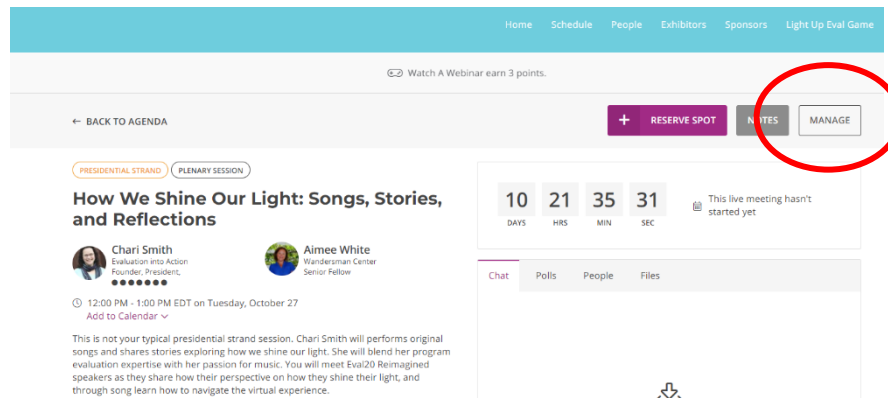


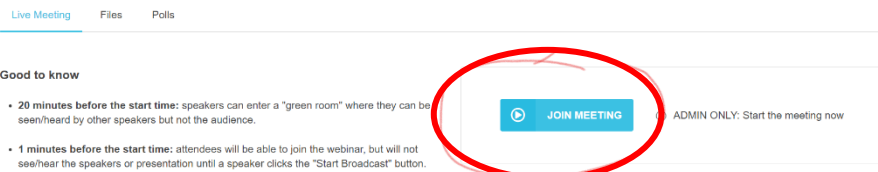


# Eval20: Reimagined - Speaker Access Instructions

- The session(s) for which you are a speaker have already been added to your agenda and you have been granted the rights as a “Zoom Co-Host”
- Please plan to log in 15-20 minutes prior to the start of the session to test A/V
- Please plan to use a two screen set up if possible, as you will want to have Zoom on one screen and Pathable (Eval20: Reimagined Conference Platform) on the other.
  - o Navigate to the session
  - o Click the “Manage” button

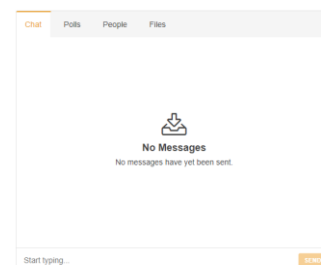
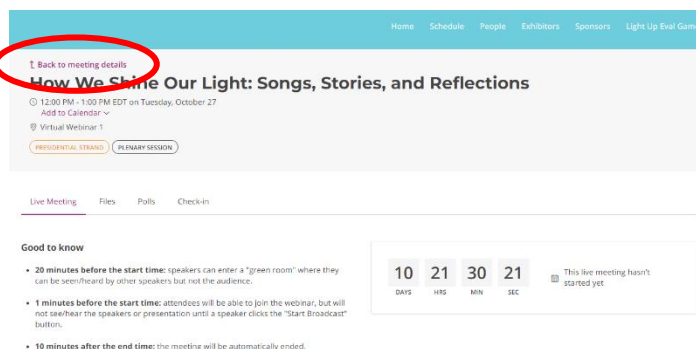


- o Click “Join Meeting” which will launch a new window for Zoom.



- This is the “Green Room” for the speaker(s) and staff. The Green Room is accessible 20 minutes prior to the start of the session.
- The session does not open for attendees until one minute before the session starts. Please do NOT click “Broadcast” once in this room. All broadcasting will be handled by staff.

- o Move the Zoom window to one screen and the Pathable screen to another. You can also dock these screens on either half of your screen for those with only one screen.
- o On the Pathable screen, click “Back to Meeting Details” to view the chat box to participate with attendees while pre-recorded content is playing.



If you encounter any issues the day of the conference, please contact the education team at [education@eval.org](mailto:education@eval.org).