the virtual tradeshow will be in Zoom.

We recommend installing the Zoom software prior to participating in the virtual event for best results. Install "Zoom Client for Meetings" for https://zoom.us/download.

The bandwidth used by Zoom will be optimized for the best experience based on the participants' network. It will automatically adjust for 3G, WiFi or wired environments.

Click on this article for information about bandwidth and other systems requirements: https://support.zoom.us/hc/en-us/articles/201362023-System-requirements-for-Windows-macOS-and-Linux.

Step 2: Attendee Profile

When we have launched the site you will be sent an invitation to log-in and begin accessing the virtual event. The first step will be to **"Claim Your Account"** by creating a 6-digit password, agreeing to terms, and selecting **"Complete Profile."** We encourage everyone to upload a photo, add "tags," or other pertinent details that will facilitate networking with other attendees.

Step 3: Agenda

The next step will be to view and build your own agenda. Click on the **"Schedule" tab** across the top of the site, and click **"Agenda"** for a view of the entire Summer Meeting agenda.

Note: This schedule is listed in Mountain Time (MT). Attendees will only have access to sessions 1-minute prior to start time.

You can also select **"Calendar View"** for a different viewpoint.
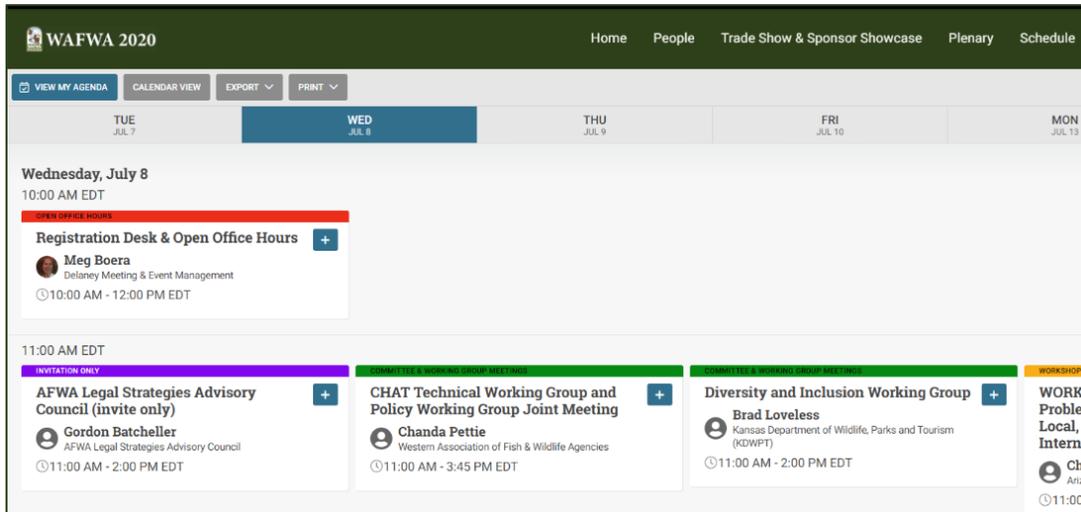
To build your agenda, select the ➕ for any event you want to add to your own schedule. All the items you selected will then appear in the **"My Agenda"** page. You can export to excel or print your schedule from this page.
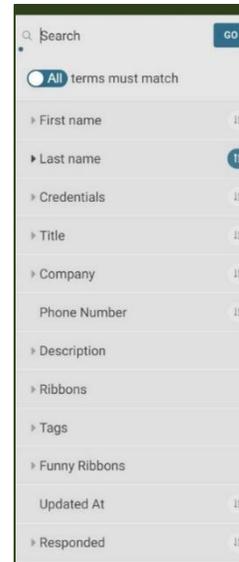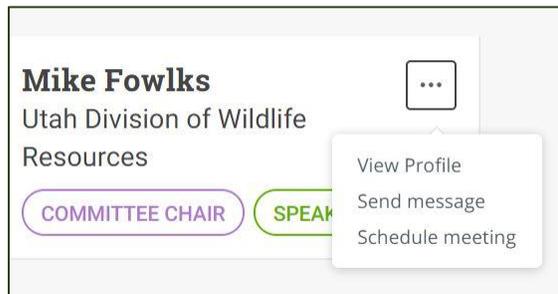
Explore the Pathable Site

After your initial login, profile set-up, and agenda creation, here are some other areas of the site to explore:

- **People**: Click on the **"People" tab** for a list of all the attendees and speakers participating in the virtual event.
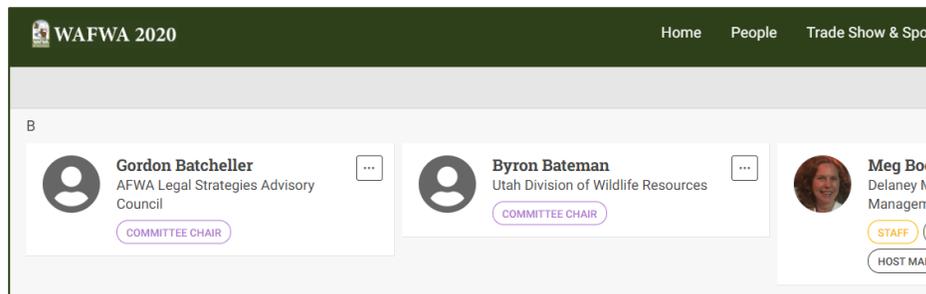
You'll be able to view their profile, send a private message, or schedule a video chat meeting with any attendee.

Also in the **"People" tab**, is a search function that allows you to look for anyone who matches a particular criteria, based on a number of searchable fields.

- **Schedule a Video Chat**: Select attendee(s) from the "**People" tab** drop down button. Click into their profile. Select **"Schedule Meeting".** Choose a date and time, add a brief description of the meeting, and then click "**Send Invitation"**. You'll be able to set up these meetings beginning Monday, July 6 until Tuesday, July 14 (not including Saturday and Sunday).
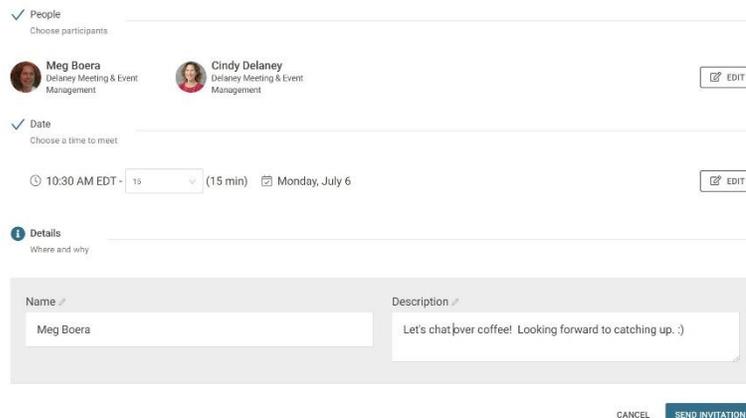
- **Notifications**: Communications and announcements for all-attendee messages will be delivered through the platform to your email address. For private messages and scheduling appointments one-on-one, you will receive a notification in your account profile when you are logged in to the Pathable site. **Note:** Remember to check the 🔔 in upper right to see any notifications or messages sent to you.

- **Conversations**: Another way to interact with other attendees - Be sure to check out the **"Conversations" tab** across the top. Conversations is a feature that allows you to engage in message-board style conversations and participate in the **"Public Forums"** or keep track of communication with other attendees – all messages that you've sent or received will show in your **"Inbox."**

- **Trade Show & Sponsor Showcase**: Please take some time to explore the **"Trade Show & Sponsor Showcase" tab**. There will be dedicated trade show hours for attendees to stop by and visit.
  - Thursday, July 9, 11:30 AM – 1:30 PM (Mountain time)
  - Friday, July 10, 11:30 AM – 1:30 PM (Mountain time)
  - Monday, July 13, 11:30 AM – 1:30 PM (Mountain time)

Take Full Advantage of the Pathable Site

- Participate in any Polls – either during sessions or in the trade show
- Set up private chats with other attendees
- Visit the "Conversations" tab and take part in any Public Forum discussions.

Reminders

Since much of the virtual experience will be taking place in Zoom, please keep these important reminders in mind.

- Make sure that your audio/video works properly. Use the best mic setup you have: a computer headset is recommended as opposed to a webcam or laptop microphone;
- Use a professional background and be mindful of anything visually distracting in the background (or use the virtual background feature offered by many video tools);
- Use a quiet space, away from distractions and away from pets, family members and others, if possible;
- Mute your audio and video when you are not the active speaker. Remember to unmute both when it is your turn to present or ask a question.

Questions/Comments/Tech Assistance

Contact Meg Boera, meg@delaneymeetingevent.com; Direct: (802) 448-9065 (Note: I'm on Eastern Time)