

# CANNEXUS24

VIRTUAL + IN-PERSON | VIRTUEL + EN PRÉSENTIEL By/Par CERIC

## Cannexus24 Virtual Attendees Guide

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# Introduction

We are pleased to have you participate in Cannexus24, taking place virtually from January 29 to 31, 2024. This guide is designed to assist you in navigating the event platform seamlessly and making the most out of your experience.

## Before you login

Use the following browsers only:

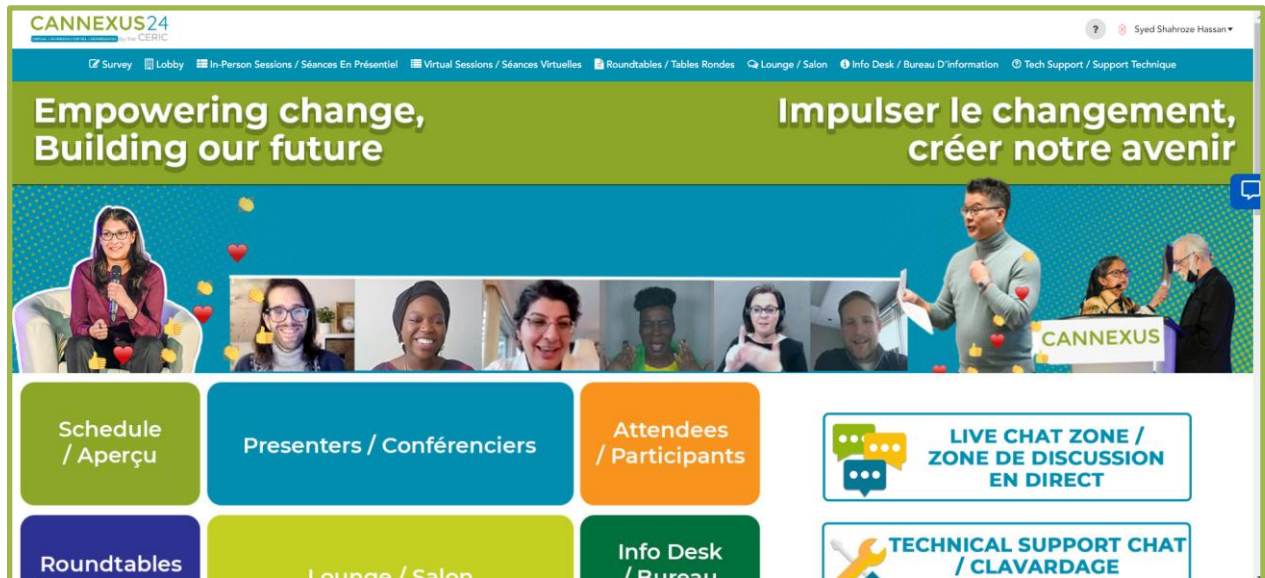
- Windows: Chrome 30+, Firefox 27+.
- Mac: Chrome 30+, Firefox 27+ or Safari.
- Linux: Chrome 30+, Firefox 27+ .
- This virtual platform uses Zoom technology to power its live meeting functionality. We recommend installing the Zoom software for best results. This is free software: <https://zoom.us/download>

## Getting started

- Open the event website by visiting the URL: <https://cannexus.vfairs.ca/>
- Click on the **Login** button on the homepage.



- Once you click on login, a popup window will appear asking you to enter your **Email ID**.
- Make sure you enter the email address you used to register for the event and then click on the **Login** button in the popup window.
- You have now successfully logged into the event. The event **lobby** (homepage) looks like this:

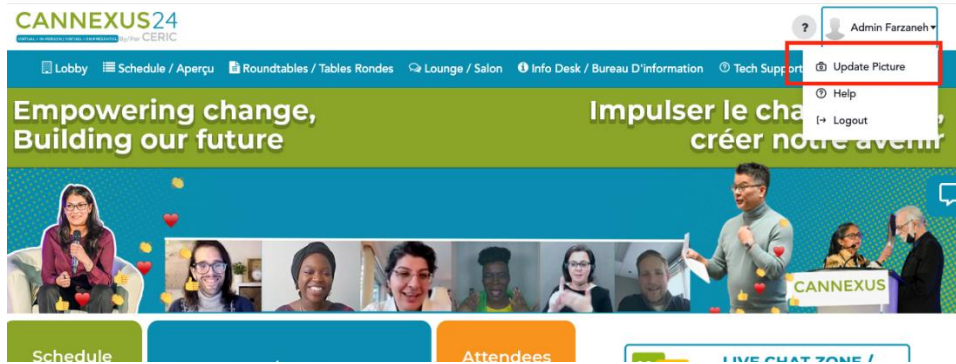


## Navigating the Platform

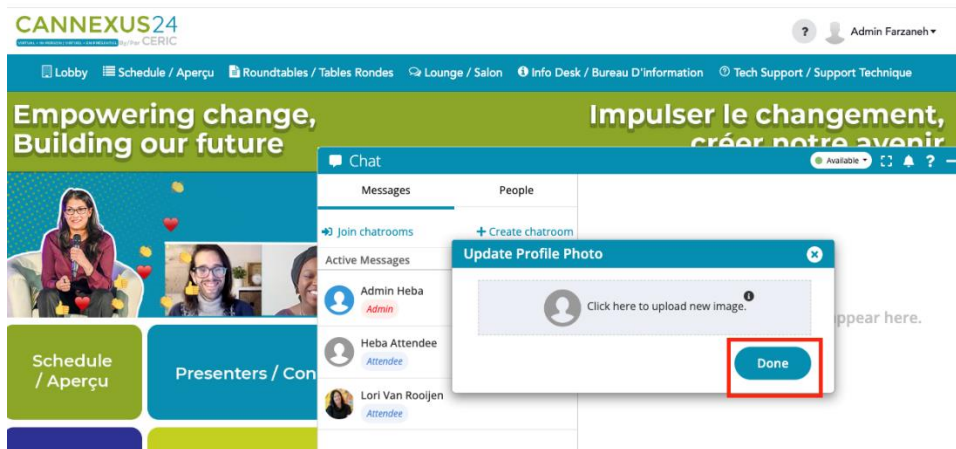
As an attendee, you will have the opportunity to attend sessions, interact with other attendees, engage with others through Roundtables and chat with them through our live chat and one one-on-one chat options. To navigate the platform effectively, utilize the interactive navigation bar at the top of the page. Clicking on different sections within the navigation bar will seamlessly direct you to the respective pages.

## Updating your Profile Picture

After logging in, you can click on the top right corner (where your name appears) to add/update your profile picture as shown below:



- Upload your picture and then click on **Done**. Your profile picture will be saved.

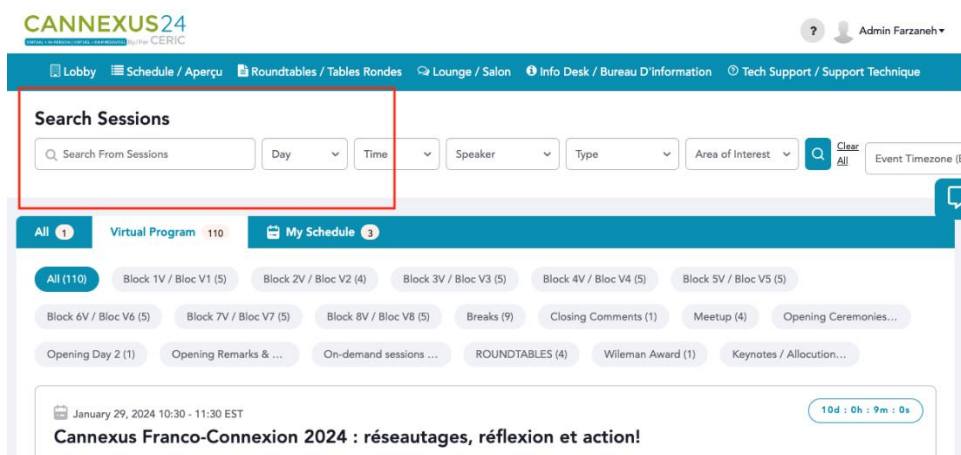


## Lobby

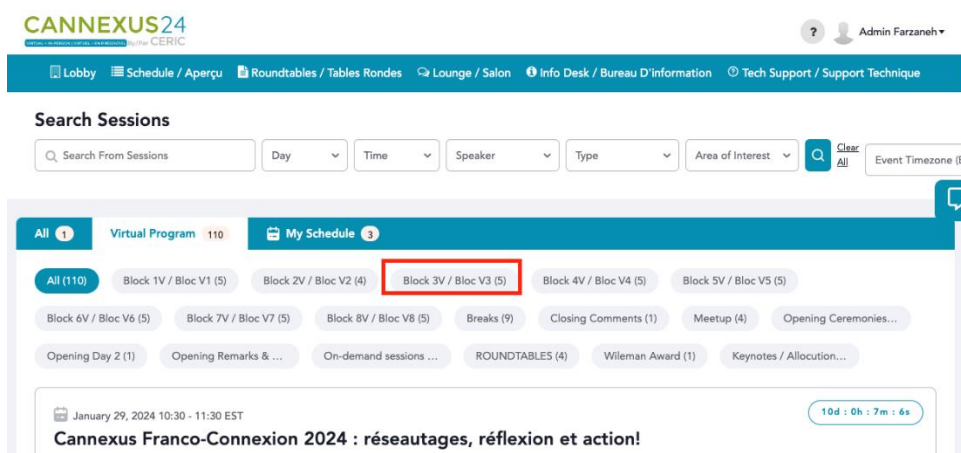
Inside the lobby, you'll find various interactive buttons guiding you to different sections of the event. These are outlined below:

## Schedule

- Clicking on the Schedule button opens a list of all virtual sessions taking place at virtual Cannexus24.
- The sessions are divided into multiple groups/categories as shown below.



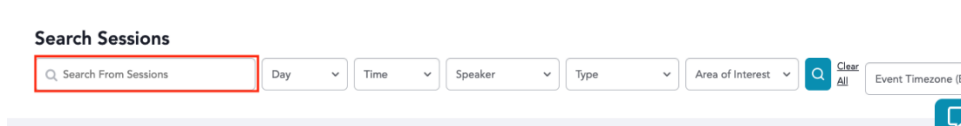
- You can also find the sessions by clicking on the specific group/category they are in.



## Searching for specific sessions



- It's possible to search for a particular session from the **Search Bar** at the top. These searches can be filtered out by:

- Session name





- Session Date

### Search Sessions

Q Search From Sessions **Day** Time Speaker Type Area of Interest   Event Timezone (E



#### ○ Session Time

### Search Sessions

Q Search From Sessions Day **Time** Speaker Type Area of Interest   Event Timezone (E



#### ○ Session Speaker

### Search Sessions

Q Search From Sessions Day Time **Speaker** Type Area of Interest   Event Timezone (E



#### ○ Area of Interest

### Search Sessions

Q Search From Sessions Day Time Speaker Type **Area of Interest**   Event Timezone (E

- Once you have added the filters of your choice, click on the **Search Icon** to see the results.

### Search Sessions

Q Main Satge January 29 10:20 AM Alexandra Lamb Type Supporting Client   Event Tim

## Sessions Listing

- All the listed sessions have a **countdown timer** on the top-right which shows the time left until the session goes live.

January 29, 2024 10:30 - 11:30 EST

**AI and ChatGPT in Career Development**

Gain insights into AI's impact on the career development profession. Topics include ethics, skills analysis, resumes, cover letters and job interview preparation. Learn about the latest advancements and practise with interactive exercises. Enhance your skills with AI tools like ChatGPT. Don't miss this opportunity to stay ahead in our rapidly changing profession!


Learning Outcomes:

Understand the fundamentals of AI in career development



Identify ethical considerations with AI tools like ChatGPT

Apply AI for skills analysis, resume development and interview preparation

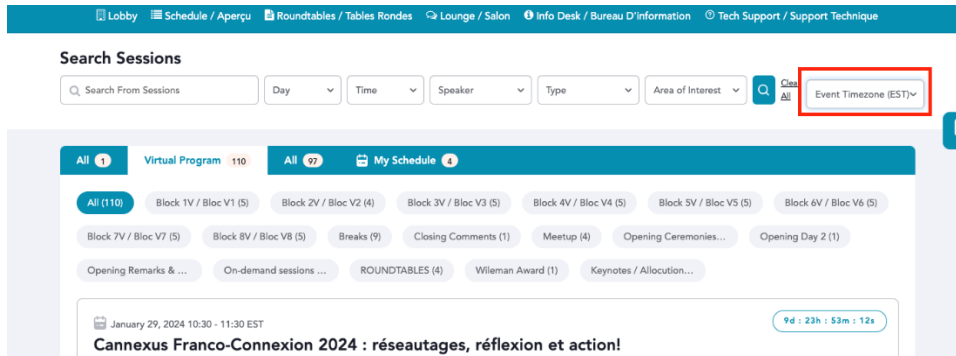
Area of Interest: New Technology & Tools for Career Professionals

 **Rob Straby**  
Conestoga College, Professor

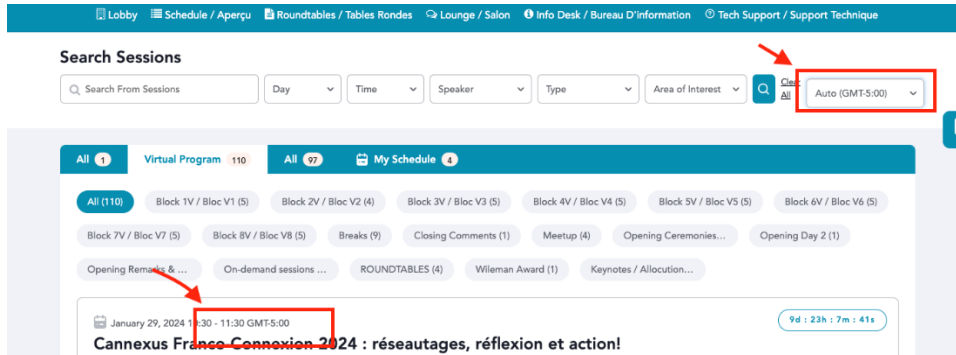
9d : 23h : 55m : 23s

 + Add to My Schedule 

- The sessions will be set to their allocated time zone by default, as shown in the green box in the below image.
- The time zone is set in **Eastern Time by default**.
- In order to change the times of the session to your local time zone, you can click on the **Event Time zone** button on the top right as shown below and choose your preferred time zone:



- Or you can select the **Auto** time zone to convert the sessions' timings to your local time easily.

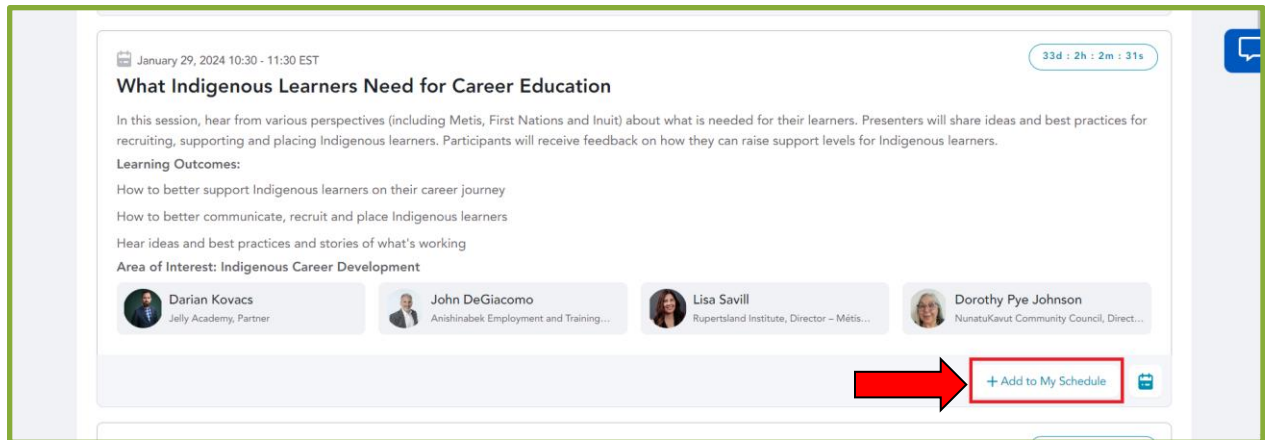


- The sessions' timings will then be shown in your local time.

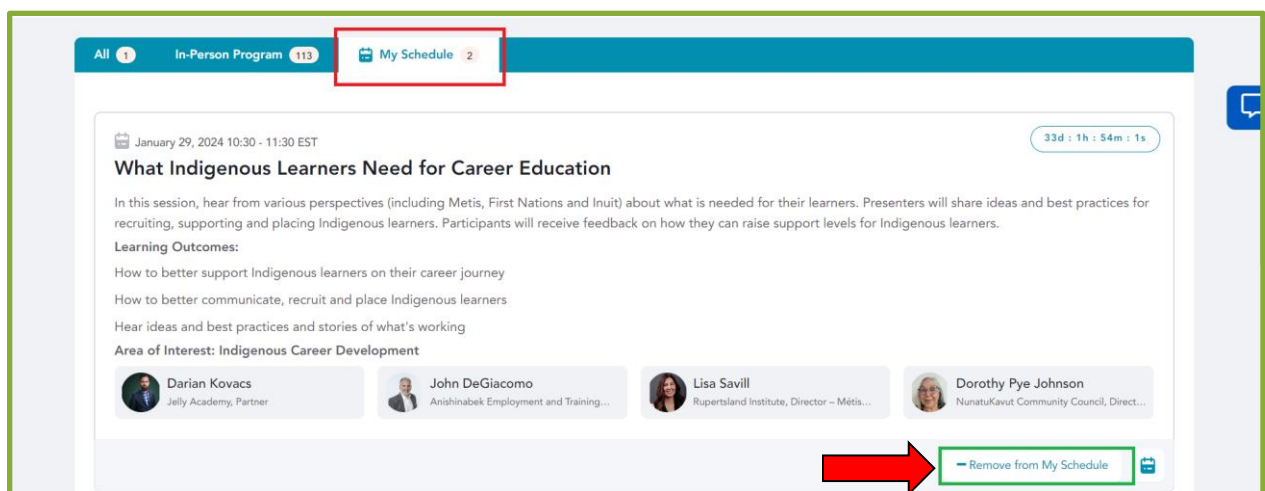
## Add to My Schedule

- If you like a session and you want to shortlist it or add it to your **My Schedule** tab you can do so by clicking on the **Add to My Schedule** button.



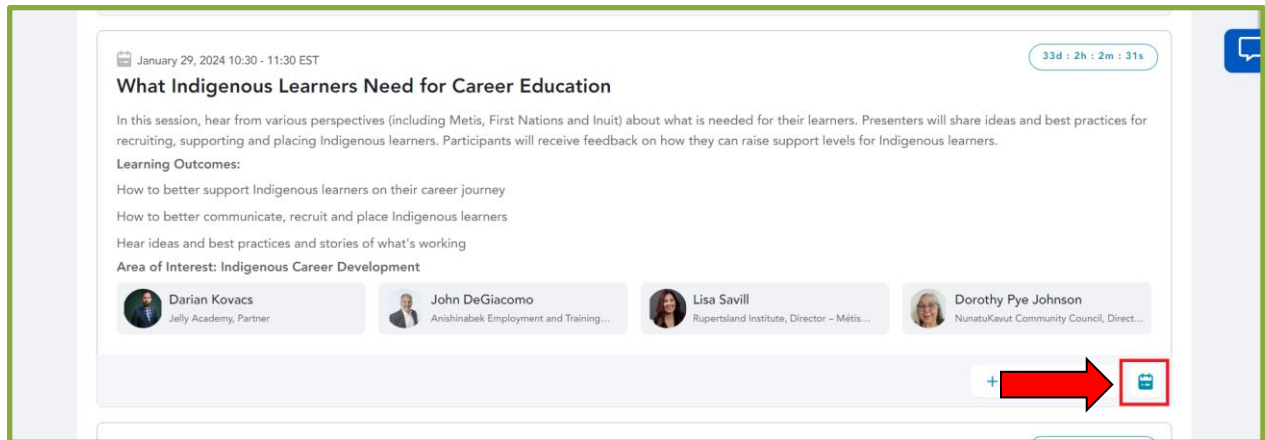


- You can access the sessions added to your schedule by clicking on the **My Schedule** tab from the top.
- If you want to remove a session from your schedule, you can click on **Remove from My Schedule** as shown below:

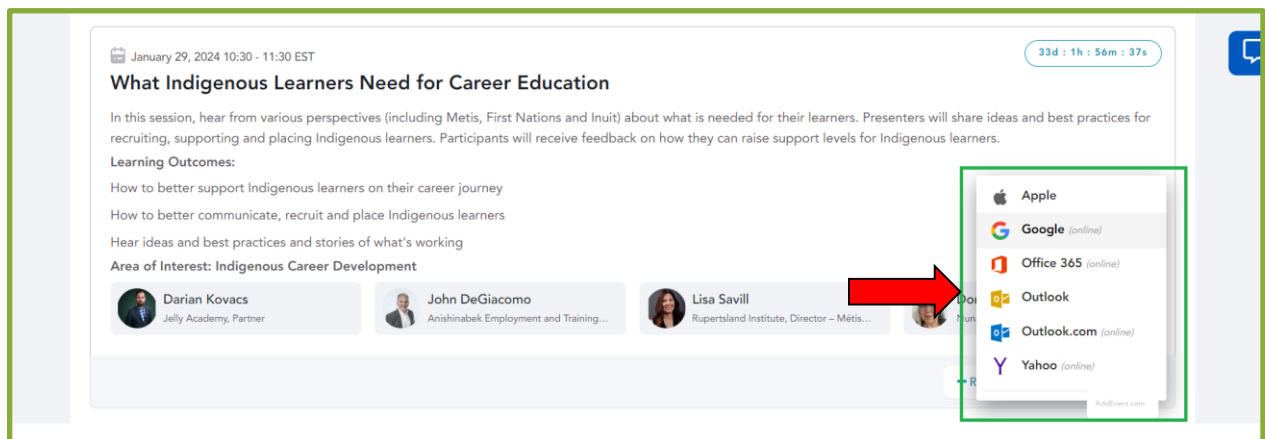


- You can also add a session to your personal or work calendar by clicking on the **Calendar** icon available with each session on the bottom right.



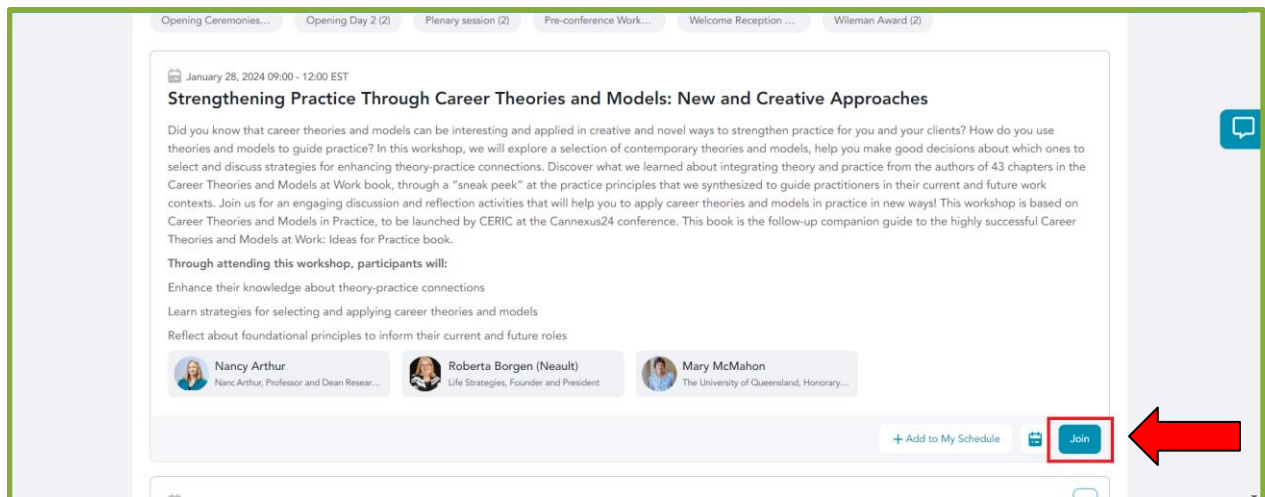


- After clicking on the **Calendar** icon, you will see multiple calendar options you can choose from and add the session to your calendar to receive reminders about the session later.

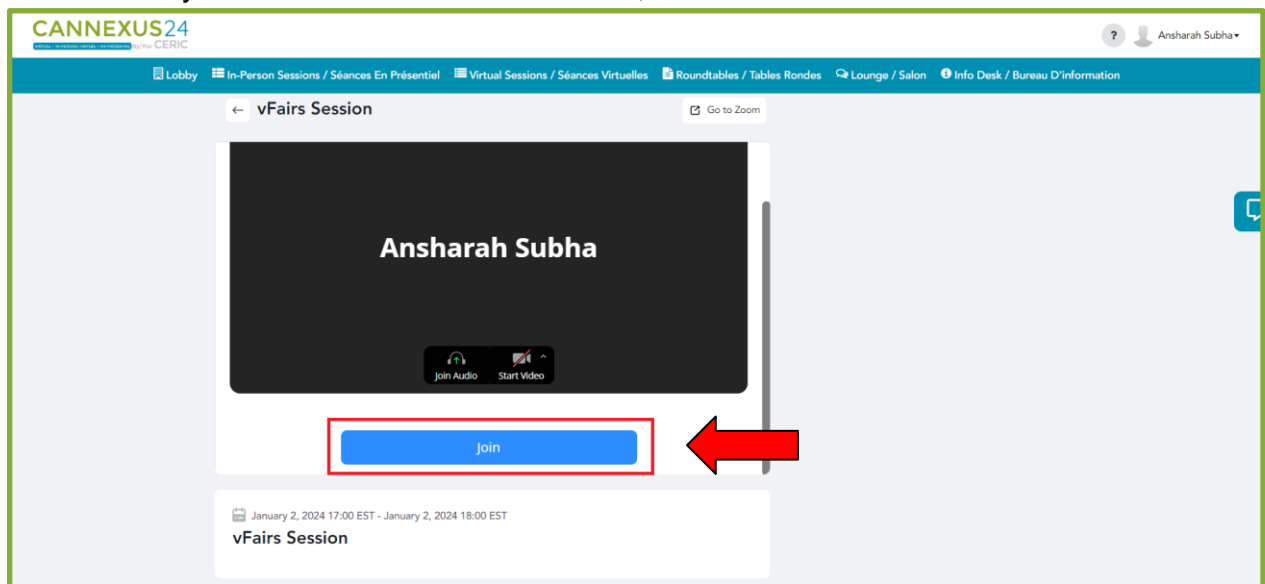


## Join Session

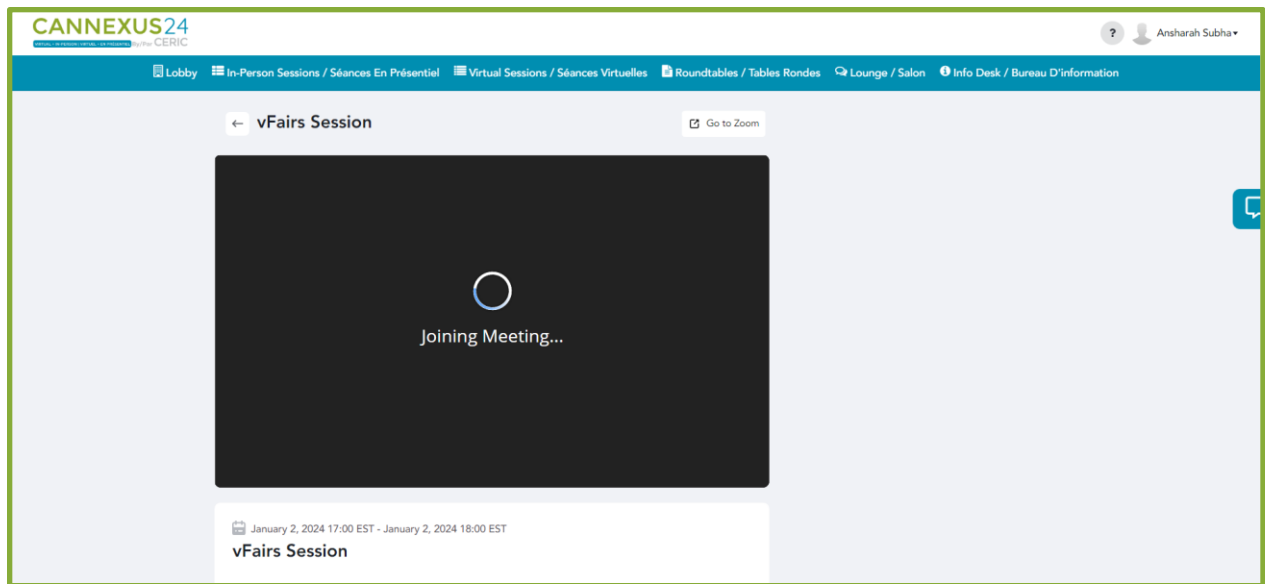
- Once a session goes live at its scheduled time, the **Join** button will appear at the bottom right corner of that session, next to the calendar icon.
- Click on the **Join** button to enter the session.



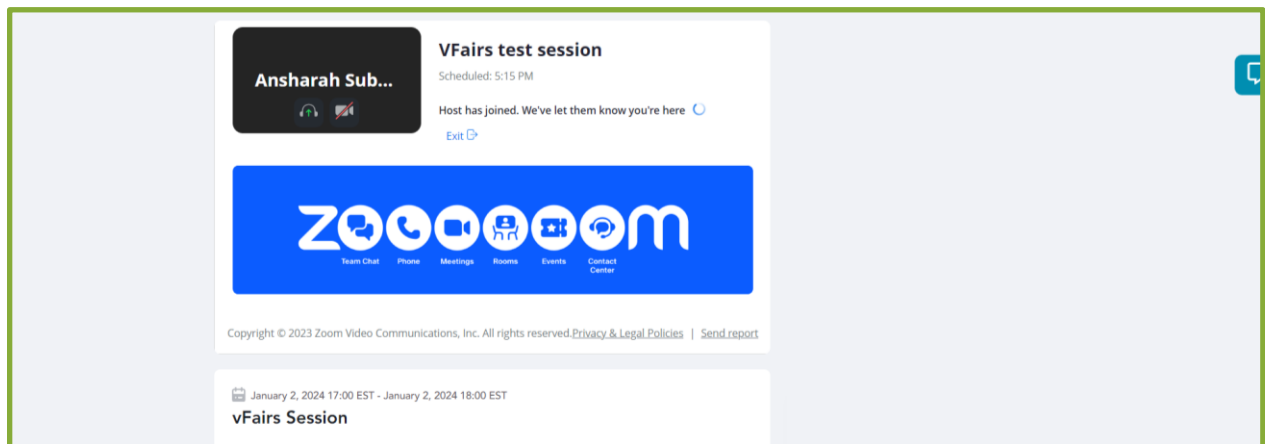
- Clicking the **Join** button will take you to the Zoom link of that session as shown below.
- Here you will see another **Join** button, click on that to enter the Zoom session.



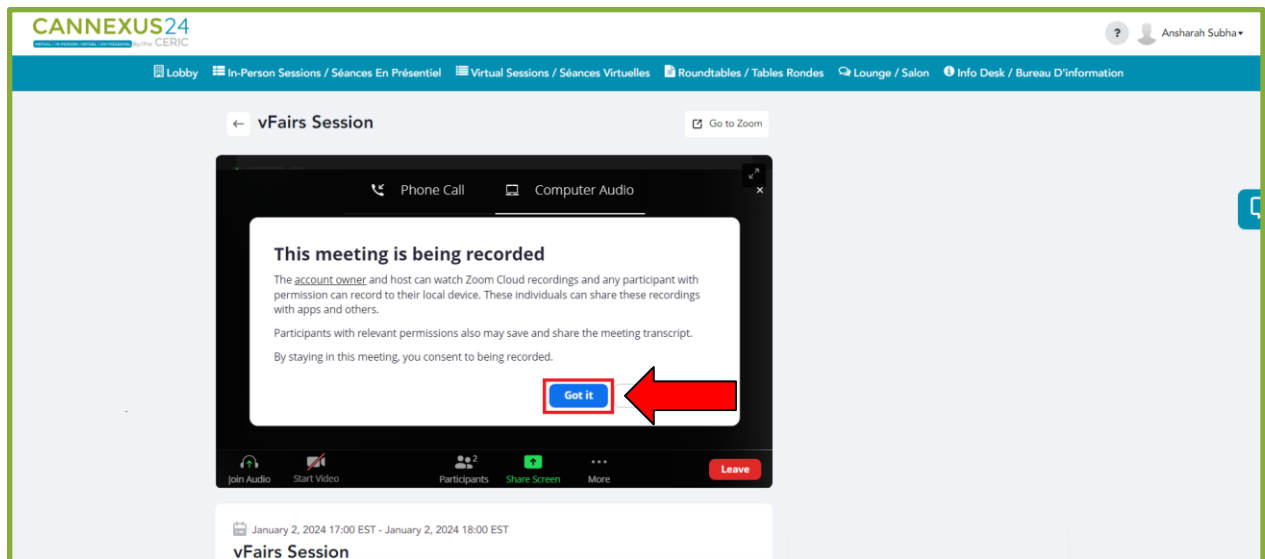
- After clicking, please wait for a few seconds. The screen will look like this as you join the meeting:



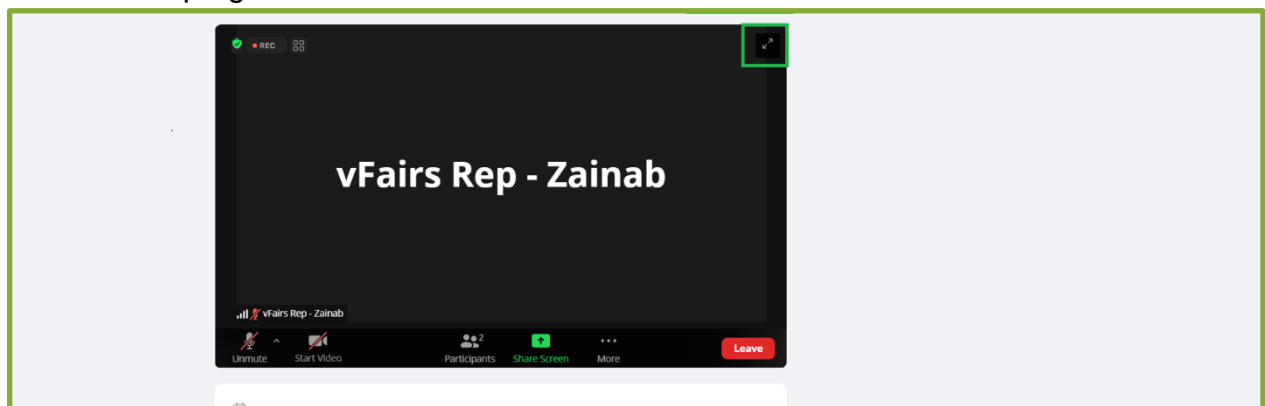
- The host will allow you into the meeting, it might take a few seconds.



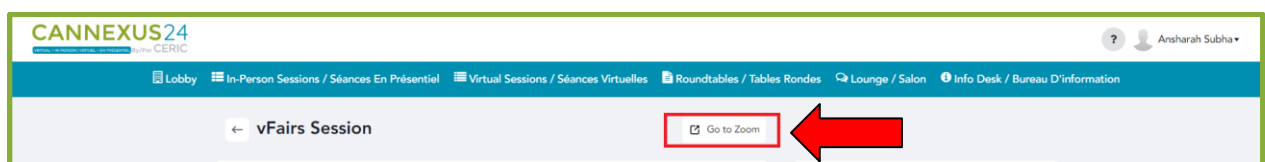
- Once you are in, you will see the message informing you that the meeting will be recorded, click on **Got it** to proceed:



- You can view the session in full-screen mode by clicking on the **Arrows** icon on the top right corner of the screen as shown below:

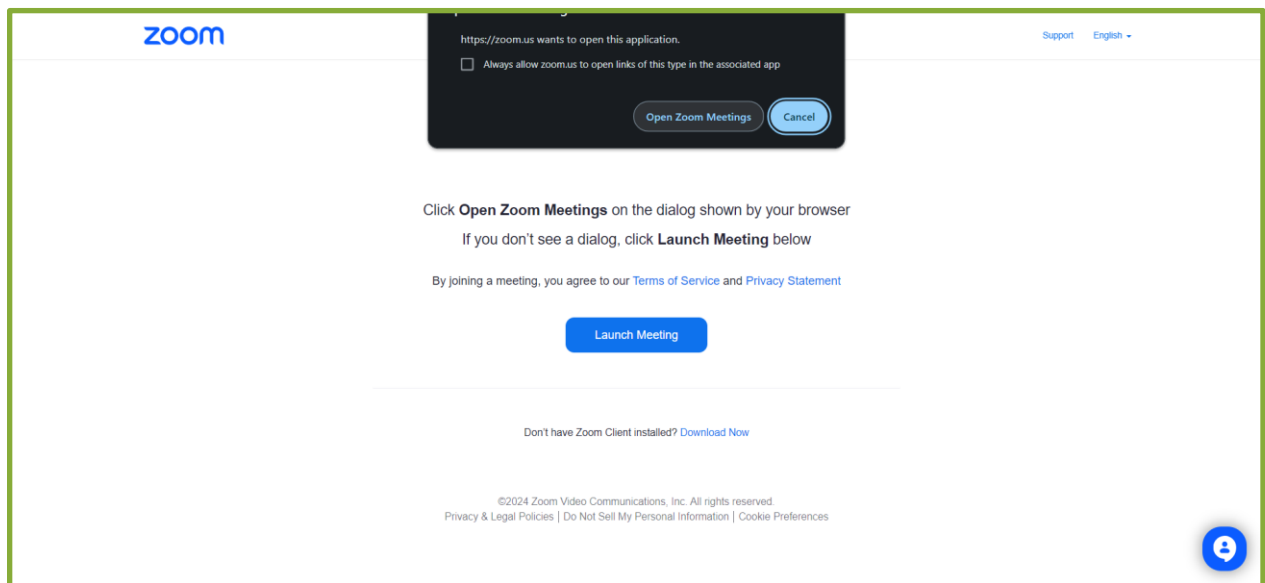


- You can also open the session externally, in the Zoom app by clicking on the **Go to Zoom** button. It will open the session in your Zoom app.



- If you click on **Go to Zoom**, you will see this screen, click on **Open Zoom Meetings**.
  - Please note: This is optional, and you may only use the Go to Zoom button if you want to join the session from the Zoom app. Otherwise,*

***you can continue watching the session from the platform without any issues.***



- The host will soon allow you to join the session.

## During Session

- You can mute/unmute yourself by clicking on the **Microphone** icon.



- You can view all the participants by clicking on the **Participants** button at the bottom.

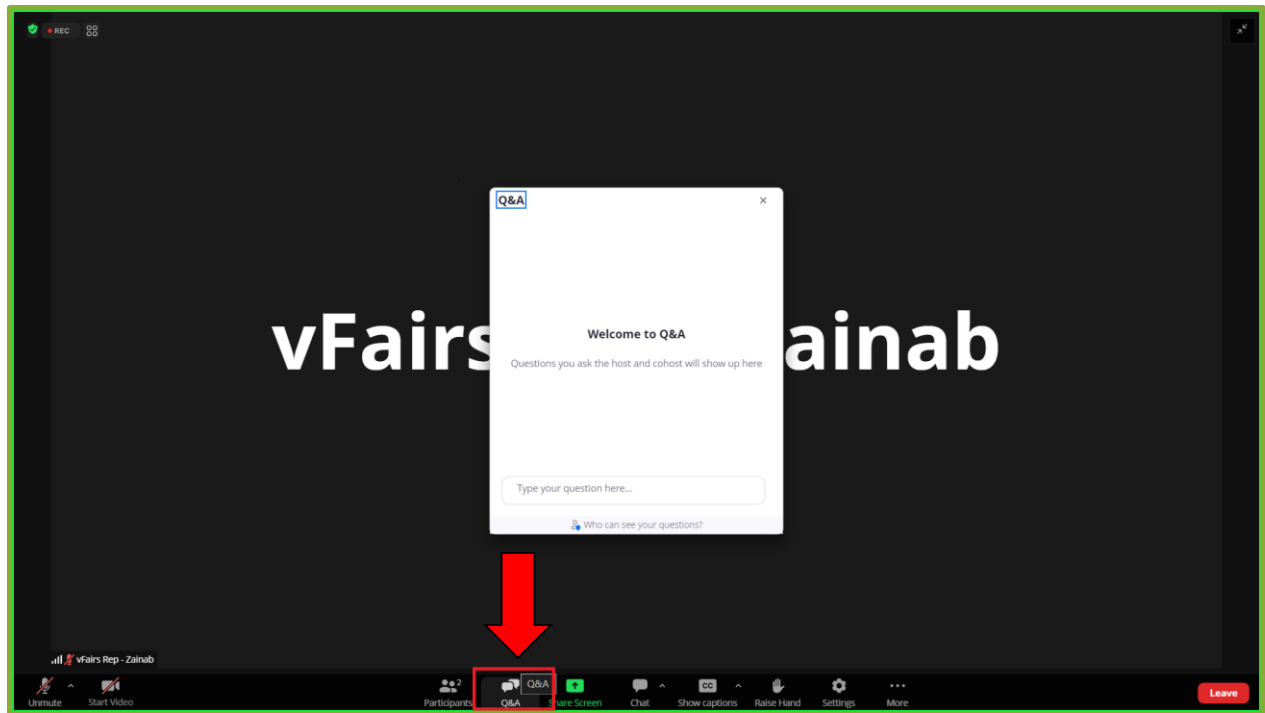




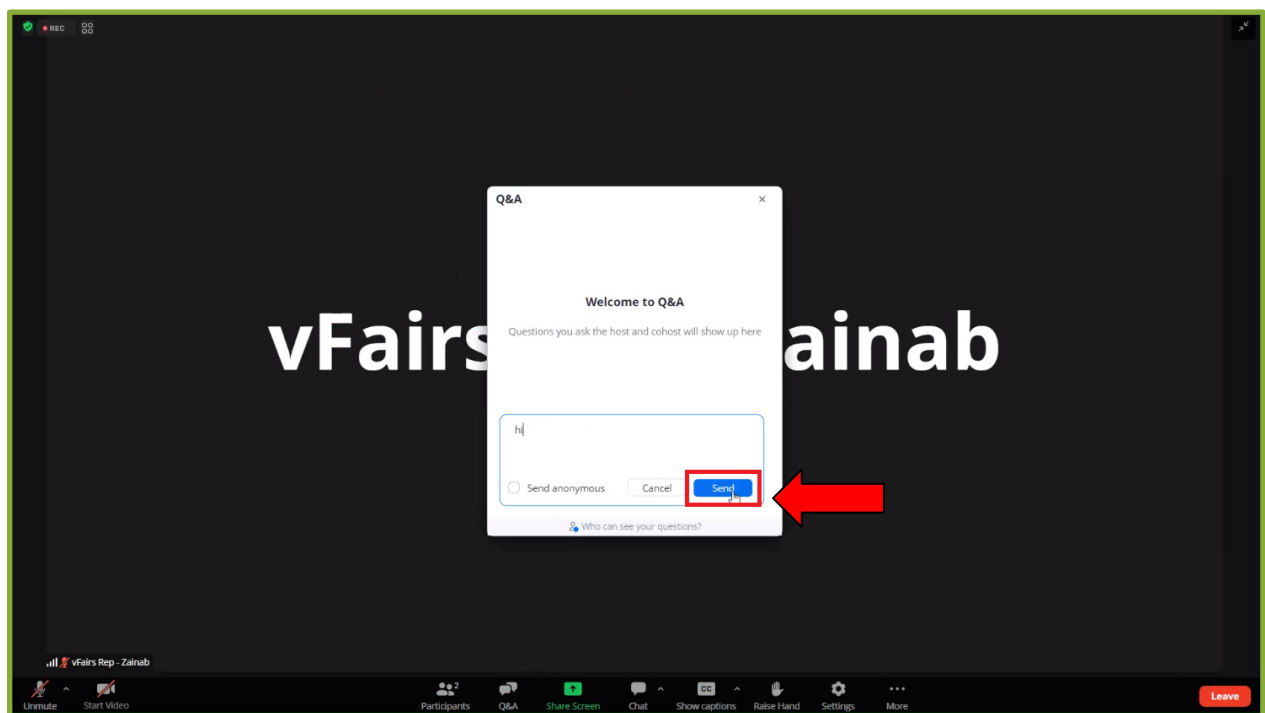
- You can ask questions by clicking on the **Q&A** tab at the bottom.







- Type the question in this section and click on the **Send** button.



- To access the chat feature, you can click on the **Chat** button at the bottom of the screen.
- This will open a tab to the right side of the screen where you can type in your messages and share it with others.



- As a participant, you will also have an option to raise your hand during the session. This will let the presenter know that you have something to add or ask.
- You can click on the **Raise Hand** button on the bottom of the screen.



- Similarly, to lower your hand, you can press the button again and the raised hand will disappear.



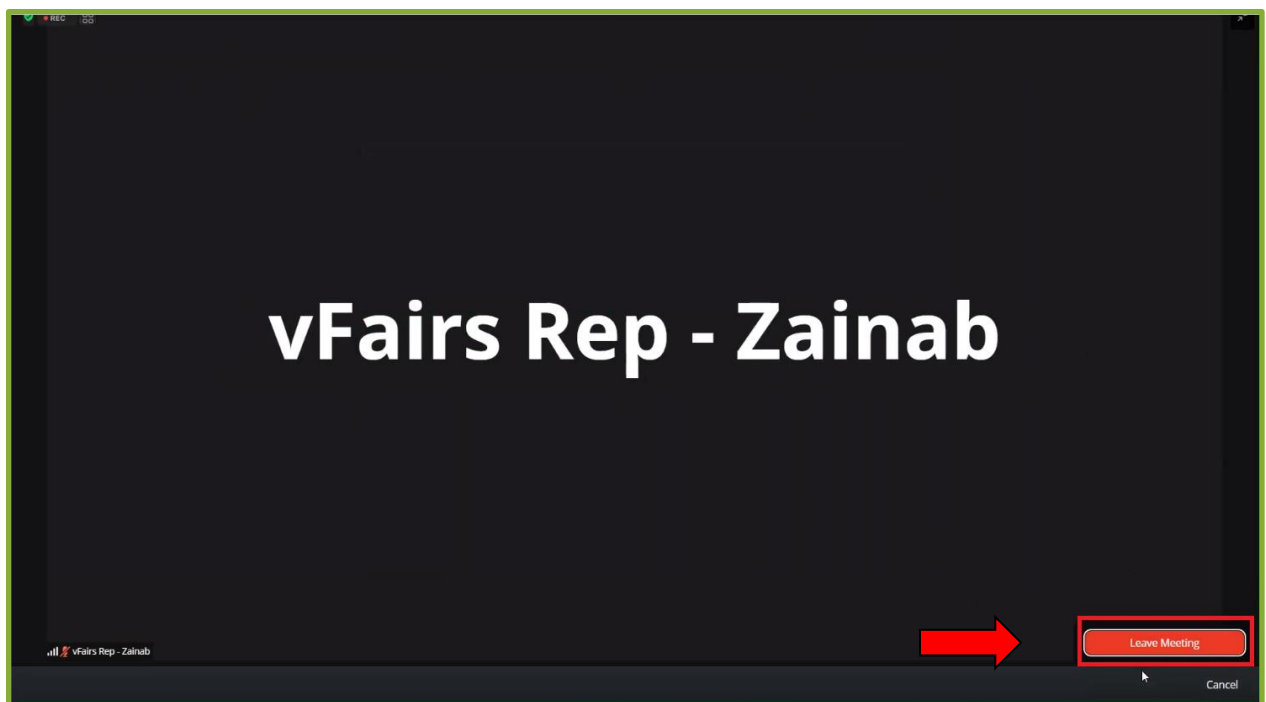
- You can also turn on the live captioning by clicking on the **Show Captions** button at the bottom of the screen. This feature may help in better understanding the speaker.
- By clicking on the button, the attendees will see a pop-up message saying the 'Live captioning has been enabled'



- In order to disable live captions, click on **Hide Captions**.

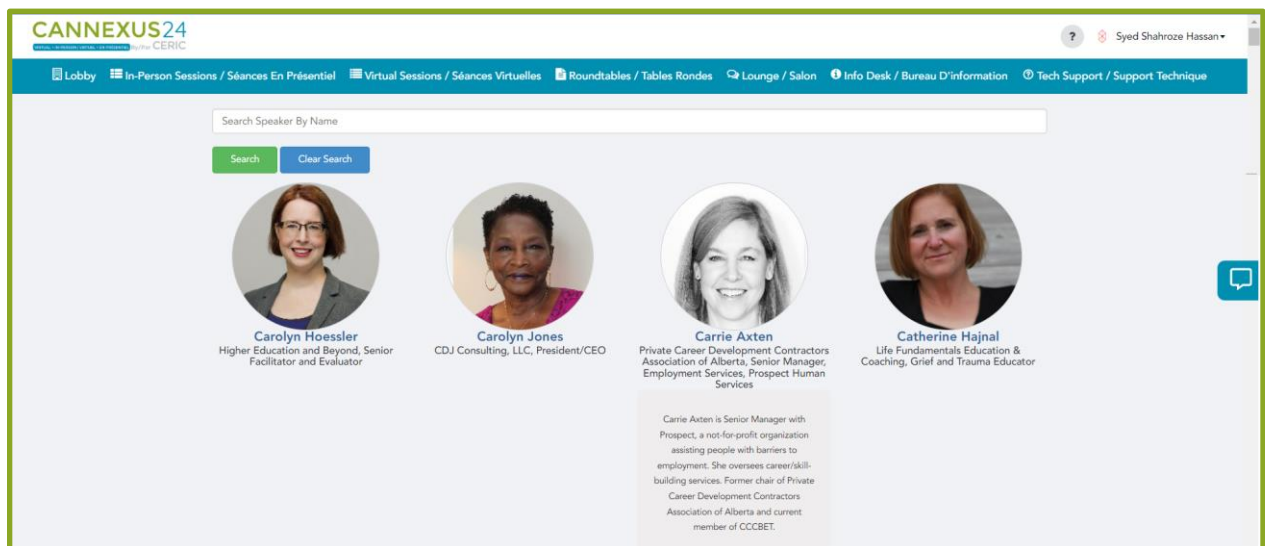
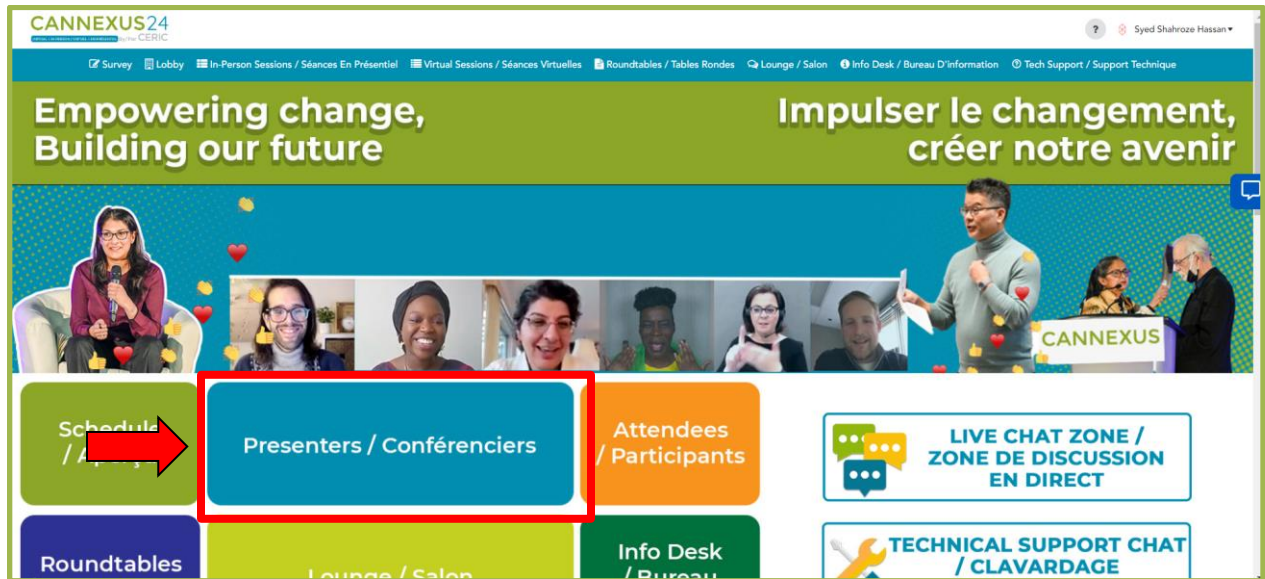


- If you wish to leave the session, you can click on the red button on the bottom right of your screen that says “**Leave**.”

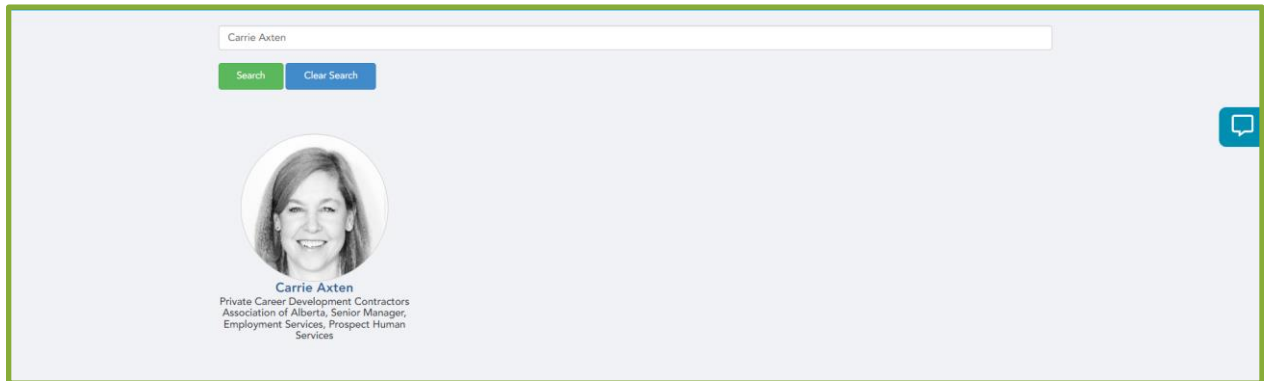
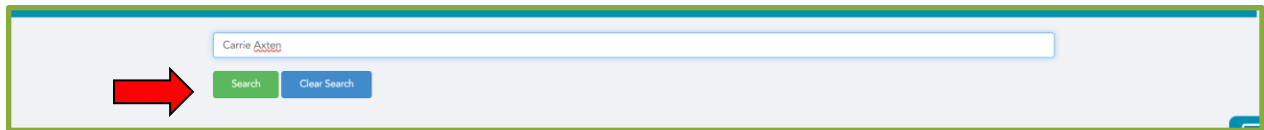


## Presenters

- Clicking on the **Presenters** button will lead you to a page displaying all the presenters/speakers of the event.
- You can view their name, designation, profile picture and their biography.

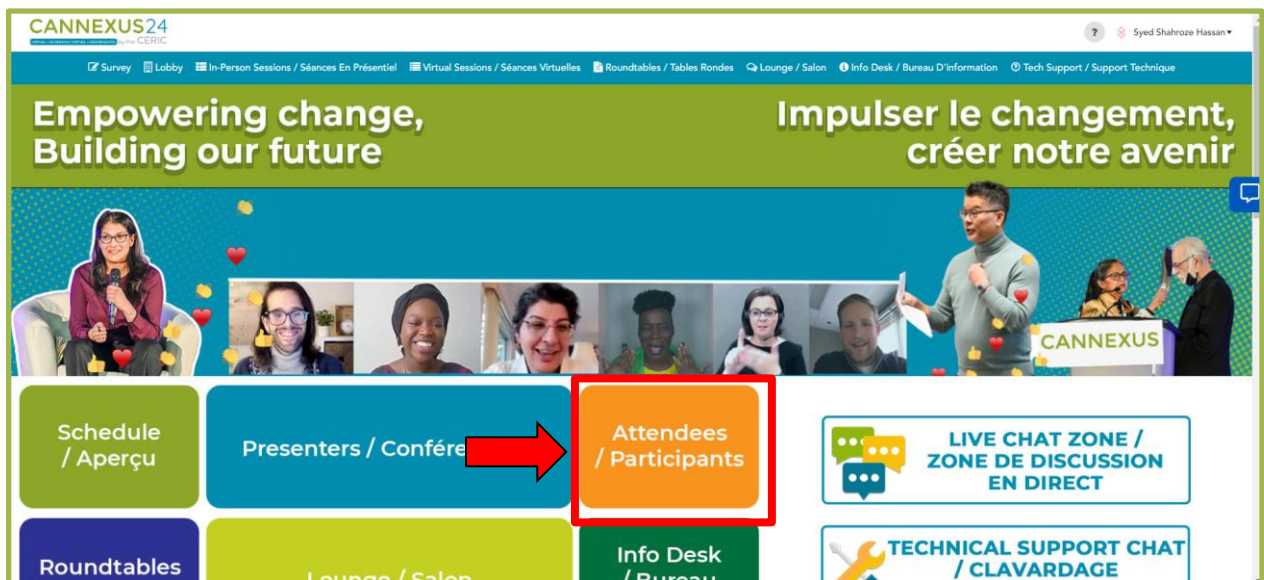


- To search for any Presenter, type their name in the Search tab and click on **Search** button.

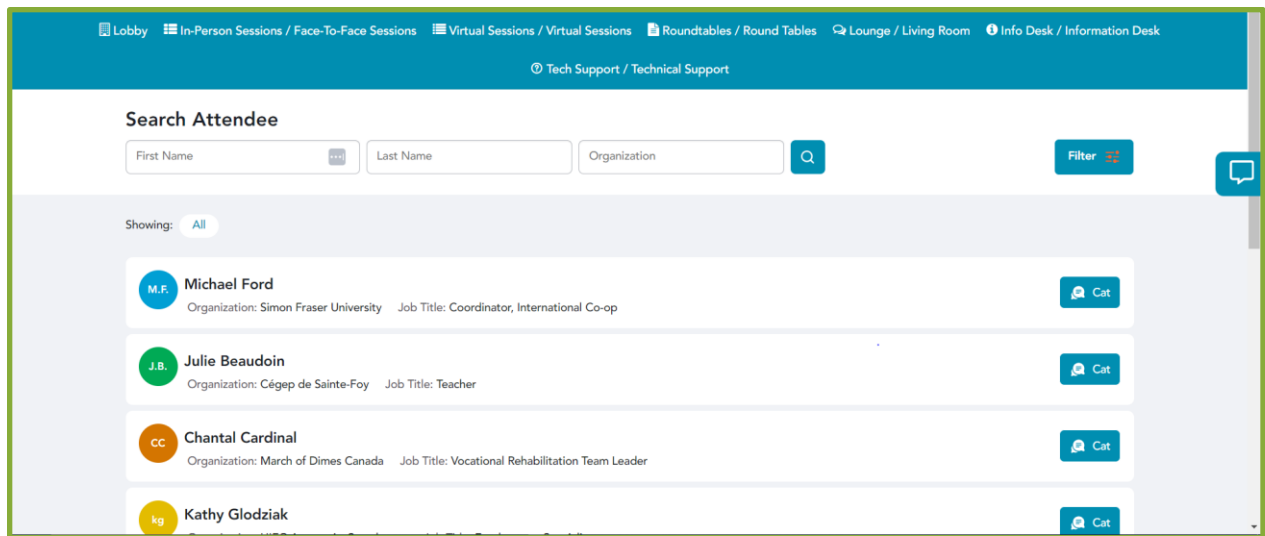


## Attendees

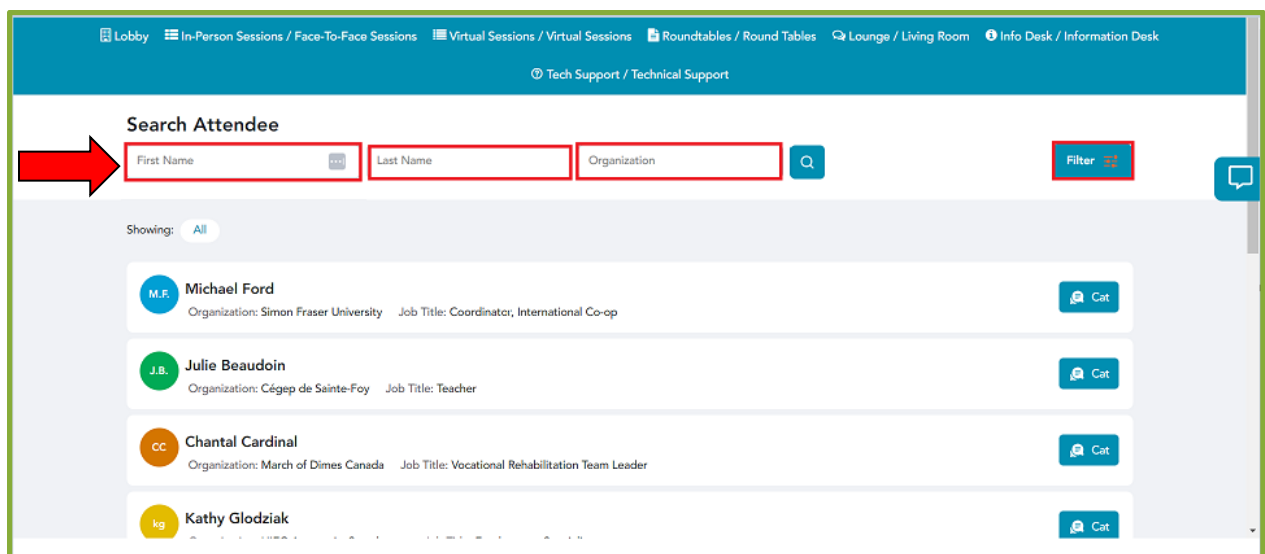
Clicking on the “Attendees” button will lead you to the page displaying all the registered users within the event.



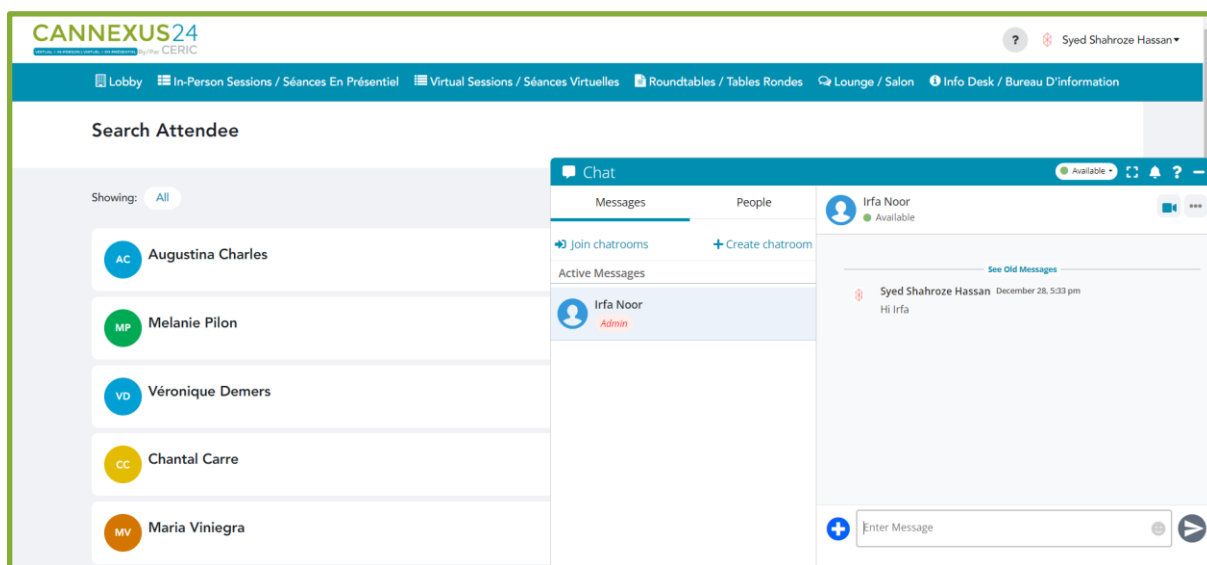
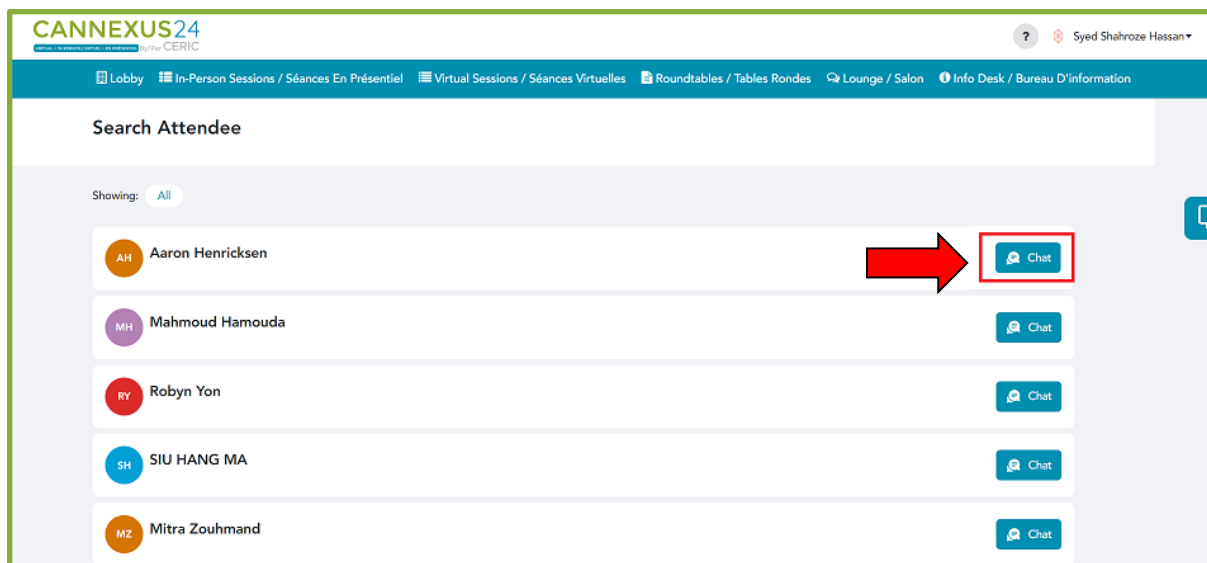




- You can search for an attendee by using the filter feature. You can enter a known first name, last name or organization and hit filter. The attendees with those details will appear.



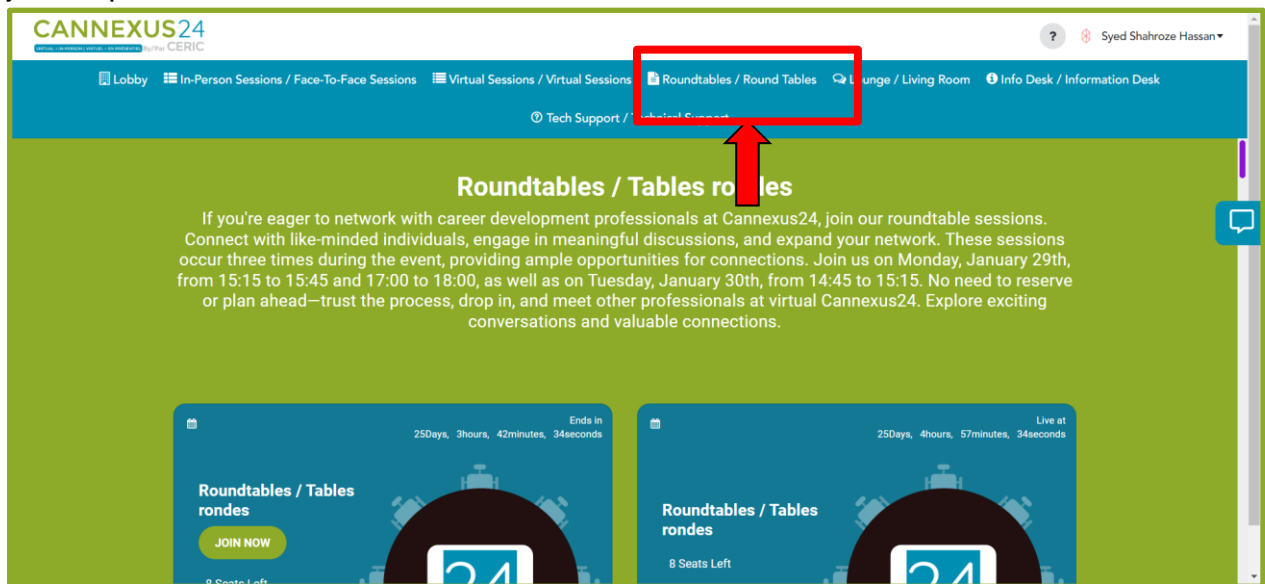
- To initiate a direct conversation/chat with an attendee, simply click on the chat button. This will open a private chat between you and the selected attendee.



## Roundtables

If you're eager to network with career development professionals at Cannexus24, join our roundtable sessions. Connect with like-minded individuals, engage in meaningful discussions, and expand your network. These sessions occur three times during the event, providing ample opportunities for connections. Join us on Monday, January 29, from 15:15 to 15:45 and 17:00 to 18:00, as well as on Tuesday, January 30, from 14:45 to 15:15. No need to reserve or plan—trust the process, drop in and meet other professionals at virtual Cannexus24. Explore exciting conversations and valuable

connections. You can also send a private message to an attendee and invite them to join a specific roundtable.



- 1) The users can join these roundtables using the '**Join Now**' button which will appear when a table is open OR live. These sessions will go live in their designated time slot.



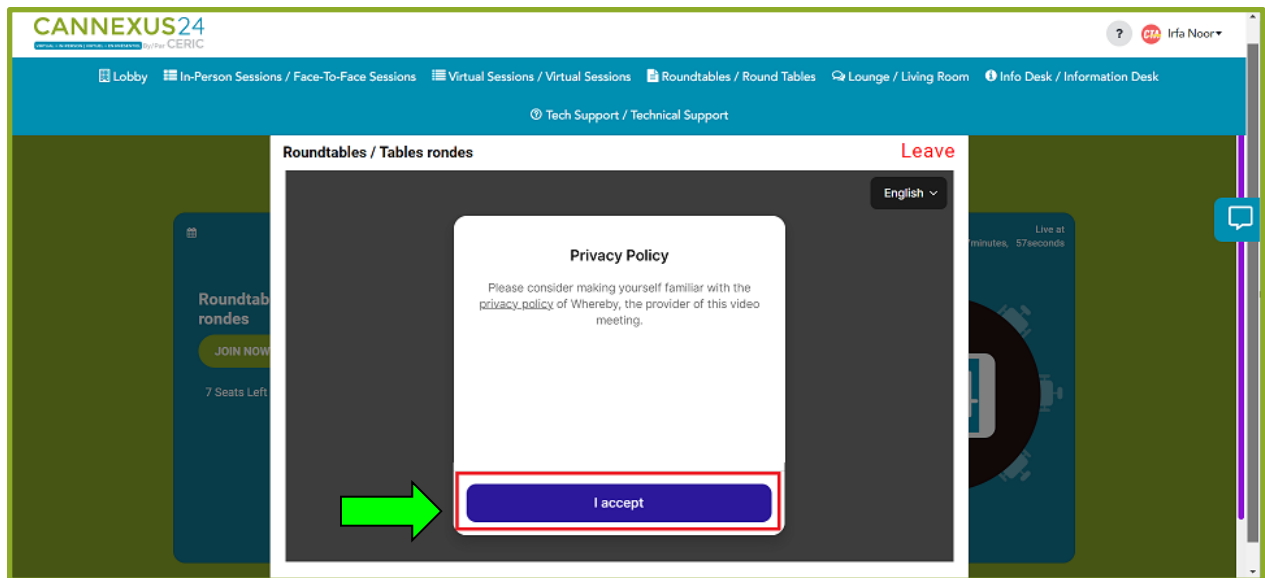
- 2) Each roundtable has a limited number of seats which will be displayed as shown below. A total of 8 seats are available per table:



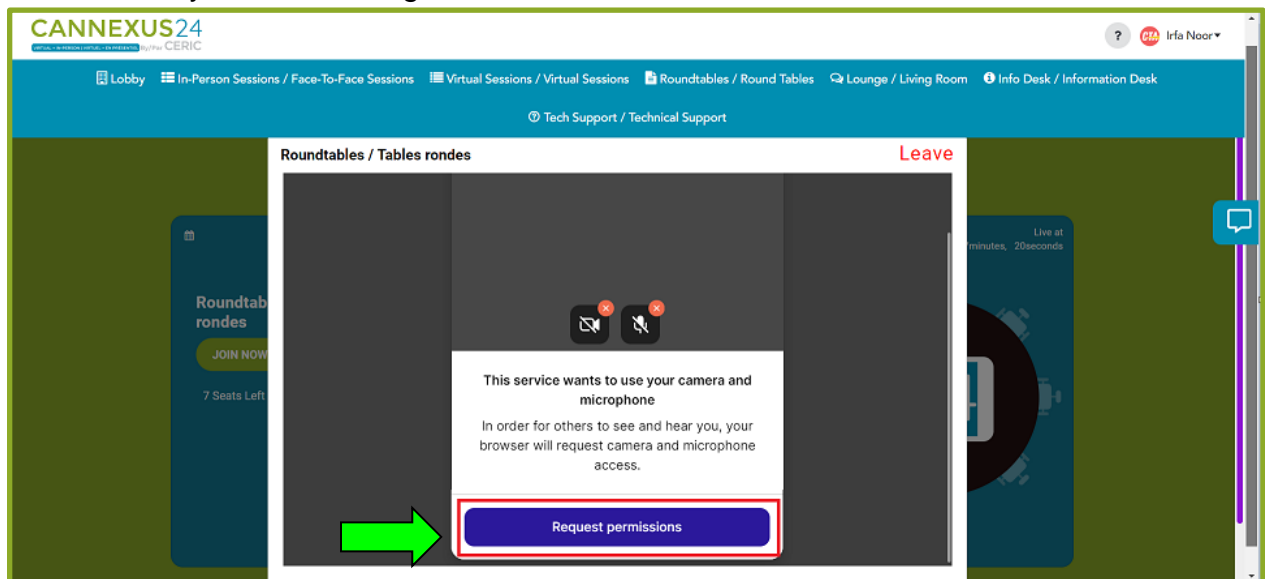
- 3) You will also be able to see how much time is left in a specific roundtable by the countdown appearing to the right of each roundtable:



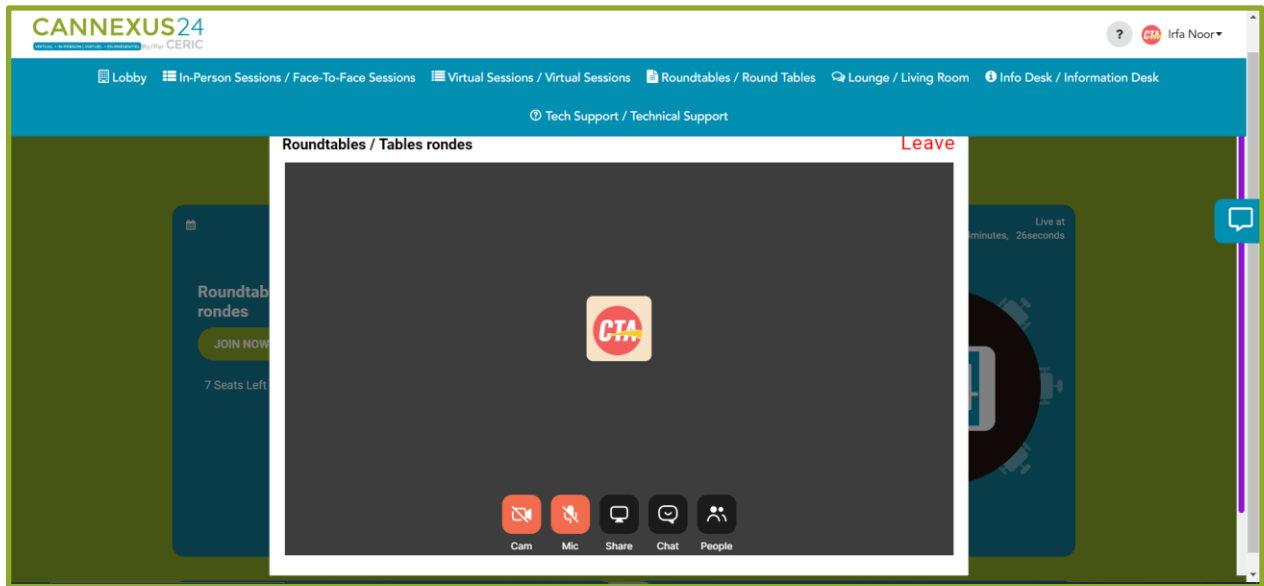
- 4) Once you join the roundtable, the following screen will appear. The user will have to accept the privacy policy to join the roundtable:



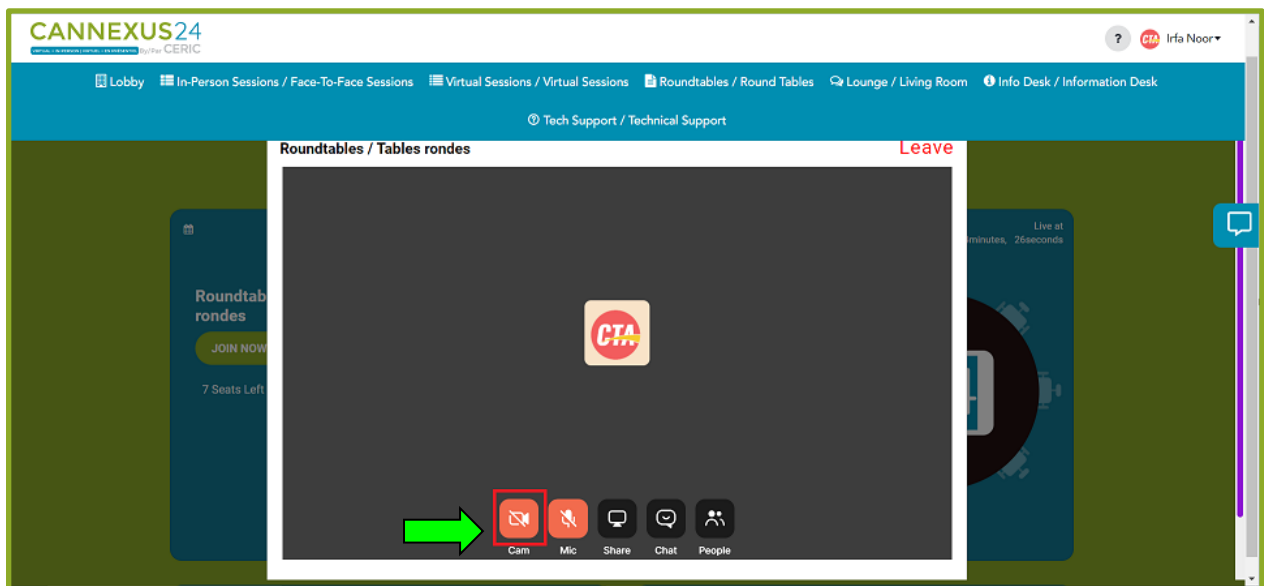
- 5) The system will also request permission to access your microphone and camera when you are entering a roundtable session.



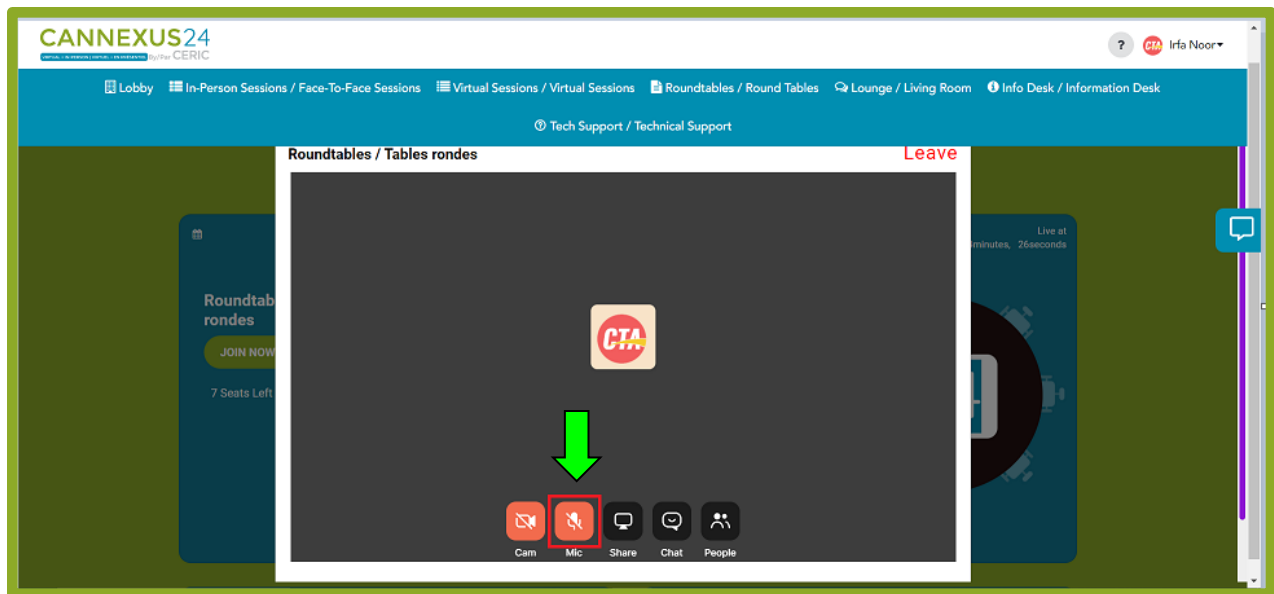
6) Once you join a roundtable, the following screen will appear:



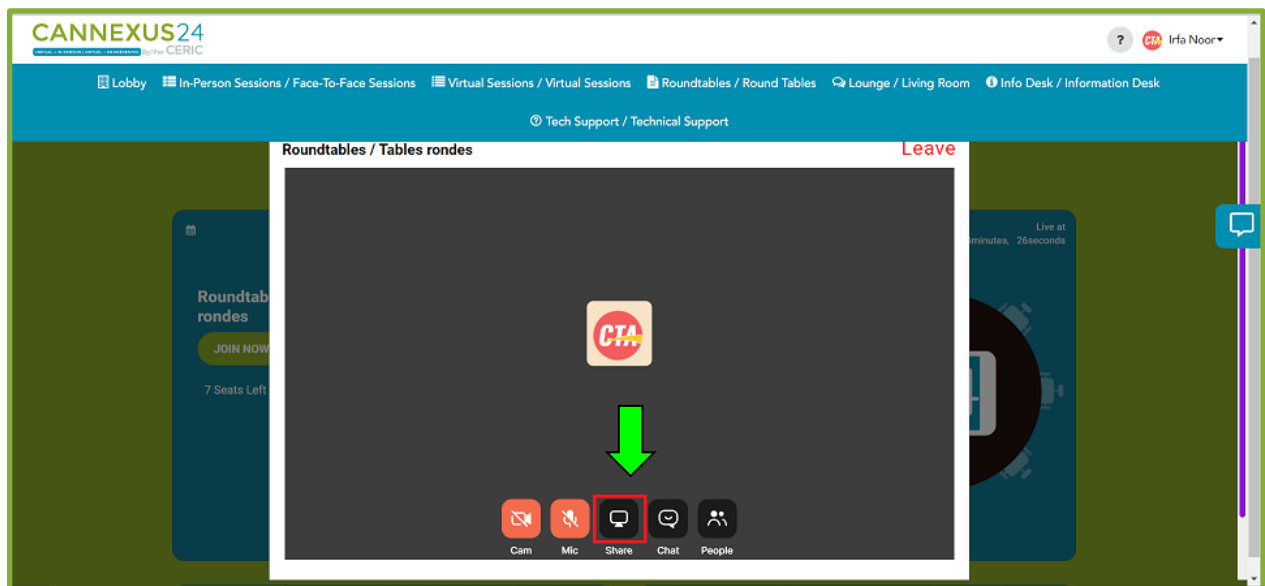
7) You can use the **Cam** button to turn your video on or off:



8) The **"Mic"** button will allow you to mute or unmute yourself:

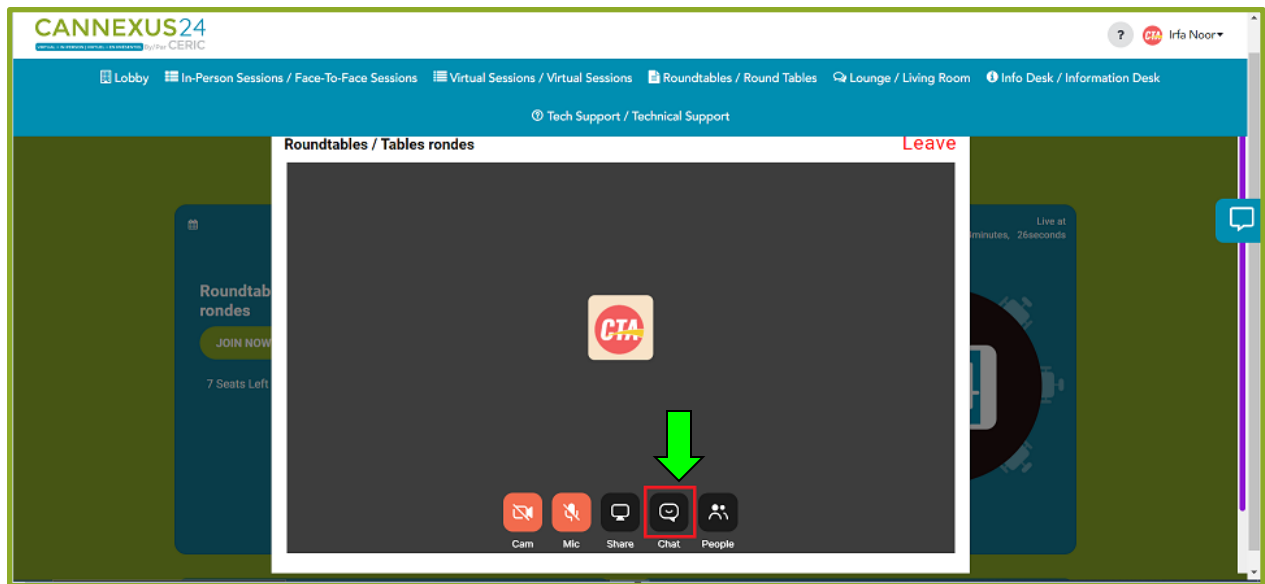


9) If you want to share your screen, you can use the following button named **“Share”** as shown below:

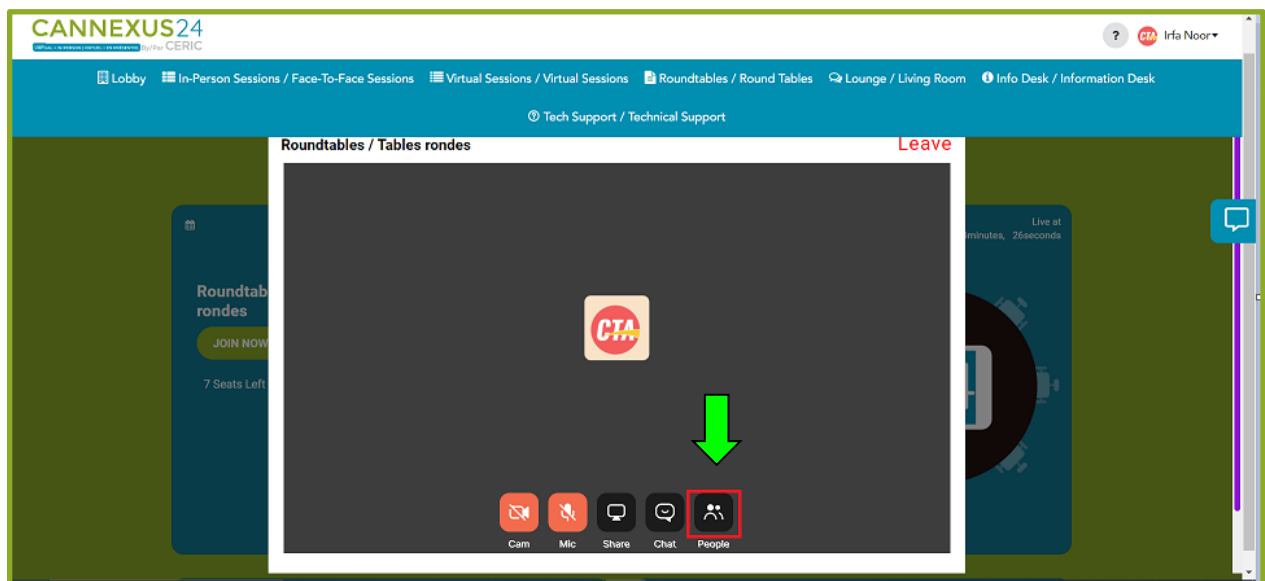


10) The **“Chat”** button allows you to chat with other participants of the roundtable:



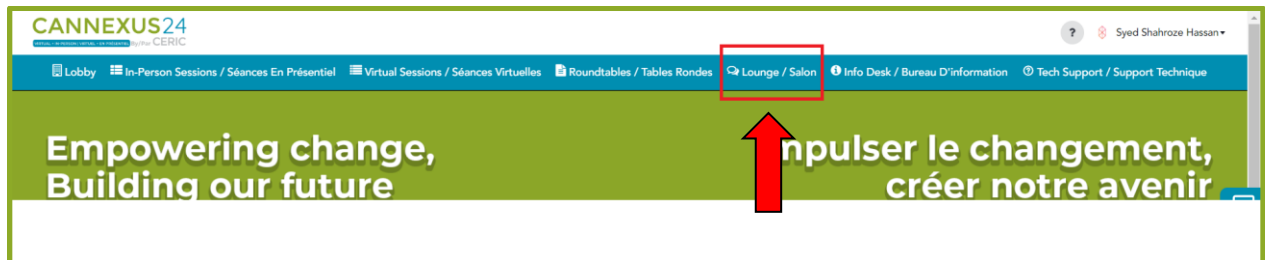


11) The **“People”** button shows the participants of the roundtable. The same button will also appear next to the chat toggle:

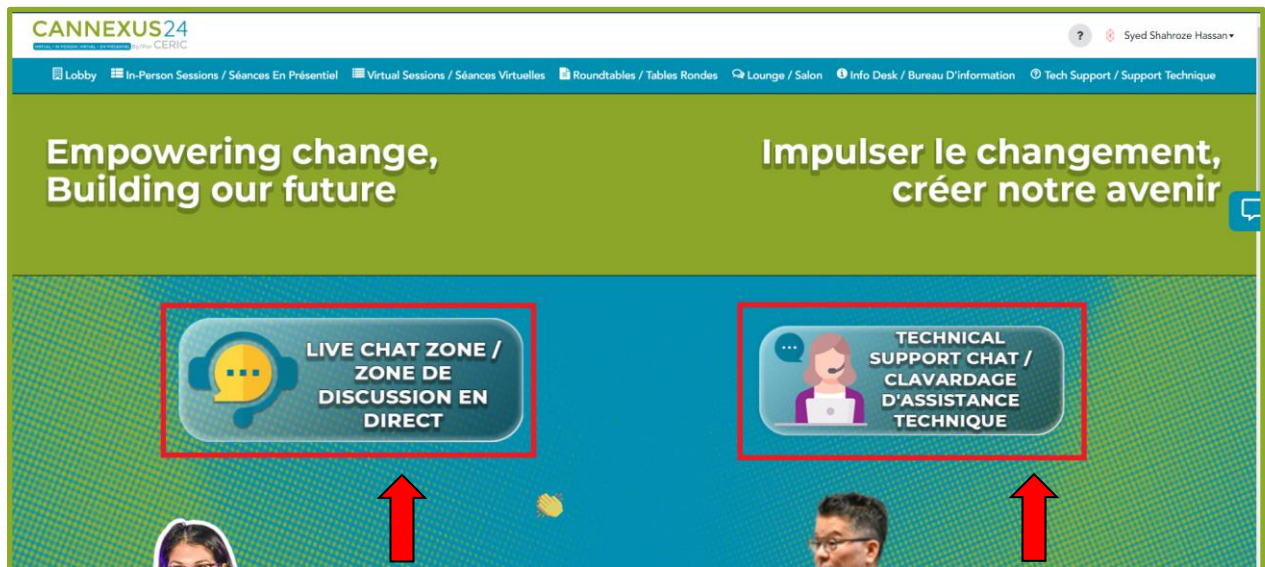


## Lounge

- If you are looking for a networking opportunity and want to interact with other attendees of the event, you can visit the lounge.
- Click on the **Lounge** tab from the main navigation bar.



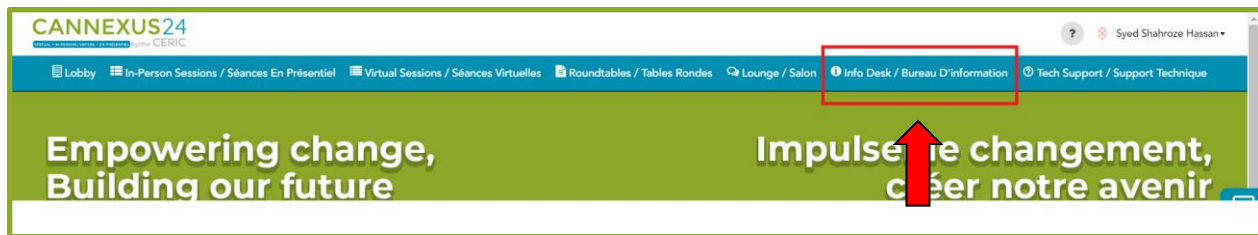
- You will see two buttons on the lounge screen.



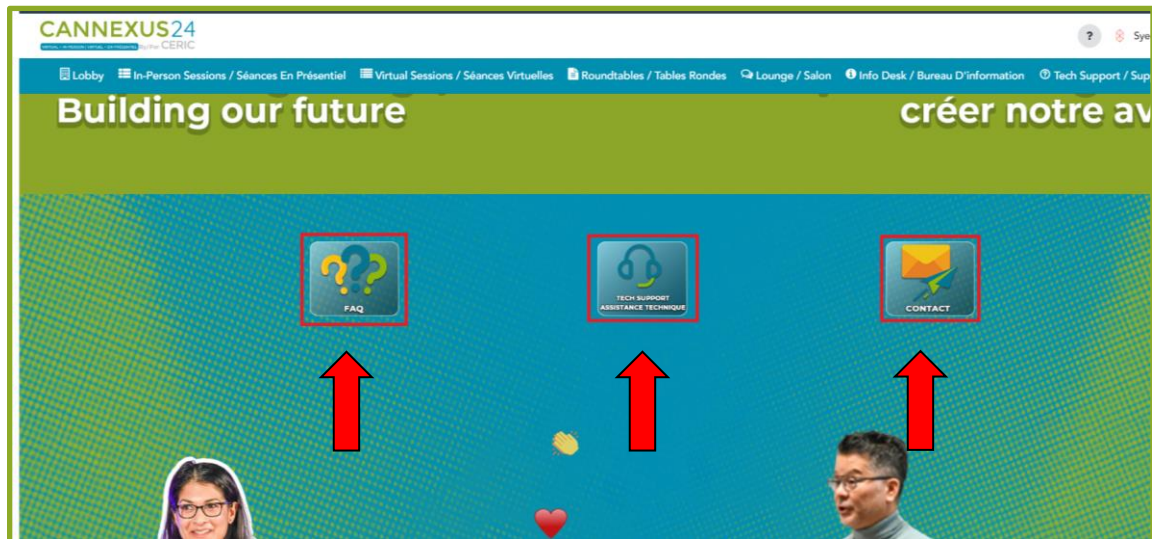
Both of these buttons will take you to their respective chat areas.

## Info Desk

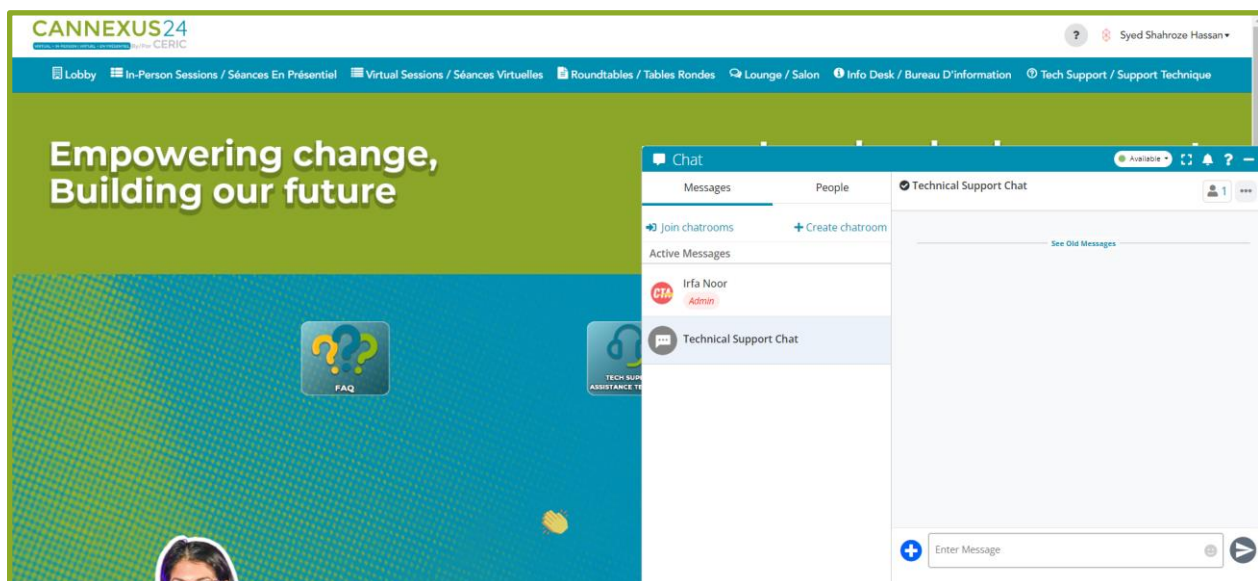
- To acquire any kind of information about the event, visit the Info Desk.
- Click on the **Info Desk** tab from the main navigation bar.



- You will see three buttons.



- The **FAQs** button will direct you to the Frequently Asked Questions page for your assistance.
- The **Tech Support Assistance** will open the Tech Support chat room.



- The **Contact** button will let you email our event support email i.e. [Canexus@ceric.ca](mailto:Canexus@ceric.ca) in case of any queries regarding the event.

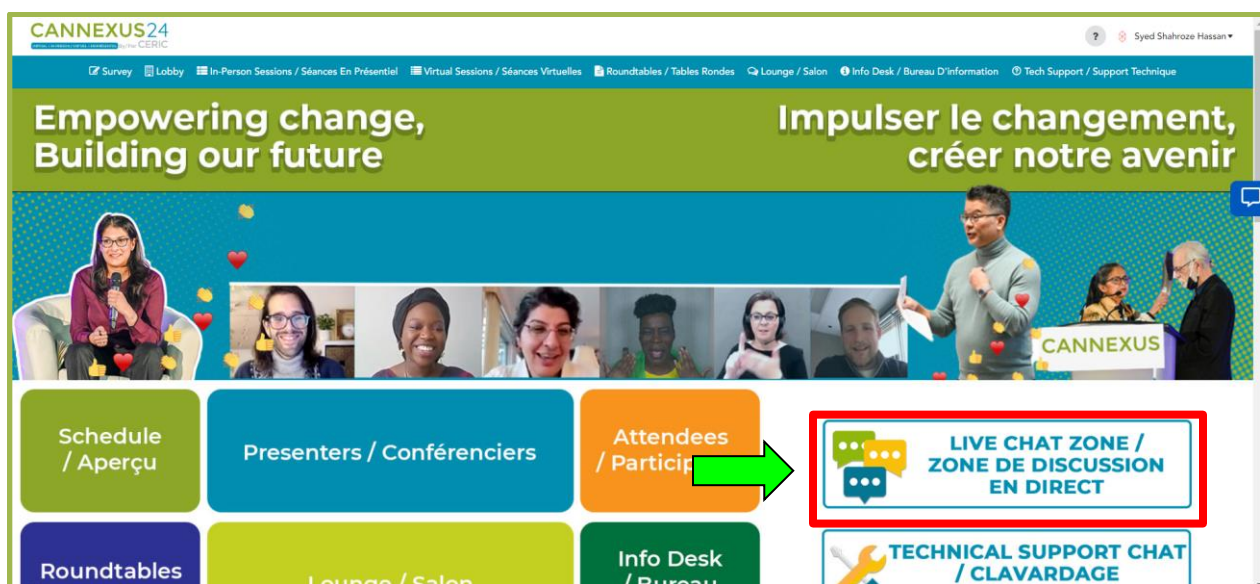
## Chat

The attendees will have the option to access the chat option from different locations throughout the platform:

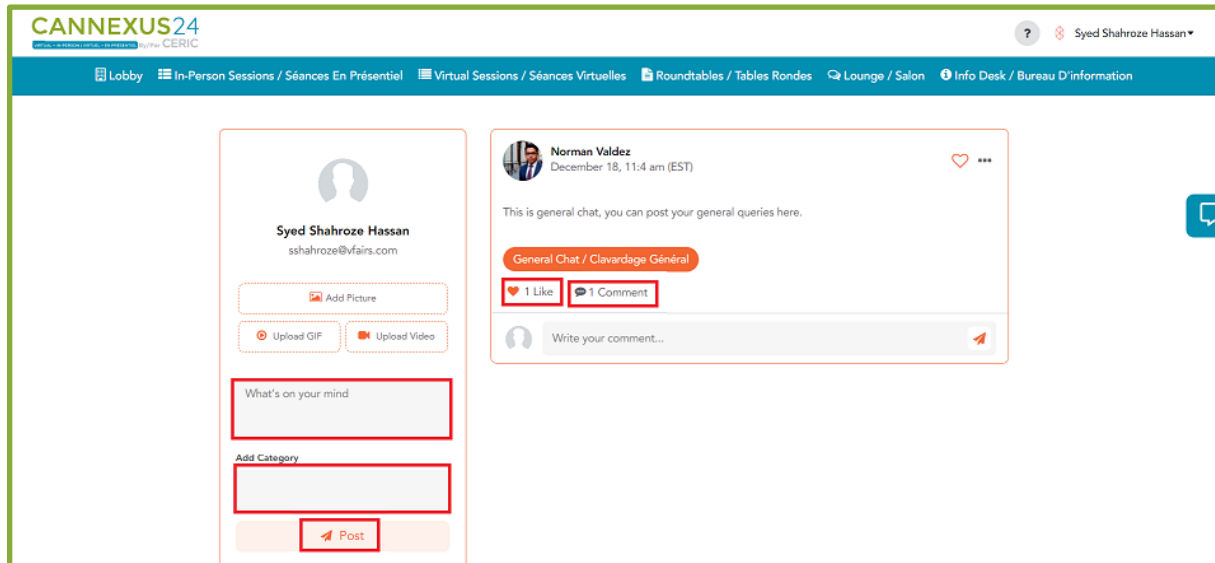
1. The live chat zone button on the lobby page
2. The live chat zone button on the lounge page
3. The technical support chat button on the lobby page
4. The technical support chat button on the lounge page
5. The technical support chat button on the Info Desk page
6. The floating chat icon on the right side of the screen

## Live Chat Zone

- If you click on the live chat button, you will be automatically taken to the bottom part of the lobby where we have the “**Live Chat Zone**”.
- The Live chat Zone is a space for all virtual Cannexus attendees to post a note about the conference, where they are coming from or what they are experiencing attending at the conference. This is a space to connect with other attendees.
- Before posting, you can choose the category, attach an image or a video if you want, and post it on the live chat for everyone to view and engage.
- People can view your post, like and comment on it.

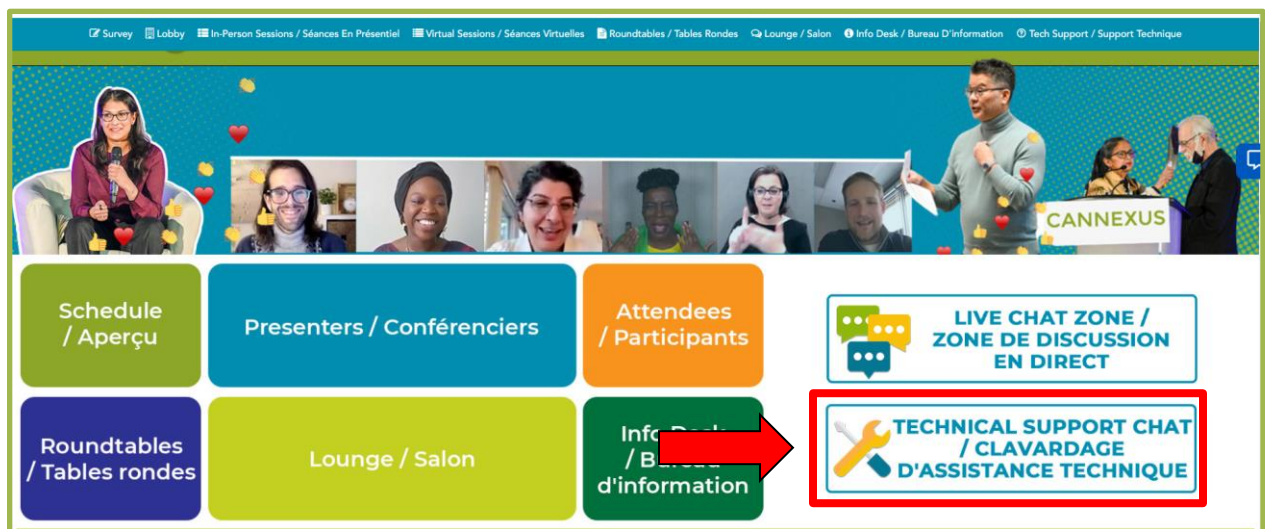


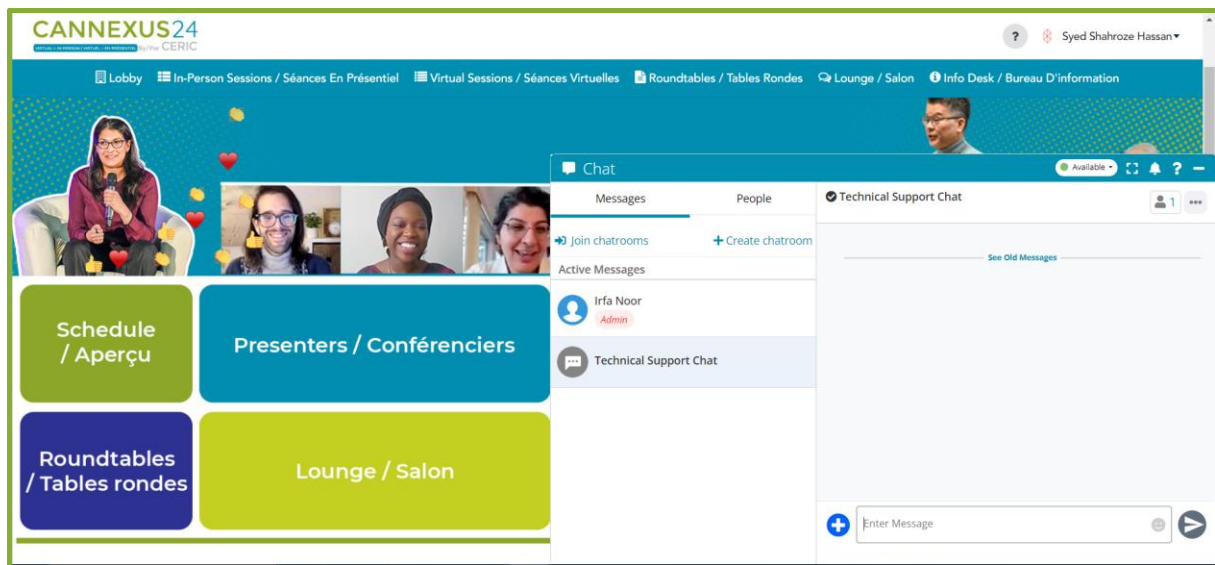




## Technical Support chat

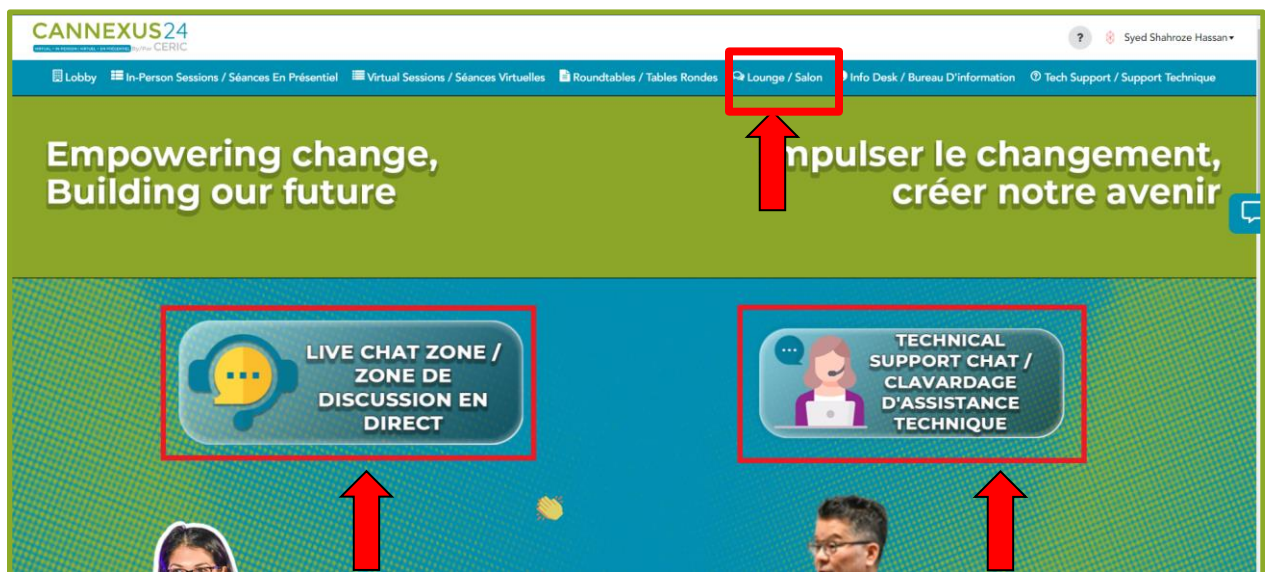
- The technical support chat button takes you to our support chat where you can leave your queries regarding any technical problem you may have.
- You can access the technical support chat from the lobby, info desk, lounge and from the right-side floating chat button.
- The technical support chat is there to help you out if you face any difficulties on the live day related to the platform and our team will be on standby to help you out right away!





## Lounge Chat Buttons

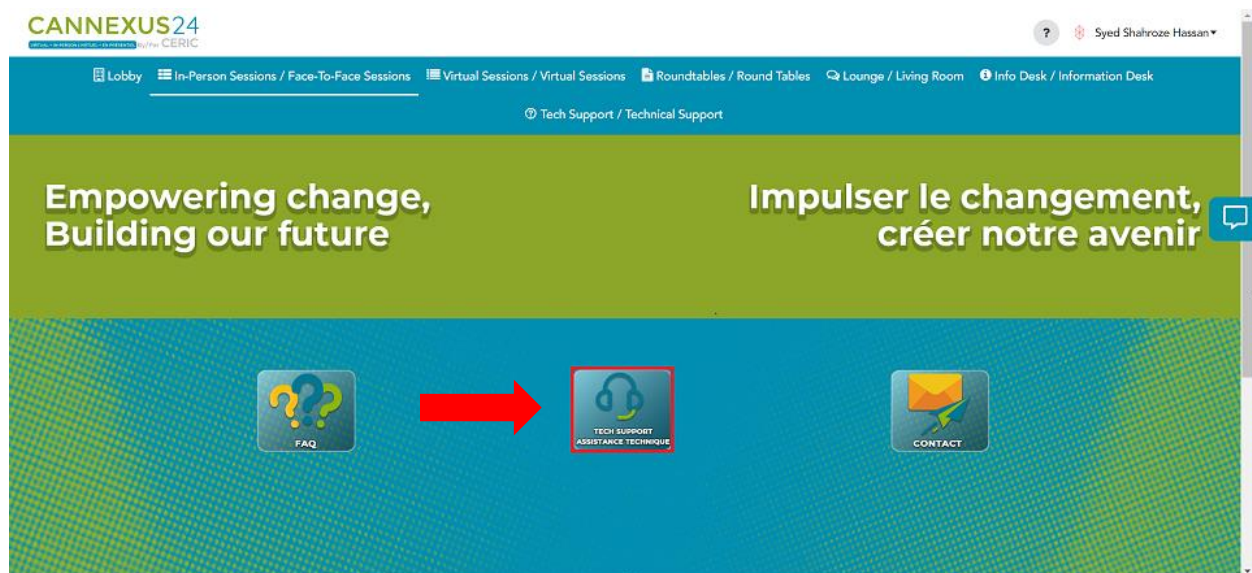
If you press on the Lounge/Salon page from the main navigation bar, you will be taken to the following page:



- The **Live Chat Zone** button will take you to the live chat.
- The **Technical Support Chat** button will open the Tech Support chat room.

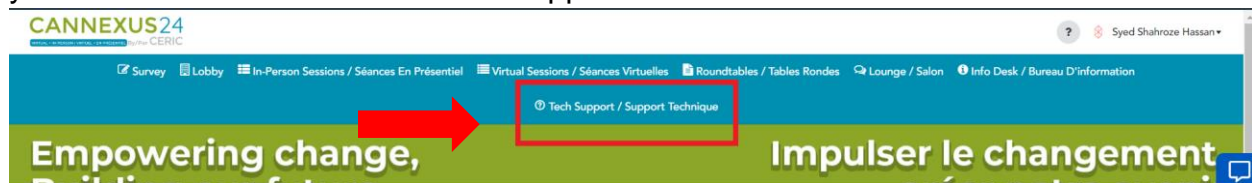
## Info Desk Chat Button

The **Tech Support Assistance** will open the Tech Support chat room.



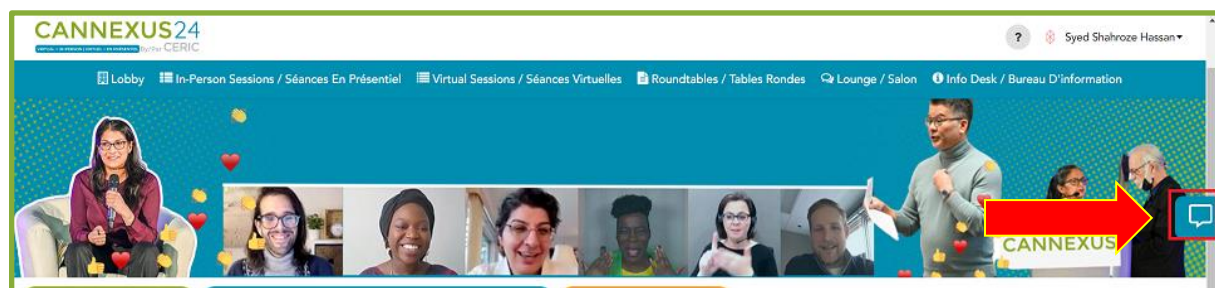
## Tech Support Button

If you select the Tech support/Technical Support page from the main navigation bar, you will be directed to the technical support chat room.



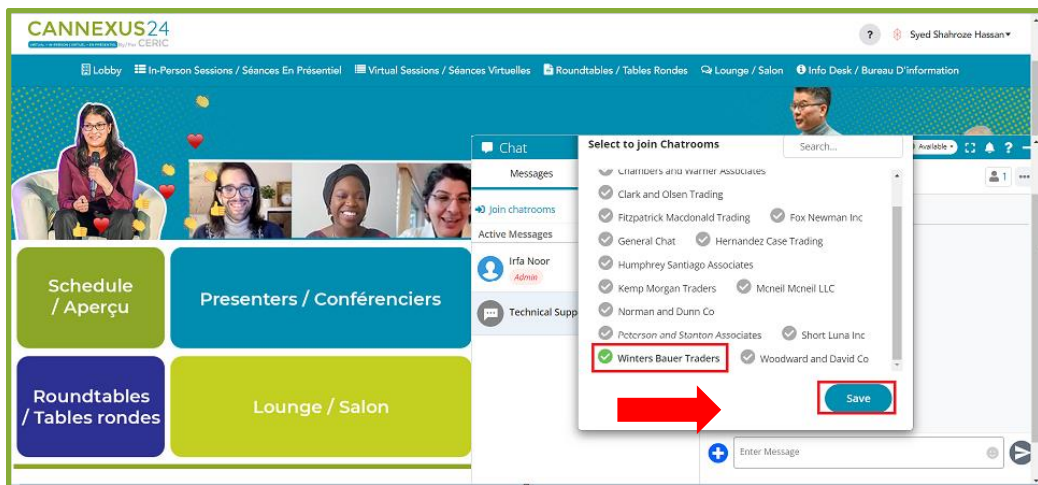
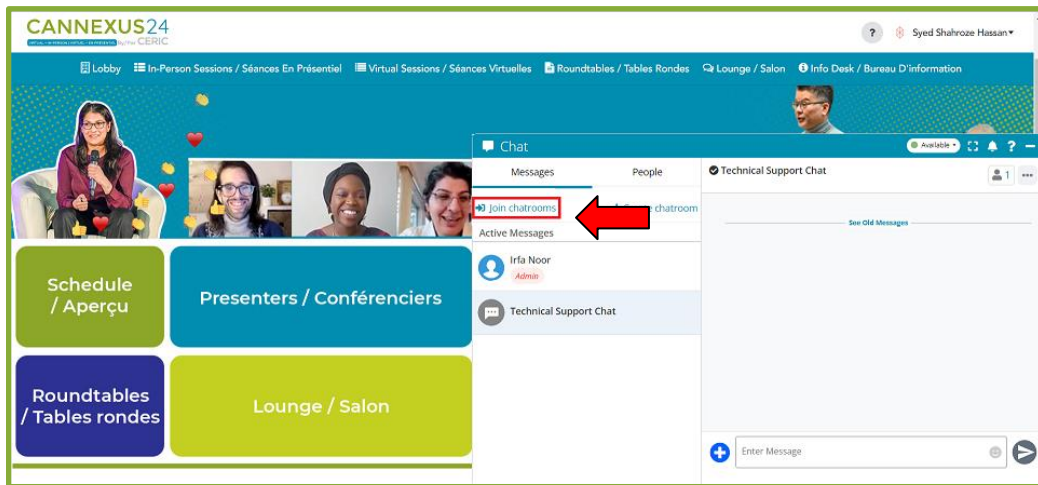
## Floating Chat Button

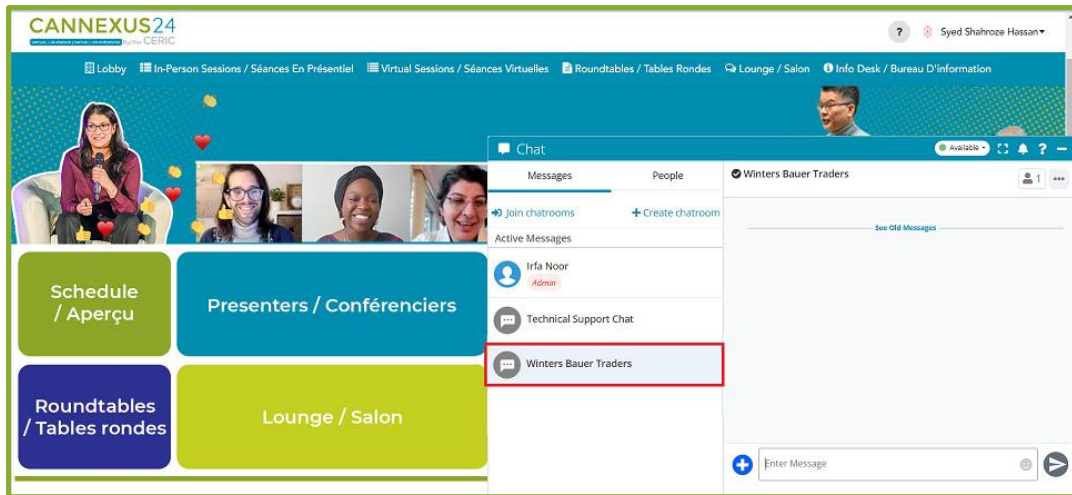
You can access the chat feature by clicking on the blue chat icon on the right side of your screen.



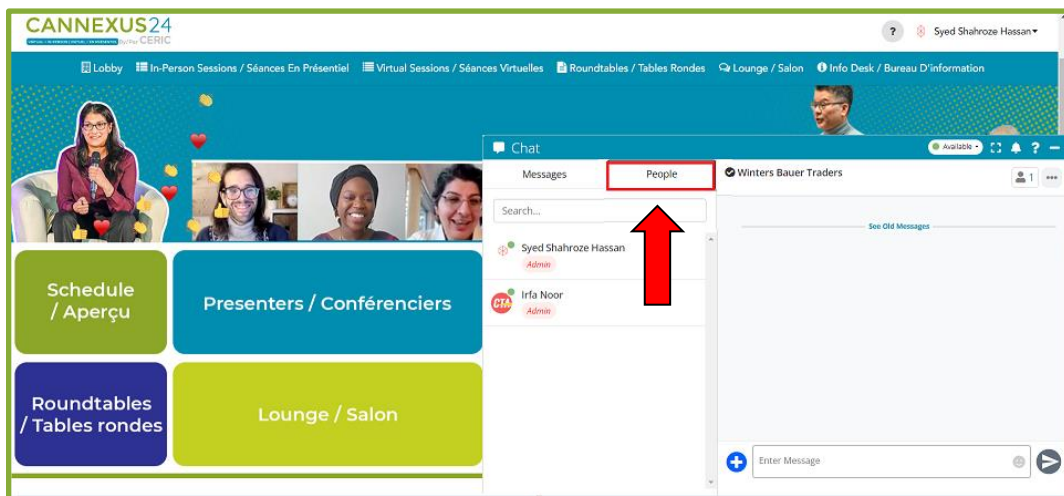


- The chat button opens a sliding window where you can chat with the attendees.
- By clicking on the “**Join Chat Rooms**” button, a pop-up window will open, displaying all the chat rooms that are active. You can select a chatroom of your choice and click save.
- That chatroom will then be visible in the left section of your chat.
- If you click on that chatroom, you will be admitted to it and can chat with people who are inside that chatroom.





- If you click on the **'People'** button, the chat will display all the active users on the platform.
- You can search anyone by their name and when you hover over their name, you will see a blue button of **'Chat Now'**.
- You can use this button to start a private one on one chat with them.



Thank you for joining us at Cannexus24 and we hope you have a wonderful experience!