

THE WORKPLACE, REIMAGINED

EMERGING STRONGER

November 17, 2020



Virtual Event Portal Primer

Tips for An Exceptional Attendee Experience

This document is intended to provide attendees with an overview of the virtual event portal and key event features of *The Workplace, Reimagined* virtual conference taking place on November 17, 2020 from 8:30 a.m. to 6:00 p.m.

These event features will also be explained in detail in the “Welcome Orientation” session scheduled for the morning of the conference.

If you are experiencing any technical issues at any time throughout the conference, please contact fcarter@pshsa.ca or reach out to PheedLoop Support via the blue bubble icon in the bottom right-hand corner of your screen.

Getting Started

First things first: please confirm you are using Chrome as your browser to ensure the best possible event experience. The virtual event portal is best accessed via your confirmation email when you first registered for the conference, or via the event reminder email sent to you the day before the conference. In either of these emails, click the ‘Access Virtual Event’ button and log in using the system-generated password also provided in the same email.

When you log in to the event, you will see a blue navigation along the left-hand side of your screen. This navigation lists all of the active components within the conference which you are encouraged to explore. Each of these components is described in detail below.

Lobby

Upon logging in and entering the virtual conference, you will arrive in the virtual Lobby. The Lobby is home to a number of features, including announcements, chat and the event’s social feed. The Lobby will be a hub of activity come event day, so please be sure to check back often throughout the day to see what’s happening. The Lobby is also a great place to convene between sessions, discuss key takeaways and plan your next activities,

Along the right-hand side of the Lobby is the chat pane. Introduce yourself! See who else is in the Lobby by toggling on the 3-person icon in the same pane. This a great way to connect with other attendees during the conference.

Sessions

The 'Sessions' tab on the blue left-hand menu is where you will go to participate in conference sessions. We have some incredible sessions planned! *The Workplace, Reimagined* features two types of sessions: Plenary sessions and Knowledge Stream sessions. Both session types can be accessed in this same 'Sessions' tab.

Plenary sessions span the entire conference agenda; there are no other sessions scheduled at the same time as Plenaries. This includes the welcome orientation, opening remarks, keynote presentation and closing address, as well as stretch breaks, lunchtime entertainment and chair yoga. We encourage all attendees to attend our Plenary sessions.

The Workplace, Reimagined also features several Knowledge Stream sessions. Knowledge Stream sessions are concurrent sessions curated into 6 unique and timely streams appealing to various areas of interest: Reflection, Response, Resilience, Recovery, Research and Redefine. You are able to browse sessions by knowledge stream using the Filter dropdown menu in the 'Sessions' tab.

Using the same Filter dropdown, you are also able to filter sessions by your personal schedule (those that you have registered for in advance of the conference). If you haven't yet registered for sessions, we encourage you to do so as many of our Knowledge Stream sessions have limited capacity. You can register for sessions by navigating to the 'Sessions' tab on the left. This will reveal the complete list of sessions. Register by clicking the '+' icon beside sessions of interest. You are able to edit your selections at any time. Browse the [full conference agenda](#) for more details on individual sessions and speakers.

When it comes time to tune into a session, simply select the particular session as part of your personal schedule, or from the larger list of sessions, and wait for the stream to begin.

In the 'Sessions' tab, you will see a similar chat pane as in the Lobby. There is a separate chat for each session. This will be where you will ask questions to speakers during the Q&A periods. Again, you can see who else is in the particular session by toggling on the 3-person icon in the same pane.

Networking

The 'Networking' tab allows you to connect with fellow attendees in real-time. Here you can toggle between "People", "Groups" and "Chats".

"People" - the default selection - lists all active attendees in the conference along with the information they've chosen to share as part of their attendee profile (see: 'My Account' tab). Interested in connecting with someone? Click their name and then "Start Chat" to initiate a private conversation. You can also "Join Video Call" with video-capable attendees.

A log of all of your chats and direct messages are accessible via "Chats". Did you receive a notification that someone has messaged you? "Chats" is the place you go to view and

respond. Group chats, accessible via the “Groups” tab, will also be available to join on November 17.

Gamification

Join us for the *X-Treme Cross-Canada Scavenger Hunt*! Participate by searching for Canadian icons and their corresponding codes hidden throughout the virtual event portal.

Did you find a hidden code? Click the ‘Gamification’ tab to enter it and earn the associated points. The ‘Gamification’ tab also displays the *X-Treme Cross-Canada Scavenger Hunt* leaderboard (default). Toggle to “Prizes” to view all of the incredible prizes up for grabs. This tab also allows you to redeem points and claim prizes – first come, first served! Read the complete [game description and rules](#).

Exhibit Hall

Welcome to the virtual tradeshow floor! The ‘Exhibit Hall’ tab features 20+ virtual booths and kiosks to browse through! This includes our Visionary Leaders, Strategic Thinkers and Workplace Champion sponsors as well as researchers from across Canada sharing their latest COVID-19 findings.

The virtual booths provide an opportunity to chat with online representatives. Just like in the ‘Lobby’ and ‘Sessions’ tabs, you can use the chat pane to start conversations and see other attendees in the Exhibit Hall or particular booth. You can also join live demos, presentations and Q&A sessions put on by the exhibitors and researchers within their booths. Click the “Join Now” button to jump into a live discussion.

If you are interested in learning more from an exhibitor or researcher, click “Request Information” in their booth to have them send further information or follow up with you.

My Account

You can manage your attendee profile in the ‘My Account’ tab. Upload your profile photo, bio, social handles and other relevant information you’d like to share.

You can also manage your notification and privacy settings here. Indicate if you would like to receive notifications throughout the day. This includes announcements and updates from the event organizers, alerts that sessions are about to begin, as well as notifications from other attendees (e.g. direct messages, video calls). (You are able to see all your notifications, both read and unread, by clicking on the bell icon in the upper right-hand corner.) In the ‘My Account’ tab, you are also able to indicate whether you would like your profile visible as part of the ‘Networking’ feature.

If you are more of a visual learner, we recommend viewing this [PheedLoop attendee training video](#) in advance of the conference to learn more about the virtual event portal and how to maximize your experience.

We wish you an amazing experience with us on November 17!