

## Navigating the Virtual Conference Platform

### 1) Before you login:

- Use the following browsers only:  
Windows: Chrome 30+, Edge 12+, Firefox 27+, or IE 11+  
Mac: Chrome 30+ or Firefox 27+  
Linux: Chrome 30+, Firefox 27+  
**DO NOT USE Internet Explorer. This is not supported.**
- This virtual platform uses Zoom technology to power its live meeting functionality. We recommend installing the Zoom software for best results. This is free software: [zoom.us/download](https://zoom.us/download)

### 2) Getting started:

- You will receive a login email from [no-reply@pathable.com](mailto:no-reply@pathable.com) by January 18, 2022. If you do not see this email in your inbox, please check your spam. If the email is not in your spam folder, contact [registration@ceric.ca](mailto:registration@ceric.ca).
- Click on the “Sign-in to the virtual event” button in the email.



- Bookmark the link so you are able to enter the platform on the live event days, and also view the session recordings for six months following Cannexus. Please note, this is a unique link so do not share the link with anyone else.

- Once you click the “Sign-in to the virtual event” button, you will be asked to “Claim Your Account.” Enter the information on the form, check off that you agree to the Terms and Conditions and click the “Complete Profile” button.

## Claim your account

- Once you click the “Complete Profile” button, you will enter the platform.
- You will be prompted to build your profile. Please take the time to build your profile and add a profile photo. Your profile is a crucial tool that will help other attendees connect with you based on your interests, location, sector, etc.

- Once you have completed your profile, click the “Save” button at the bottom of the screen.

- Your profile is saved and now you are able to navigate the virtual conference platform.

### 3) Navigating the Platform:

As an attendee, you will have the opportunity to attend sessions, interact with attendees and speak with sponsors and exhibitors. To get around the platform, use the navigation bar at the top of the page to do this (Home/Accueil, Schedule/Programme, People/Public, Exhibitors/Exposants, Support/Assistance, Account/Mon Compte, Networking/Réseautage etc.)



#### Home/Accueil:

- This will always bring you back to the main screen.
- Please view the Welcome Video and hear a blessing from Elder Pauline Shirt, and welcome remarks from Bruce Lawson, President of The Counselling Foundation of Canada, and Andre Raymond, CERIC's Board Chair. Please note, this video is bilingual.
- On your hometab you will also find:
  - "My Upcoming Sessions/Mes séances à venir". These are sessions that you have added to your "My Agenda/Mon Agenda"
  - Cannexus live Twitter feed (middle of page)
  - Homepage chat box (middle of the page)

#### Schedule/Programme:

- Under the "Schedule/Programme" tab you will find options for "Agenda/Calendrier," "My Agenda/Mon Agenda," and "Schedule Meeting/Plannifier une reunion."
- "Agenda/Calendrier" is the full Cannexus agenda. You will navigate here to add sessions to your personal agenda, attend live sessions and watch all session recordings (during and following Cannexus)
- "My Agenda/Mon Agenda" will list all the sessions that you have added to your personal agenda.

- Under “Schedule Meeting/Planifier une reunion,” you will be able to set up one-on-one or group meetings with other Cannexus attendees.

### People/Public:

- Under the “People/Public tab,” you will find people categorized as “Speakers/Conférenciers” “Attendees/Participants” and “Exhibitors/Exposants.”
- From within the People tab, you can browse through the attendee list, request video meetings and send messages.

### Exhibitors/Exposants:

- Please take the time to visit our exhibitors. They have posted collateral, videos and information on their products and/or services. In this area, you may request meetings with exhibitors, chat via text or video or request information by clicking “Contact Us.”
- New this year, at a designated time each live conference day, you can join exhibitors for a presentation or meet and greet at their virtual booths. Navigate to the exhibitor’s booth, then under “Meet us live,” click the “Enter Video Meeting” button at the times designated in the “Agenda/Calendrier.”



CERIC is a charitable organization that advances education and research in career counselling and career development, in order to increase the economic and social well-being of Canadians. It funds projects to develop innovative resources that build the knowledge and skills of diverse career and employment professionals. CERIC also annually hosts Cannexus, Canada’s largest bilingual career development conference, publishes the country’s only peer-reviewed journal, Canadian Journal of Career Development, and runs the CareerWise / OrientAction websites, providing the top career development news and views.

Le CERIC est un organisme caritatif voué à la progression de l’éducation et de la recherche en matière d’orientation professionnelle et de développement de carrière dans le but d’accroître le bien-être économique et social des Canadiennes et Canadiens. L’organisme finance des projets axés sur la mise au point de ressources novatrices permettant aux différents professionnels du développement de carrière d’enrichir leurs connaissances et compétences. Le CERIC organise en outre Cannexus, le plus grand congrès annuel bilingue en développement de carrière au Canada, publie la Revue canadienne de développement de carrière, seule publication évaluée par les pairs au pays dans le domaine, et gère les sites Web CareerWise / OrientAction, qui permettent de demeurer au fait des plus récentes opinions et nouvelles en matière de développement de carrière.

**Meet us live**

[ENTER VIDEO MEETING](#)

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### Support/Assistance:

- Under the “Support/Assistance” tab, you will find options for “Get Tech Support/Obtenir de l’aide,” “Glossary/Glossaire,” and “Platform FAQs/Plateforme de FAQ.”
- If you need tech support, click the “Get Tech Support/Obtenir de l’aide” option and you can send an email to support staff.
- Under “Glossary/Glossaire,” you will find the Cannexus22 glossary. This page explains Cannexus lingo. For example, What is a live plenary session? What is a live concurrent session? What is an on-demand session?
- The “Platform FAQs/Plateforme de FAQ” shows this document and some FAQs.

## Networking/Réseautage:

- The “Networking/Réseautage” tab lists some different networking options in the platform. Here you will find “Get Social/Sociabilisez,” “Conversations,” “Hallway Meeting/Salon de rencontres,” and “Games/Jeux”.
- “Get Social/Sociabilisez” has the Cannexus22 live Twitter feed and other social media accounts.
- Interested in starting a discussion about something? Feel free to do so on the “Conversations” page. You can also browse and contribute to other ongoing discussions.
- View the “Games/Jeux” page and check out the different activities that will award you points. As an attendee, you will automatically be awarded points based on certain activities. If you are one of the top 5 attendees on the leaderboard, you will receive a free registration to the Cannexus23 conference.

## Account/Mon Compte:

- Under the “Account/Mon Compte” tab, you will find the following options “Inbox/Boite de reception,” “Edit my profile/Modifier mon profil,” “Logout/Se déconnecter.”
- The “Inbox/Boîte de réception” will show messages that other attendees have sent you, and messages you have sent other attendees.
- If you would like to edit your current profile, go to “Edit my profile/Modifier mon profil.”

## 4) Watching Sessions

- To watch a session, click on “Agenda/Calendrier” under the “Schedule/Programme” tab. This will bring you to the full Cannexus schedule.

The screenshot displays the Cannexus22 agenda for Monday, January 24, 2021. The interface includes a navigation bar with options like 'Home/Accueil', 'Schedule/Programme', and 'Networking/Réseautage'. Below the navigation, there are tabs for 'VIEW MY AGENDA', 'CALENDAR VIEW', 'EXPORT', and 'PRINT'. The main content area shows a grid of sessions for the day. The selected session is 'Advocating for the Human Social Services Sector (brought to you by First Work, All Are Welcome)' from 11:00 AM to 11:45 AM EST. Other sessions include 'Going to Career Island (brought to you by CEWIL, All Are Welcome)' and 'What Matters to You? (brought to you by CCPA, All Are Welcome)'. The page also features a 'Virtual Exhibitor Showcase Presentations' section.

- If you would like to add a session to your personal agenda, click the “+” sign on the top right hand corner of the session tile. This session will now be added to your personal “My Agenda” tab as well as your “My Upcoming Sessions/Mes séances à venir” on the homepage.

**CANNEXUS22**  
VIRTUAL | VIRTUEL By/Par CERIC

Home/Accueil Schedule/Programme People/Public Exhibitors/

VIEW MY AGENDA CALENDAR VIEW EXPORT PRINT

FRI JAN 7 MON JAN 10 TUE JAN 11 WED JAN 12 THU JAN 13 FRI JAN 14 TUE JAN 18

10:00 AM EST

**ON-DEMAND SESSIONS**  
SÉANCES SUR DEMANDE

**(On-demand session released)**  
**EQ Programming for Student Career Development: Lessons Learned**

**Jesse Grimaldi**  
University of British Columbia Sauder School of Business Career Centre Manager, BCom Careers

**Colleen Egli**  
University of British Columbia Sauder School of Business Career Centre Associate Director, BCom Careers & Work-Integrated Learning

10:00 AM - 10:45 AM EST

ENGLISH/ANGLAIS

**ON-DEMAND SESSIONS**  
SÉANCES SUR DEMANDE

**(On-demand session released)**  
**Ethics at the Core: Exploring the Updated Code**

**Kathy Offet-Gartner, PhD, RPsych**  
CCPA/Mount Royal University President/Counsellor

**Rebecca McCarthy**  
Canadian Career Development Foundation Project Analyst

**Mike Quinn, Certified Career Development Professional with over 25 years of experience.**  
CDP Code of Ethics Working Group, 2021/NBCDA/WorkingNB Regional Director Post-Secondary Education Training and Labour WorkingNB Southwest New Brunswick

**Gillian Johnston**  
CDPCBO (Career Development Practitioners Certification Board of Ontario) Co-director

- To enter a live meeting, simply click on the agenda tile for that meeting. You will notice that the live meeting has a red blinking “LIVE” light on the session tile.

VIEW MY AGENDA CALENDAR VIEW EXPORT PRINT

TUE DEC 15 WED DEC 16 FRI DEC 18 MON DEC 21 THU JAN 7 MON JAN 25 WED JAN 27 MON FEB 1 WED FEB 3

3:35 PM EST

4:50 PM EST

**LIVE**

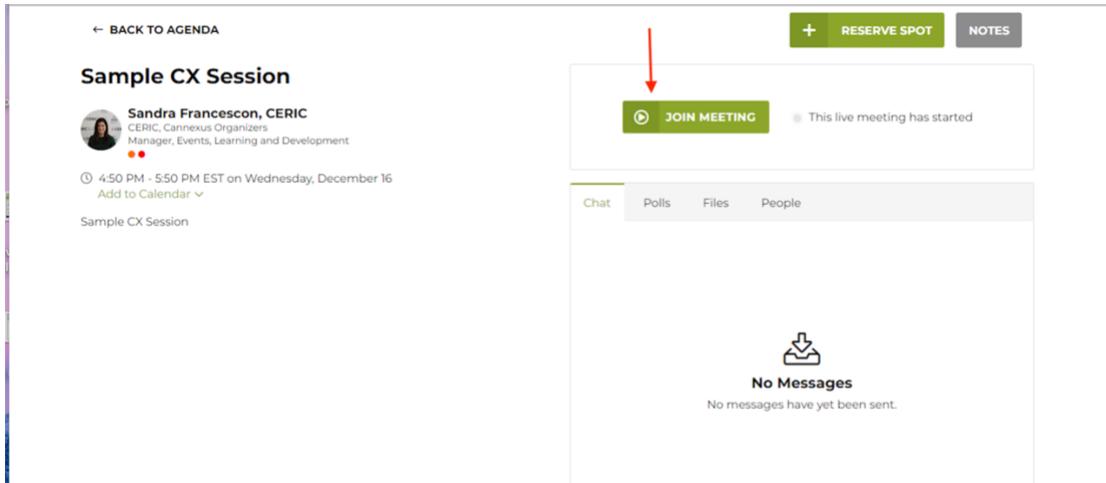
**Sample CX Session**

**Sandra Francescon, CERIC**  
CERIC, Cannexus Organizers

4:50 PM - 5:50 PM EST

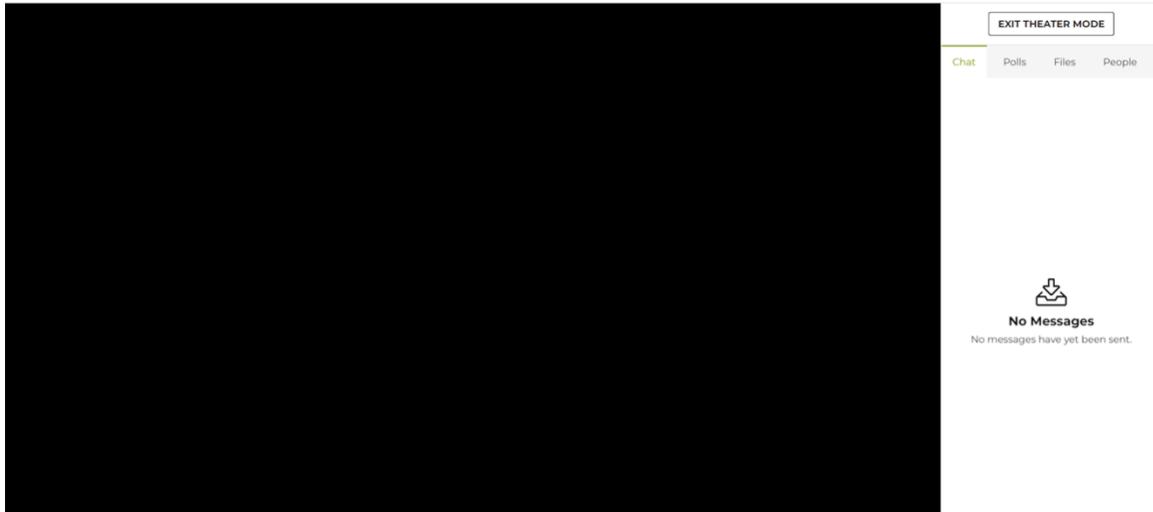
Friday, December 18

- Once you click on the session tile, you will go to the session page. The “Join Meeting” button will appear once the speaker has started the broadcast. Click the “Join Meeting” button.



- Once you click “Join Meeting”, you will enter the session. If you wish to have to enter a full screen mode, click “THEATER MODE.”



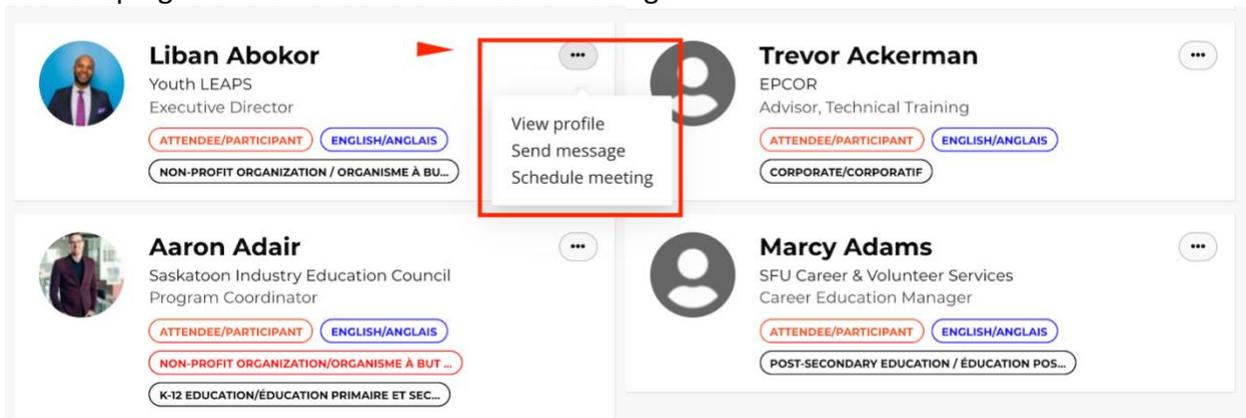


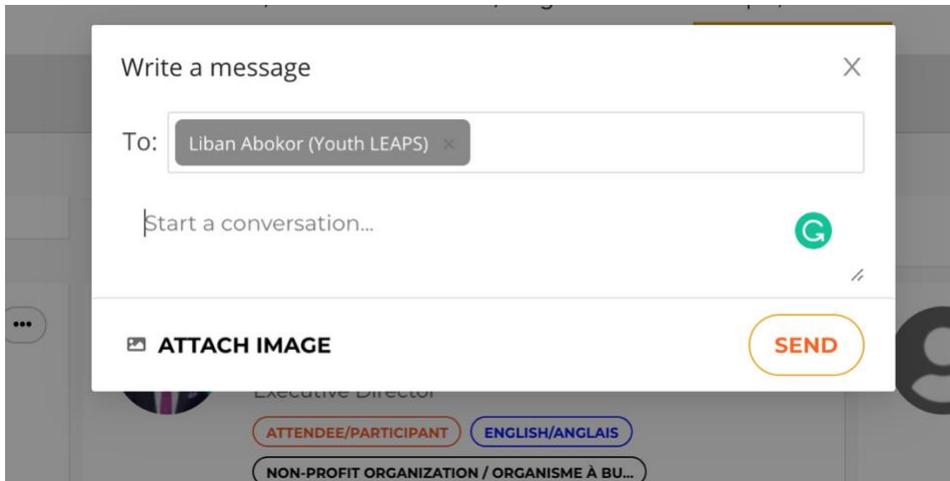
- If you are attending a plenary or keynote session or live concurrent session and you will be using the simultaneous interpretation feature, you must pop-out of the platform and use the Zoom app.
- To ensure that you have an optimal conference experience, we highly recommend you have the latest version of Zoom downloaded on your computer.
- To view an on-demand session, follow the steps above and instead of clicking “Join Meeting,” you click “Play.”

## 5) Networking and Activities

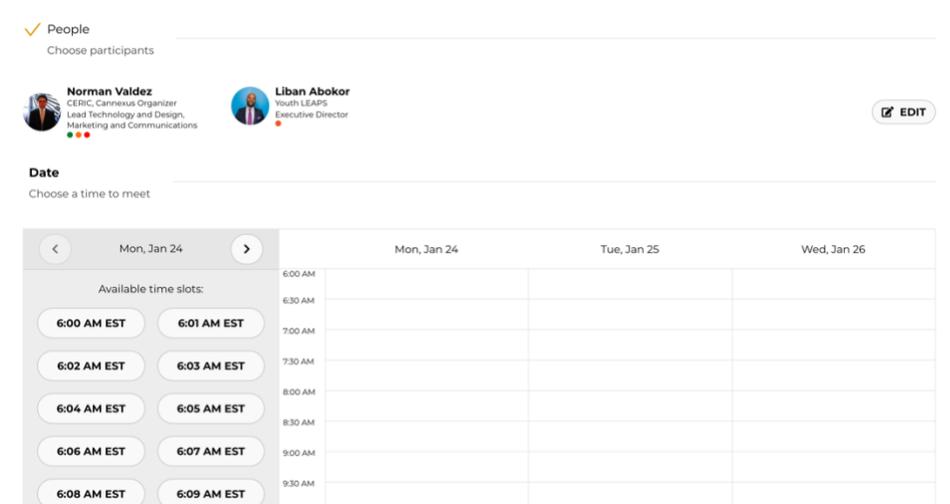
**Conversations:** To start or join a text-based conversation with other attendees, simply click “Conversations” in the navigation bar. You can begin a new conversation or comment on ongoing chats.

**Send Message:** You can send a private message to any attendee, speaker or organization within the platform. To do so, use the search on the right-hand side of the screen or simply browse names. Once you find someone you are interested in sending a message to, click the three dots at the top right of their tile and click “Send message.”





**Schedule Meeting:** Interested in setting up a private virtual meeting with another attendee? You can request a meeting by finding the attendee in the “People/Public” tab, clicking the three dots at the top right of their tile and clicking “Schedule Meeting/ [Planifier](#) une [réunion](#).” Once you click “Schedule Meeting,” you will be able to add additional people by clicking the “+” and searching for the other attendee you would like to invite. Once you add all your attendees (maximum 40), choose your suggested time, add your message and click “Send Invitation”.



A note is sent to the invitees and an event is created in “My Agenda/Mon Agenda.” To attend the meeting, simply find it in your agenda and click “Join Meeting.”

**Conversations and Meetings with Exhibitors:** At any time, you are able to click “Exhibitors” and browse through the exhibitor booths. During official exhibit breaks you will also have the opportunity to enter the virtual exhibit booth, check out exhibitor files, videos and schedule meetings with exhibitors. To set up a meeting with an exhibitor, please use the steps above under “Schedule Meeting.”

**Hallway Meetings:** Hallway Meetings are randomized matchmaking meetings during select Cannexus breaks. These one-on-one matchmaking sessions were open to anyone who specifically chose to sign up for them during registration. (If you did not previously register, it would now be too late to have them set them up through this automated process. BUT you are still able to identify individual attendees you would like to meet with and schedule meetings directly yourself in the platform. See "Schedule Meeting" section above.)

Please note the following if you registered for Hallway Meetings:

- 1) Participants will be randomly linked to another attendee (with the same language preference) to participate in a Zoom meeting. These video-based peer-to-peer matchmaking sessions take place in one break on each live conference day in the virtual conference platform.
- 2) During a 30-minute break, participants will be matched with one other attendee. **Please note, if you miss your meeting, another conference attendee will be waiting for you in Zoom.**
- 3) Hallway Meetings will appear automatically in “My Agenda” and “Notifications” for the participants who signed up. To attend the meeting, simply find it in your agenda and click “Join Meeting.”