

ACADEMIC SENATE FOR CALIFORNIA
COMMUNITY COLLEGES

SPRING
PLENARY 2022

APRIL 7-9, 2022 | HYBRID EVENT

LOS ANGELES MARRIOTT BURBANK

Strengthening Teaching,
Leading, and Learning

through Racial Justice
and

Academic Freedom

Presenter Overview Session

Today's Agenda

- What to expect: Pathable's website launch date and welcome email to the Spring Plenary Session virtual event platform.
- Presenter's assigned moderator for breakout session & review moderator's role.
- Overview of the Virtual Event Platform.
- Additional training dates with Pathable.
- Zoom best practices, Closing and Q & A.



- Please keep yourself "muted" during the presentation.
- Please raise your hand if you wish to speak and we will do our best to call on each of you.
- Please use the chat feature if you have any questions throughout the training session.
- PowerPoint Template and Zoom Virtual Background screens available!



Website Launch Date and Welcome Email

Spring Plenary Session's Virtual Event Platform will be accessible to all attendees beginning Wednesday, March 30th. We encourage all attendees to login prior to the Institute to explore the program and platform. Once logged in to the platform, attendees will be able to:

- Update profiles to add photos and/or or edit tags and titles.
- View the profiles and interests of the other presenter's and attendees.
- Build a personalized schedule of sessions you would like to attend.
- Download hand-outs and materials.
- Engage in conversations with fellow attendees

ASCCS Sandbox <no-reply@pathable.com> [Unsubscribe](#)
to me ▾



Hi Tonya!

The 2021 Fall Plenary Session - Virtual Event is November 4-6, 2021! We are excited to provide attendees with a robust Virtual Event Platform that's secure, interactive, and will encourage attendees to connect and collaborate before, during, and after the Institute.

Thank you for registering for 2021 Fall Plenary Session. To help you meet the other attendees, we've created a website and app where you can build your personal schedule, talk to the other attendees and access conference materials. Use the link below to sign in from your computer, then **use the same link from your mobile device** to access your account in the app.

The invitation will include a link to sign-in to the website and set up your profile if you are a first-time Pathable user. Please follow the link and complete your profile as prompted by the platform.

[Sign-in to website and mobile app](#)

To prevent others from accessing your account, please do not forward this email.

(Note: This link is personalized just for you, so please don't forward this email.)

You'll be able to:

- View the profiles and interests of the other attendees
- Build a personalized schedule of talks to attend
- Download hand-outs and materials
- Engage in conversations with your fellow attendees

We encourage you to login prior to the institute to explore the program and platform.

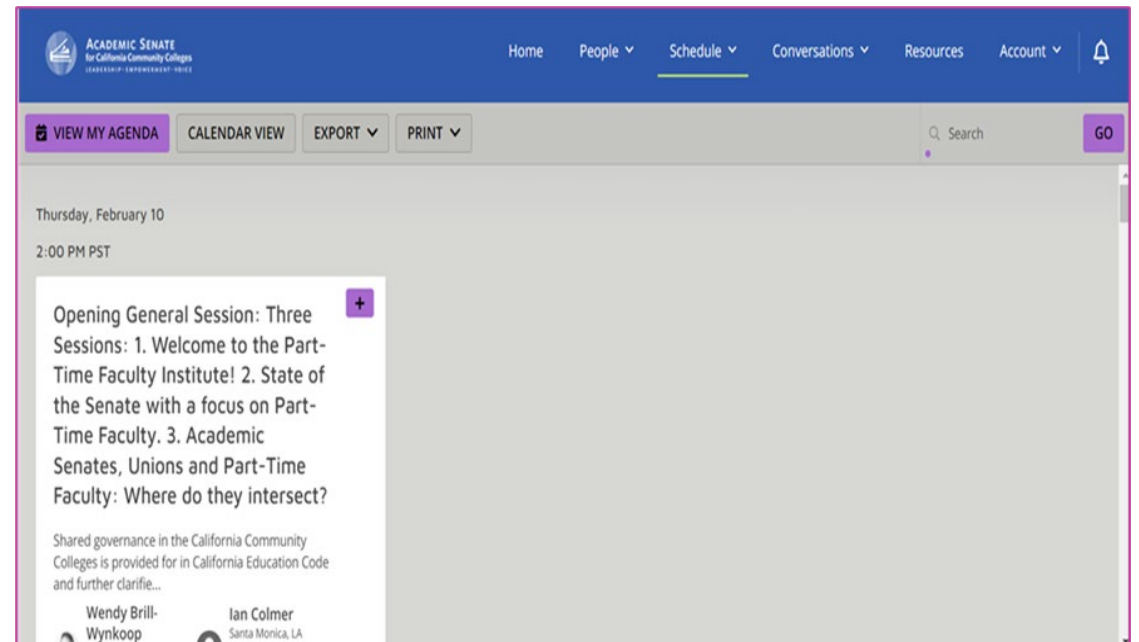


Creating Your Agenda

Pathable allows you to customize your agenda for the conference. To view the entire conference agenda, hover over “Schedule” on the toolbar and select “Agenda”.

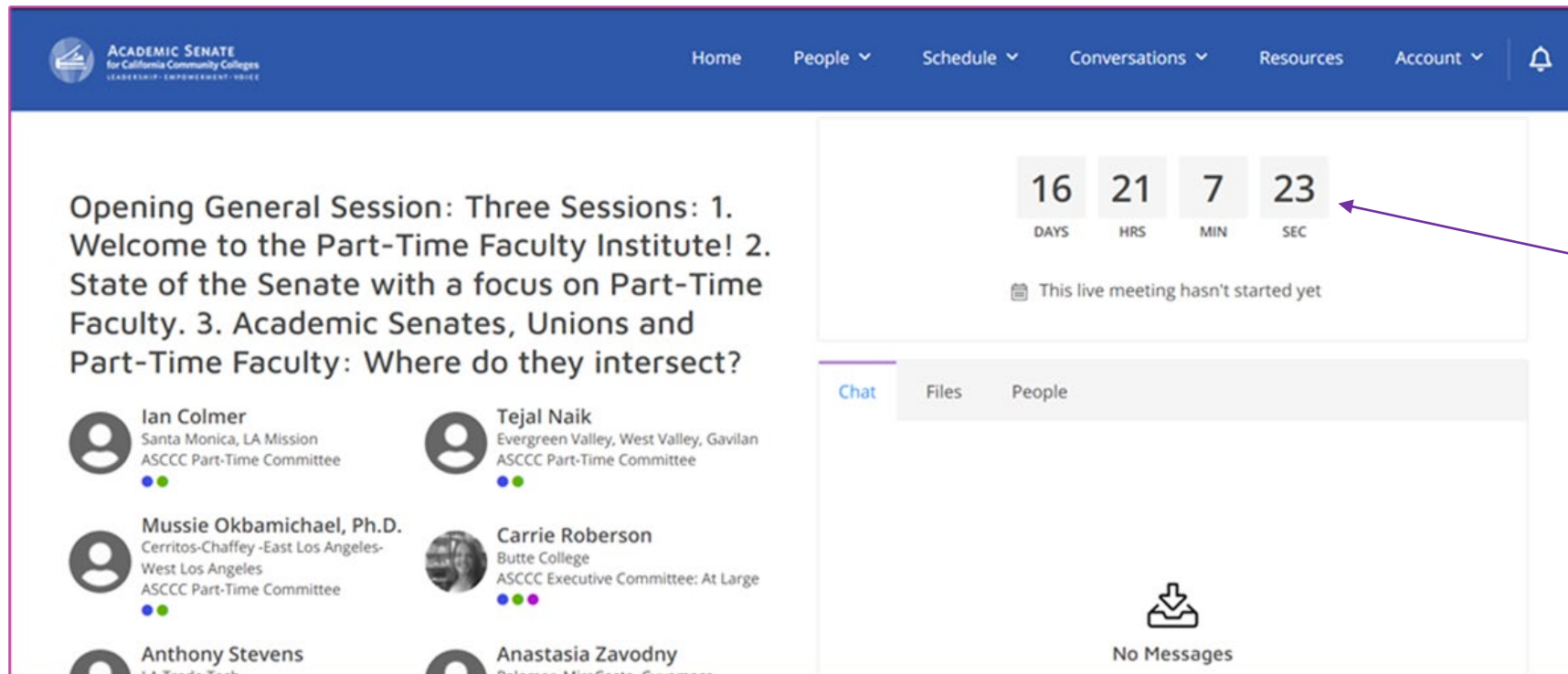


To add session to your agenda, select the “+” symbol next to the session name. For additional information, click on the session name.



Joining a Session

On the session page, there will be a count-down to the start time. As an presenter, you will be able to enter the session on this page 20 minutes prior to the start time which is called the “green room”. As an attendee, you will be able to enter the session on this page one minute prior to the start time. At the end of the count-down, a “JOIN MEETING” button will appear in the area where the count-down was displayed.



The screenshot displays a Microsoft Teams meeting interface. At the top, the header includes the 'ACADEMIC SENATE for California Community Colleges' logo and navigation links for Home, People, Schedule, Conversations, Resources, and Account. The main content area features a meeting title: 'Opening General Session: Three Sessions: 1. Welcome to the Part-Time Faculty Institute! 2. State of the Senate with a focus on Part-Time Faculty. 3. Academic Senates, Unions and Part-Time Faculty: Where do they intersect?'. Below the title is a list of participants, including Ian Colmer, Tejal Naik, Mussie Okbamichael, Ph.D., Carrie Roberson, Anthony Stevens, and Anastasia Zavodny. On the right side, a countdown timer shows 16 days, 21 hours, 7 minutes, and 23 seconds. A purple arrow points to the '23' in the seconds column. Below the timer, a message states 'This live meeting hasn't started yet'. At the bottom right, there is a 'No Messages' indicator.



Moderator's Role and Expectations

- An ASCCC team member has been assigned to help moderate your breakout session. The assigned moderator will follow up with presenters in the next few days to coordinate the logistics of your breakout session
- All moderators will enter the “Green Room” 20 minutes prior to the start of each breakout session to ensure the host and co host permissions are properly set
- Moderators will assign Closed Captioning
- Moderators will set the attendee view (Webinars Only)
- Help determine who will share screen/run slides
- Help determine how the presenters would like to handle questions
- Mute participants upon entry (Meetings Only)
- Moderators will assist with setting up polling
- Moderators will assist with setting up breakout Rooms (Meetings only)



THANK YOU!!

Encourage participants to take the event survey!!



- ✓ Zoom best practices (Link shared in zoom chat box).
- ✓ PowerPoint Presentations Due Friday, February 18th, send to eventmaterials@asccc.org
- ✓ Closing and Q&A.
- ✓ Still unsure? Please contact eventtechsupport@asccc.org with any questions!

