

PheedLoop Tips and Tricks for Virtual Attendees

Also <https://c2021.evaluationcanada.ca/youtube>

INTRODUCTION

- This sheet gives you some quick tips and tricks for making the most of the CES virtual event you will be attending. Feel free to refer to it before and during the event.
- If you have any **questions or issues** logging in, please reach out to c2021tech@evaluationcanada.ca.



VIRTUAL PORTAL OVERVIEW

- When you first reach the event landing page, you will have to **log in with the information provided to you** by the event organizers. Enable your browser to bookmark the link and to save your username (email address) and password for easy future log in.
- Once you're logged in, you will see the Lobby of the event. You will see any important announcements and the chat area on this page.
- **Enable your notifications** by clicking ALLOW on the pop-up window or by clicking the notification bell in the top right corner.
- Click on the **Accessibility icon** in the top-right to make the necessary adjustments.
- In the **Sessions** area, you can see the list of sessions and who the Speakers or Panellists are.
- You can **ask any questions** you may have using the Contact Us icon in the bottom left.
- Click on your name and complete your **personal profile**. You can also change your password on this page.



VIRTUAL SESSIONS

- **Click on Sessions** to view all the content of the event.
- If you want a fuller view, you can click Hide All above the list of sessions, and make the video full-screen.
- Inside each session, you can see any relevant sponsors, speaker information, tags, descriptions and files.
- You can **share that you are attending this event** and session on social media!
- You can choose and **add specific sessions** to your personal schedule.
- The timezone and session times will adapt to your local timezone.
- If you are in a session and don't see any content, this means the session has not started yet. You **do not** need to refresh your page, the content will start automatically.
- Access Thematic Hangouts and Workshops through the Sessions tab, where there is a link to a Zoom meeting.
- For Sessions, use the Q&A icon to ask presenters questions. Speakers are presenting from Zoom and won't be able to see the chat in the PheedLoop room.



VIRTUAL NETWORKING

- **In the Networking Area, under the People tab**, you can search through attendees and speakers to view their profile or send them an instant message.
- Under the **Exhibit Hall tab**, you can view and start conversations with exhibitors.
- All chat panels have **presence detection**, allowing you to send private messages to people on the same page as you.
- **Attendee profiles** can include links to their LinkedIn account and any files they may have uploaded such as their presentations or resumes.
- You can **jump into a video call** with other attendees by starting a Private Video Call.



TROUBLE SHOOTING AND TIPS

- Double-check that you are **copying email addresses and passwords** correctly.
- **Grant your browser correct permissions** (such as to access your camera, speakers and microphone).
- **Try a different browser** to bypass any settings which may be causing issues (Internet Explorer is not supported by Pheedloop).
- Click **Contact Us** for immediate assistance (and don't close the window!).
- **Try this demo** account prior to the event to get a feel for things and check to make sure the basic event functions are working correctly:



<https://pheedloop.com/space/virtual/leland@spacecon.com>
demoPL123!