

CANNEXUS25

Ottawa, Canada

January 27-29 janvier 2025

Cannexus25 Virtual Attendees Guide

Introduction	2
Before You Login	2
Getting Started	2
Navigating the Platform	3
Lobby	4
Sessions	5
Schedule	7
Searching for Specific Sessions on Schedule tab	9
Add to Personal Schedule	11
Join Session	11
During Session	12
Speakers	14
Networking	17
Networking Groups and Discussion Boards	20
Exhibit Hall	23
Language	25
Accessibility	25
Account	26
Updating your Profile Picture	26
Help	28

Introduction

We are pleased to have you participate in Cannexus25, taking place virtually from January 27 to 29, 2025. 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+, 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: <https://zoom.us/download>

Getting Started

- You have received an email from Cannexus25 <no-reply@pheedloop.com> with the subject line: *Cx25- Virtual Event Portal Access | Accès au portail d'événements virtuels*
- Click on the "Visit Virtual Portal" button in this email and use the password included in the email to access the portal

[Visit Virtual Portal](#)

- Alternatively, you can open the event website by visiting the URL: <https://pheedloop.com/cannexus25/login/>
- Enter your **email address** and **password** (included in the email mentioned above) and click **Login**.
- 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 through our live homepage chat and one one-on-one chat options, as well as in live group video chats during our Networking sessions. To navigate the platform effectively, use the interactive navigation bar on the left-hand side of the page. Clicking on different sections within the navigation bar will seamlessly direct you to the respective pages.

You can open or collapse the left-hand navigation by clicking the arrow at the top of it, which gives you the option to “Hide Panel” or “Show Panel” if you click on the arrow.



Lobby

You can navigate to the Lobby page by clicking the Lobby button in the left-hand navigation menu. On the Lobby page, you will find any announcements posted to the virtual conference platform.

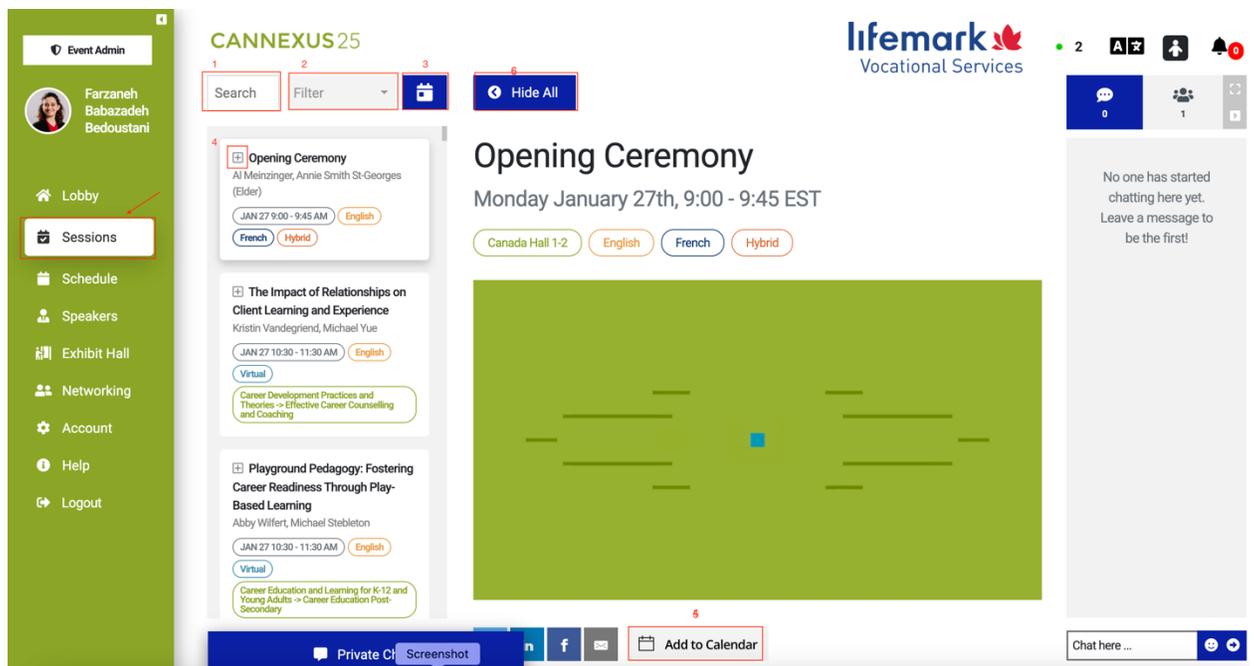
You can also find the Lobby chat, where event administrators and attendees can share messages. If you would like to participate in the chat, click into **Chat Here** in the bottom right-hand corner, type your message and hit Enter or click the arrow to send your message. You can add an emoji to your message by clicking the smiley face icon to the right of the Chat Here field. Messages in the Lobby chat will be visible to all attendees.

You can react to a message posted in the chat by hovering over the message and choosing from the six emojis that appear.



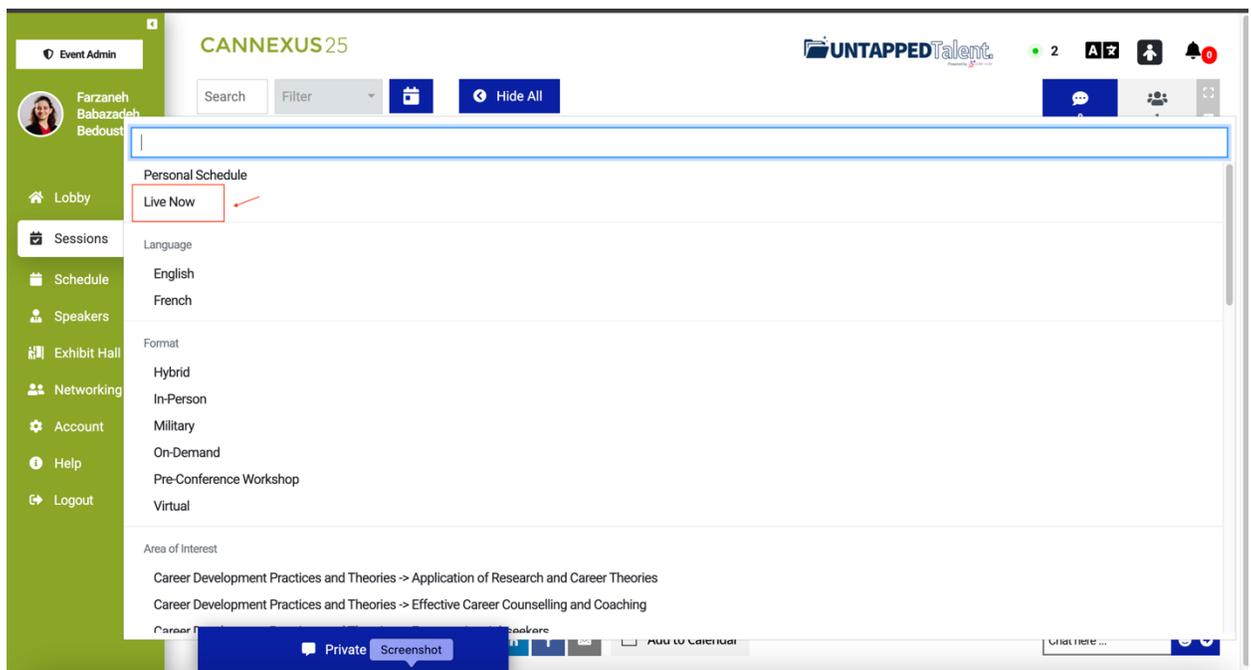
Sessions

- To access session pages, click **Sessions** in the left-hand navigation menu.
- You can browse sessions by scrolling down the list, or you can use the Search and Filter options to look for a particular session.



On this page, you have the following options:

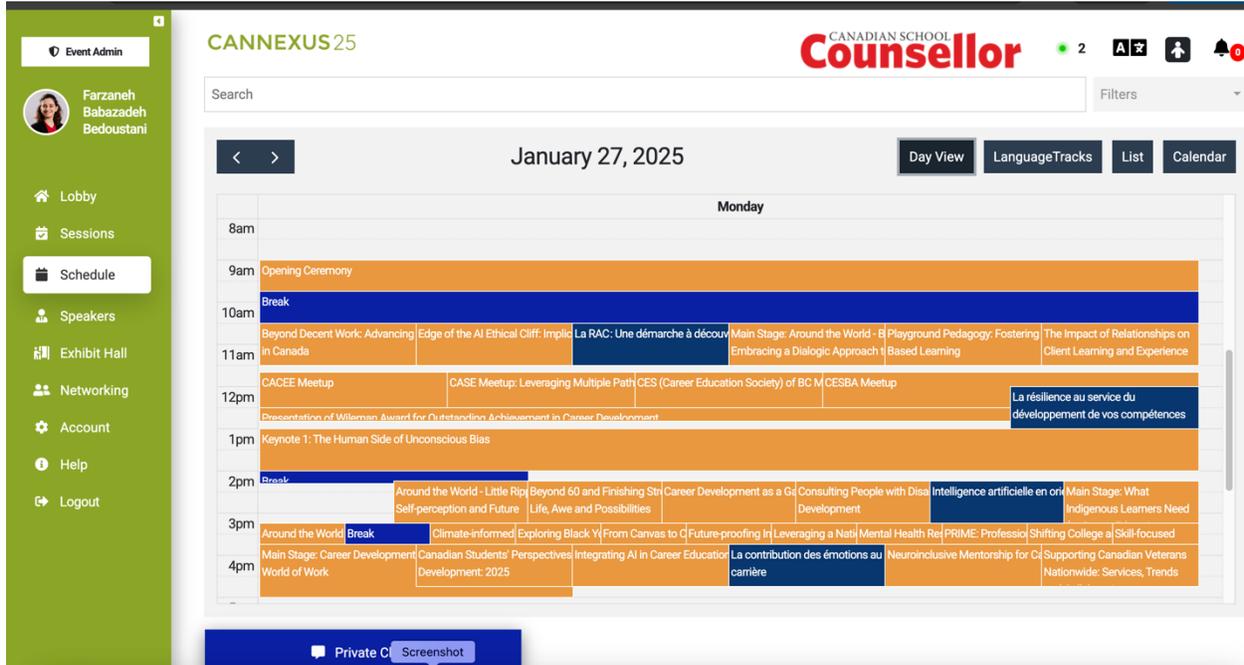
1. To search for a specific session: to do this, type the title or part of the title of the session in the search box as indicated with number 1 in the screenshot above
2. Filter sessions based on a specific criterion. This will be explained in detail later.
3. Clicking on the calendar button as indicated with number 3 will open the schedule tab of the navigation bar. This will be explained in the next part.
4. **Add to Personal Schedule:** You can add a session to your **Personal Schedule** by clicking on the plus sign to the left of each session title on the Sessions page.
5. You can also add a session to your personal or work calendar by clicking on the **Add to Calendar** button available on each session page below the video window.
6. You can hide the list of sessions with this button. This is very useful when a session is live, and you don't need to have the list on your screen.
 - To view only the sessions that are currently live, click on **Filter** at the top and select **Live Now**.



- **IMPORTANT NOTE:** Your schedule and the sessions on platform will automatically switch to the time zone of your browser although the event is happening in EST time zone. You don't need to change anything on your profile.

Schedule

- You can choose to view the Schedule in Day View, List or Calendar, as seen below. Sessions are shown for one day at a time, unless you are in Calendar view. To toggle between days, click the arrows below the Search Bar on the top right.



- Day View:** Gives an overview of all sessions happening each day and in each of block of sessions, as depicted in the screenshot above.
- Language Tracks:** Clicking Language Tracks shows which sessions are in English and which are in French. Sessions that have Simultaneous Interpretation will appear in both lists.

CANNEXUS 25 Lifemark Vocational Services

Event Admin: Farzaneh Babazadeh Bedoustani

January 27, 2025

Day View LanguageTracks List Calendar

Time	English	French	No Track
8am			
9am	Opening Ceremony	Opening Ceremony	
10am			Break
11am	Beyond Decent Edge of the AI Ethical Cliff: Implications for Career Development Advocacy in Canada	La RAC: Une démarche à découvrir	Main Stage: Around the World - Beyond Holland's RIASEC
12pm	CACEE Meetup CASE Meetup CES (Career Ed) CESBA Meetup Multiple Pathways of BC Meetup	La résilience au service du développement de vos compétences	
1pm	Keynote 1: The Human Side of Unconscious Bias	Keynote 1: The Human Side of Unconscious Bias	
2pm	Around the World Beyond 60 a Career Development Consulting Panel Main Stage: Ripples - Sha Strong: Embracing a Dialogic Approach to Career	Intelligence artificielle en orientation Main Stage: What Indigenous Learners Need for Career	Break
3pm	Around the World Beyond 60 a Career Development Consulting Panel Main Stage: Ripples - Sha Strong: Embracing a Dialogic Approach to Career		Break
4pm	Main Stage: Career Development Perspectives Education: Mentorship Canadian Navigating the Future	Main Stage: Career Development World of Work La contribution des émotions au processus décisionnel de	

3. **List:** You will be able to see a list of all sessions based on their time and date:

CANNEXUS 25 UA AU University Affairs Affaires universitaires

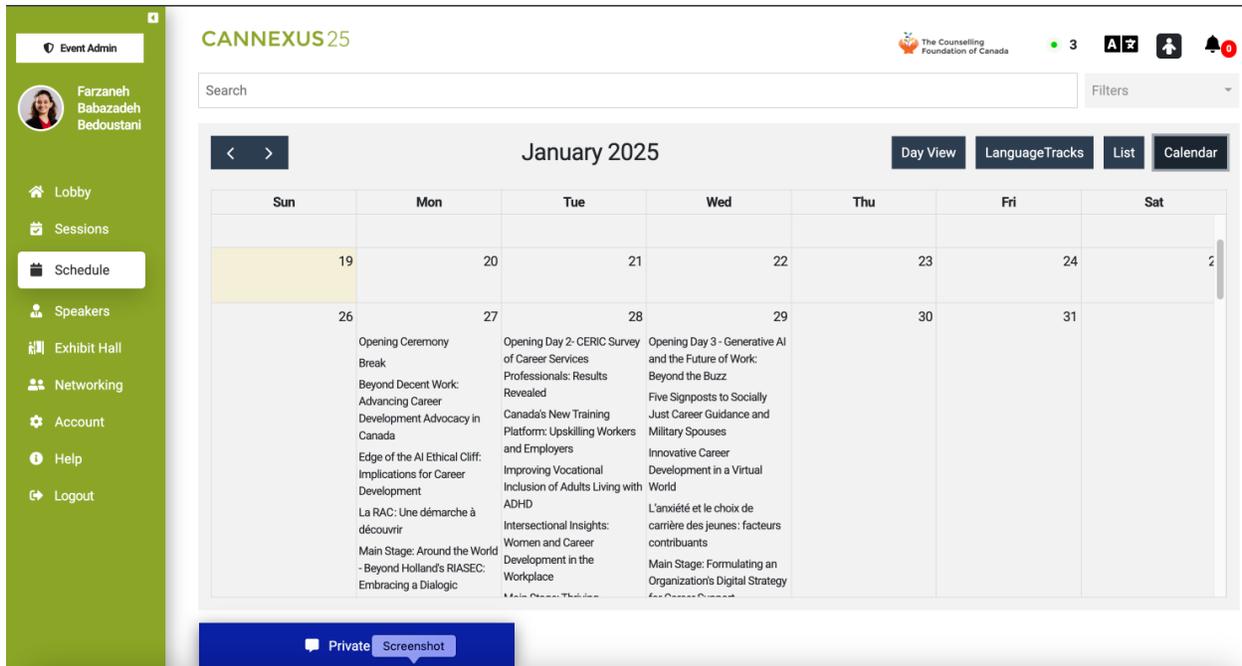
Event Admin: Farzaneh Babazadeh Bedoustani

January 27, 2025

Day View LanguageTracks List Calendar

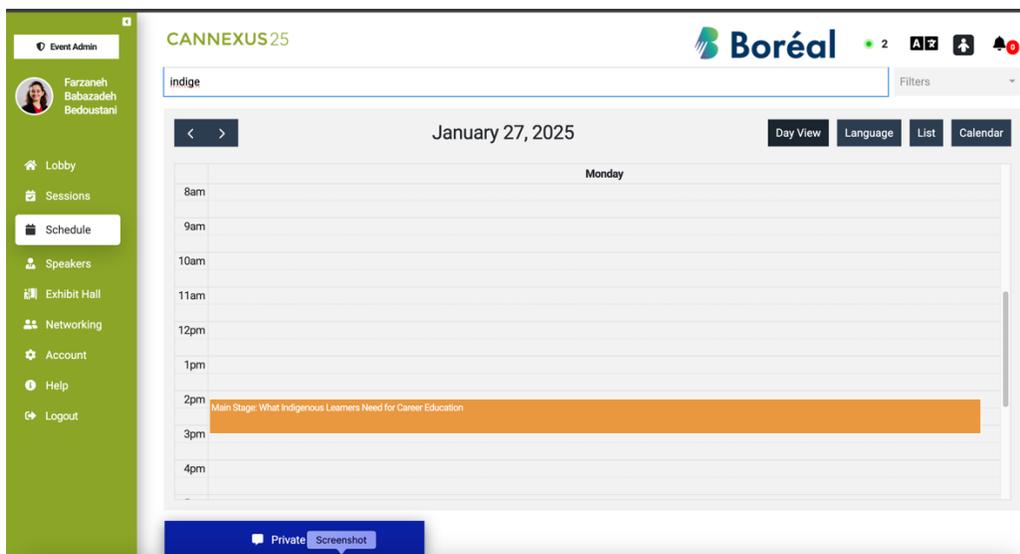
Time	Session Title
9:00am - 9:45am	Opening Ceremony
9:45am - 10:30am	Break
10:30am - 11:30am	Beyond Decent Work: Advancing Career Development Advocacy in Canada
10:30am - 11:30am	Edge of the AI Ethical Cliff: Implications for Career Development
10:30am - 11:30am	La RAC: Une démarche à découvrir
10:30am - 11:30am	Main Stage: Around the World - Beyond Holland's RIASEC: Embracing a Dialogic Approach to Career
10:30am - 11:30am	Playground Pedagogy: Fostering Career Readiness Through Play-Based Learning
10:30am - 11:30am	The Impact of Relationships on Client Learning and Experience
11:40am - 12:30pm	CACEE Meetup
11:40am - 12:30pm	CASE Meetup: Leveraging Multiple Pathways to Career Development
11:40am - 12:30pm	CES (Career Education Society) of BC Meetup

4. **Calendar:** Will give you a calendar view of the sessions:



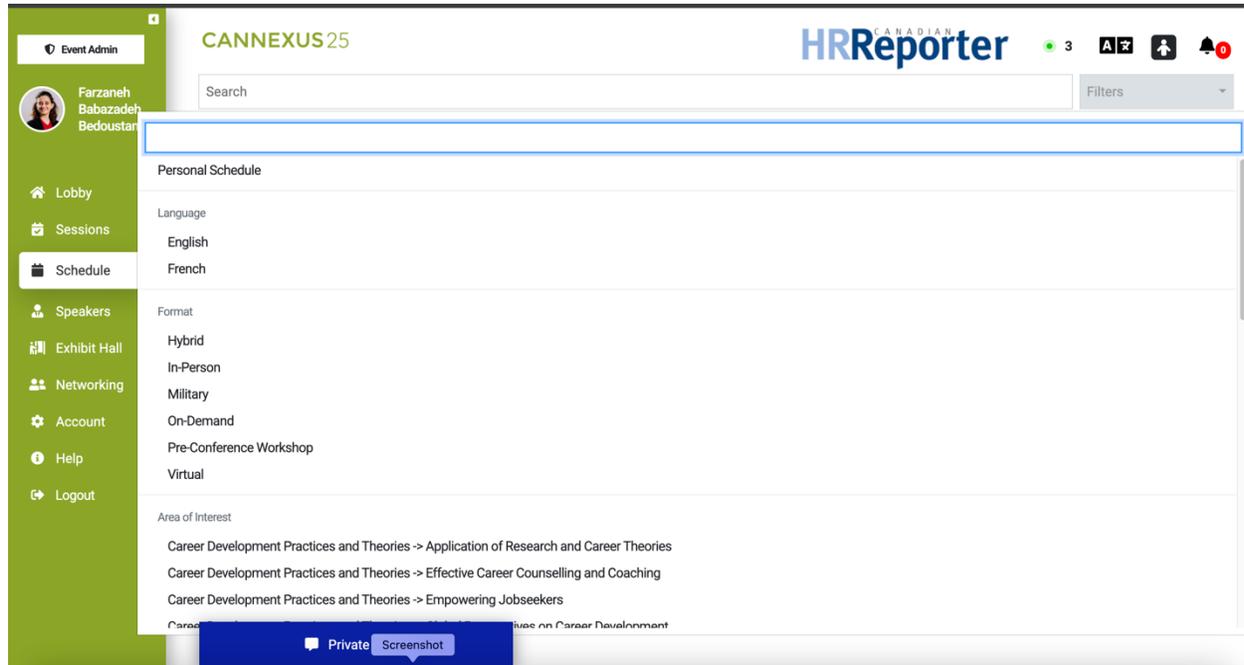
Searching for Specific Sessions on Schedule tab

- You can search for a particular session using the **Search Bar** at the top. Results will automatically appear if there are session titles that match your keyword search.
- Search results are specific to the day you are selected on. To view results for other days, click the arrows below the Search Bar on the top right.



Filters

- You can also filter the list of sessions by several categories, by clicking the Filters option to the right of the Search Bar. This can be done both in the Sessions tab and on the Schedule tab. You can filter by:

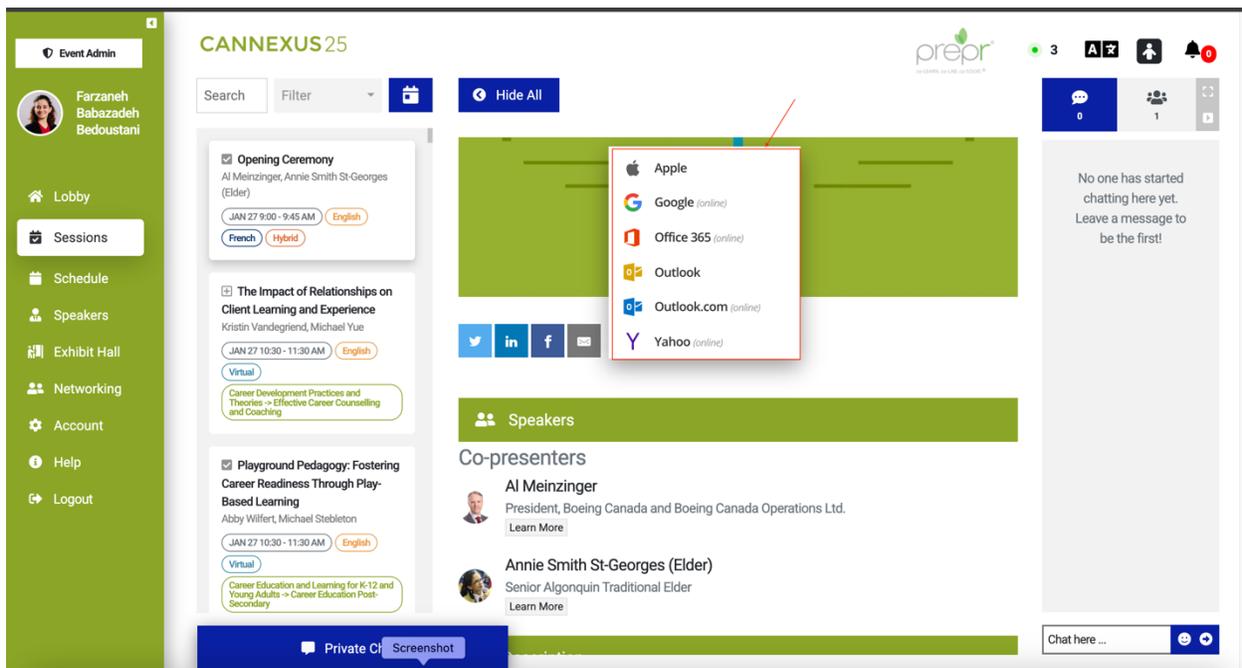


- Personal Schedule (To view sessions you have saved/added to your schedule)
- Language
- Format (In-Person sessions and Pre-Conference Workshops will not appear in the virtual platform schedule)
- Areas of Interest
- Click the same Filters button to the right of the Search Bar to close the filtering options and view results.
- To clear filtering options, click each option you have selected again to de-select it.
- You can access the sessions added to your schedule by selecting the filtering option **Personal Schedule** on the Sessions and Schedule pages.
- If you want to remove a session from your schedule, you can click on the checkmark to the left of the session title on the Sessions page.

Add to Personal Schedule

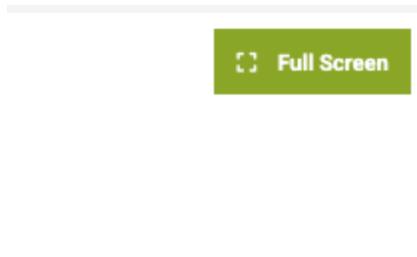
You can add a session to your **Personal Schedule** by:

- After clicking on the **Add to Calendar** button, 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

- When the session goes live, at the scheduled time, the video will appear on your screen.
- If you do not see the live session begin after the session start time, please try refreshing your browser window.
- You will be prompted to connect your audio.
- You can view the session in full-screen mode by clicking on the **Full Screen** icon on the top-right corner of the screen as shown below:



During Session

- You can mute/unmute yourself by clicking on the **Microphone** icon. All attendees will be muted upon entry to the session.



- You can ask questions or add comments using the chat in Pheedloop, located to the right of the video window.
- Click into **Chat Here**, type your message and hit Enter or click the arrow to send your message. You can add an emoji to your message by clicking the smiley face icon to the right of the Chat Here field.



- 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.

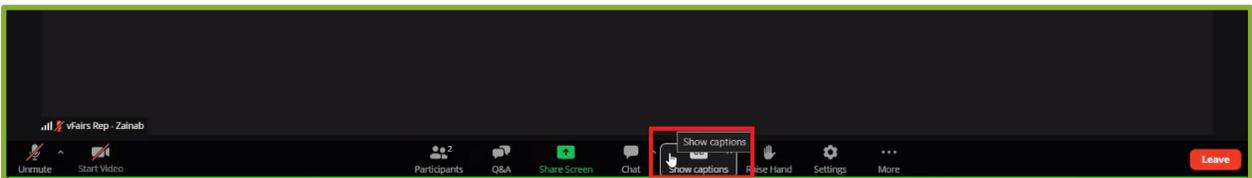


Similarly, to lower your hand, you can press the button again and the raised hand will

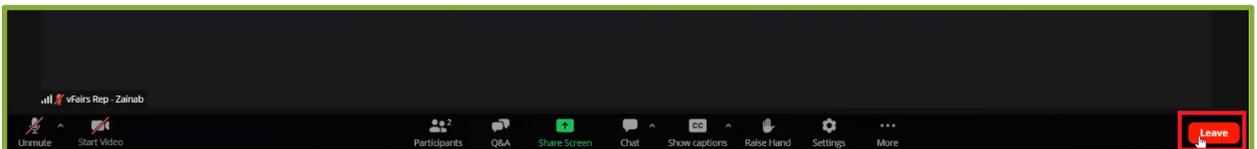


disappear.

- 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."**



Speakers

- Clicking on **Speakers** in the left-hand navigation menu will lead you to a page displaying all the presenters/speakers of the event.
- You can view their name, designation, profile picture, biography and sessions they are presenting.

The screenshot shows the 'Speakers' page for the CANNEXUS25 event. The left navigation menu is highlighted on 'Speakers'. The main content area lists several speakers:

- Abby Wilfert**: PhD student, Higher Education, University of Minnesota-Twin Cities
- Adam Christie**: International Centre Director, Dalhousie University
- Adriano Magnifico**: Career Lead, Louis Riel Arts & Technology Centre – Louis Riel School Division
- Akosua Alagaratnam**: Executive Director, First Work
- Al Meinzinger**: President, Boeing Canada and Boeing Canada Operations Ltd.
- Alex White**: Project Co-ordinator, Government of New Brunswick

The detailed profile for Abby Wilfert includes a 'Start Chat' button and a bio: 'Abby Wilfert is a PhD candidate and Graduate Instructor in the College of Education and Human Development (CEHD) at the University of Minnesota-Twin Cities. Her research pertains to career development through applied learning.' Below the bio, there is a 'Sessions' section with one session listed: 'Playground Pedagogy: Fostering Career Readiness Through Play-Based Learning' by Abby Wilfert and Michael Stebleton.

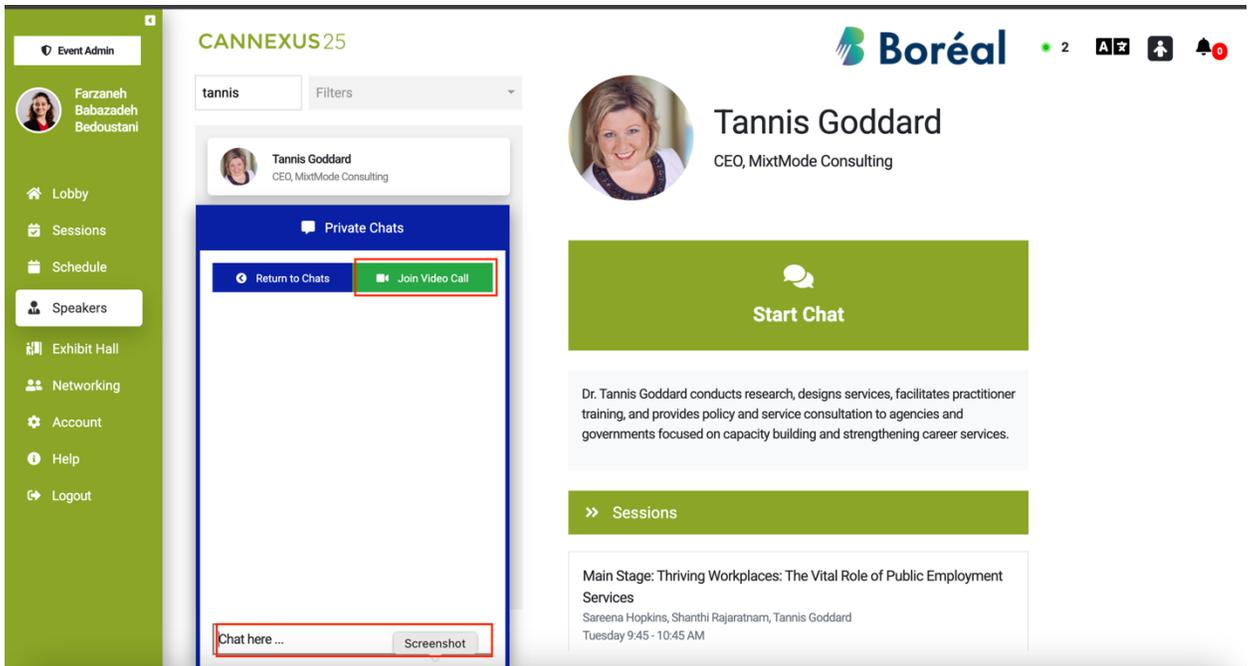
- To search for any Presenter, type their name in the Search field. Results will automatically populate.

The screenshot shows the CANNEXUS25 event platform interface. On the left is a green navigation sidebar with options: Event Admin, Farzaneh Babazadeh Bedoustani, Lobby, Sessions, Schedule, Speakers, Exhibit Hall, Networking, Account, Help, and Logout. The main content area has a search bar with 'tannis' and a 'Filters' dropdown. Below the search bar, a search result for 'Tannis Goddard' is visible. To the right, the profile of 'Abby Wilfert' is displayed, including her photo, name, title 'PhD student, Higher Education, University of Minnesota-Twin Cities', and a large green 'Start Chat' button. Below the profile, there is a bio and a 'Sessions' section with a card for 'Playground Pedagogy: Fostering Career Readiness Through Play-Based Learning' by Abby Wilfert and Michael Stebleton. At the bottom of the search results, there are buttons for 'Private Chat' and 'Screenshot'.

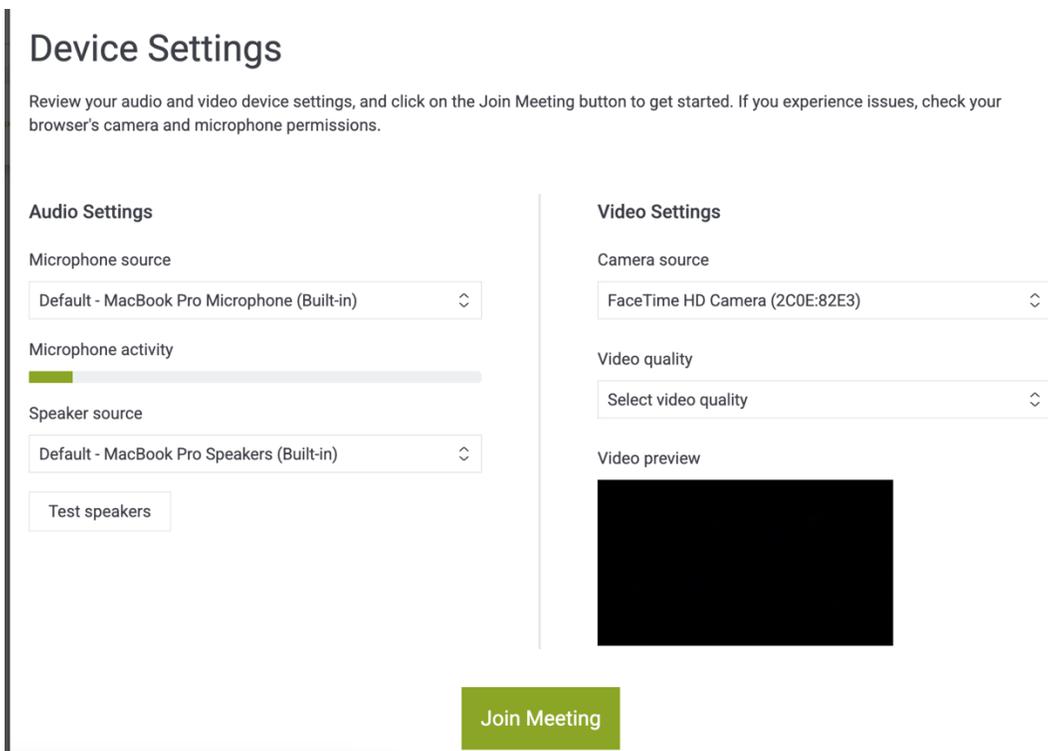
- If you want to contact a Presenter, click the Start Chat button on their profile.

The screenshot shows the CANNEXUS25 event platform interface with the 'Private Chats' window open. The navigation sidebar is the same as in the previous screenshot. The search bar still has 'tannis' and the search result for 'Tannis Goddard' is visible. The profile of 'Tannis Goddard' is shown on the right, including her photo, name, title 'CEO, MixtMode Consulting', and a large green 'Start Chat' button. Below the profile, there is a bio and a 'Sessions' section with a card for 'Main Stage: Thriving Workplaces: The Vital Role of Public Employment Services' by Sareena Hopkins, Shanthi Rajaratnam, and Tannis Goddard. The 'Private Chats' window is open in the foreground, showing a 'Return to Chats' button and a 'Join Video Call' button. At the bottom of the chat window, there is a text input field labeled 'Chat here ...' and a 'Screenshot' button.

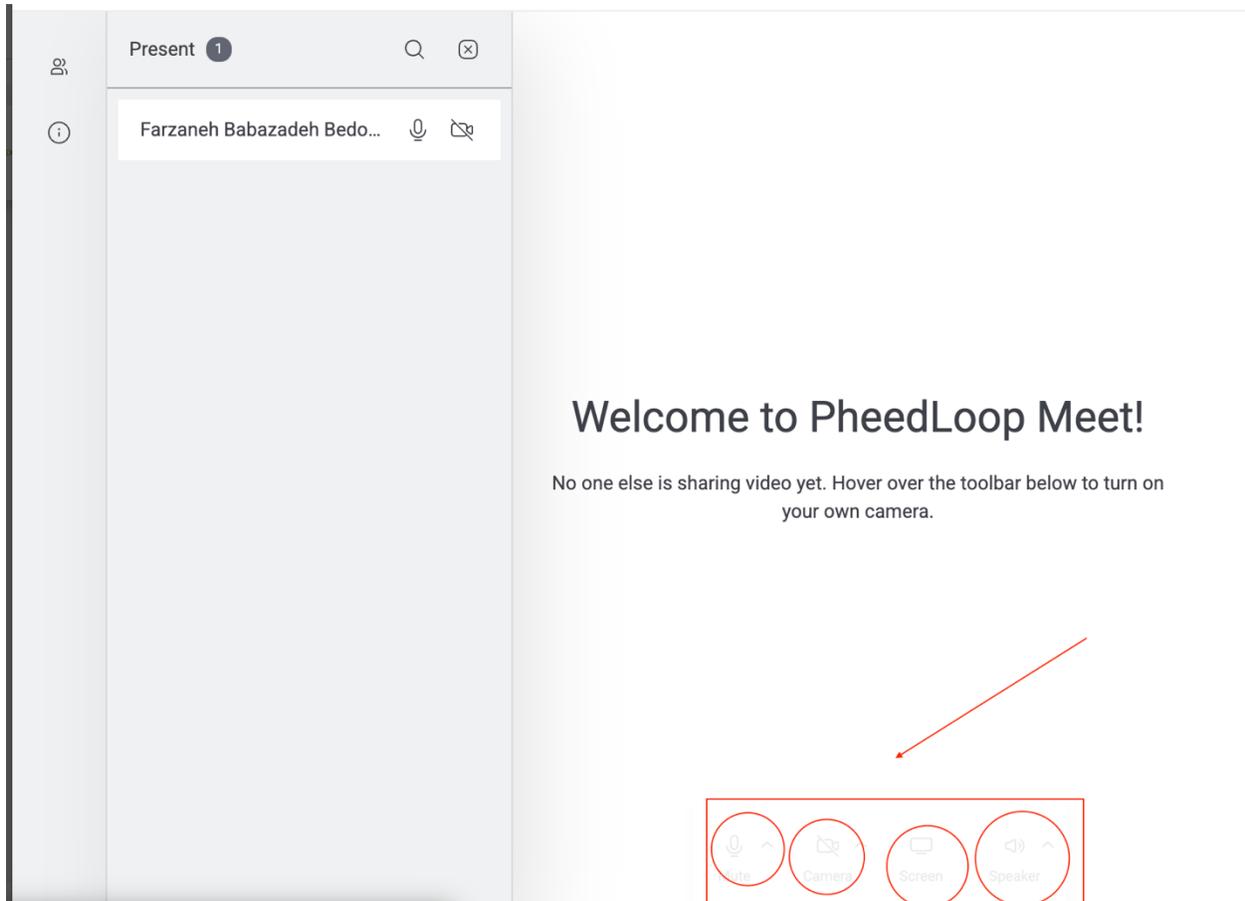
- A **Private Chats** window will pop up. Type your message into the **Chat Here** field and hit the Enter key to send your message.
- If you have arranged to have a video call with a Presenter, you can click the Join Video Call button in the Private Chats window to initiate/join a video call.



- A window with Device Settings will pop up, where you can select the source for your microphone, speaker and camera.
- Click Join Meeting to launch the live video call.



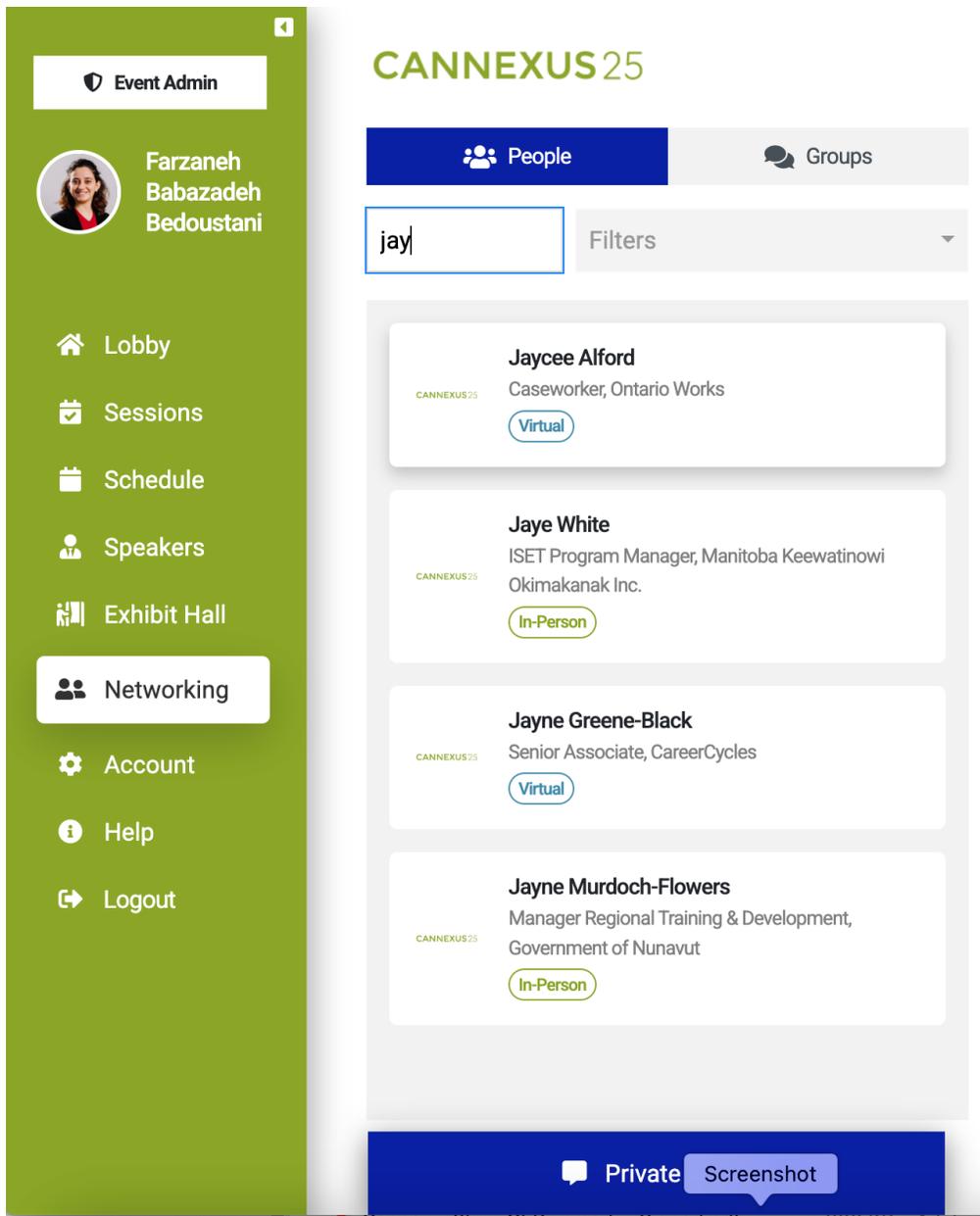
- Using the buttons at the bottom of the live video call window, you can mute/unmute yourself, turn your camera and speaker on and off, and share your screen.



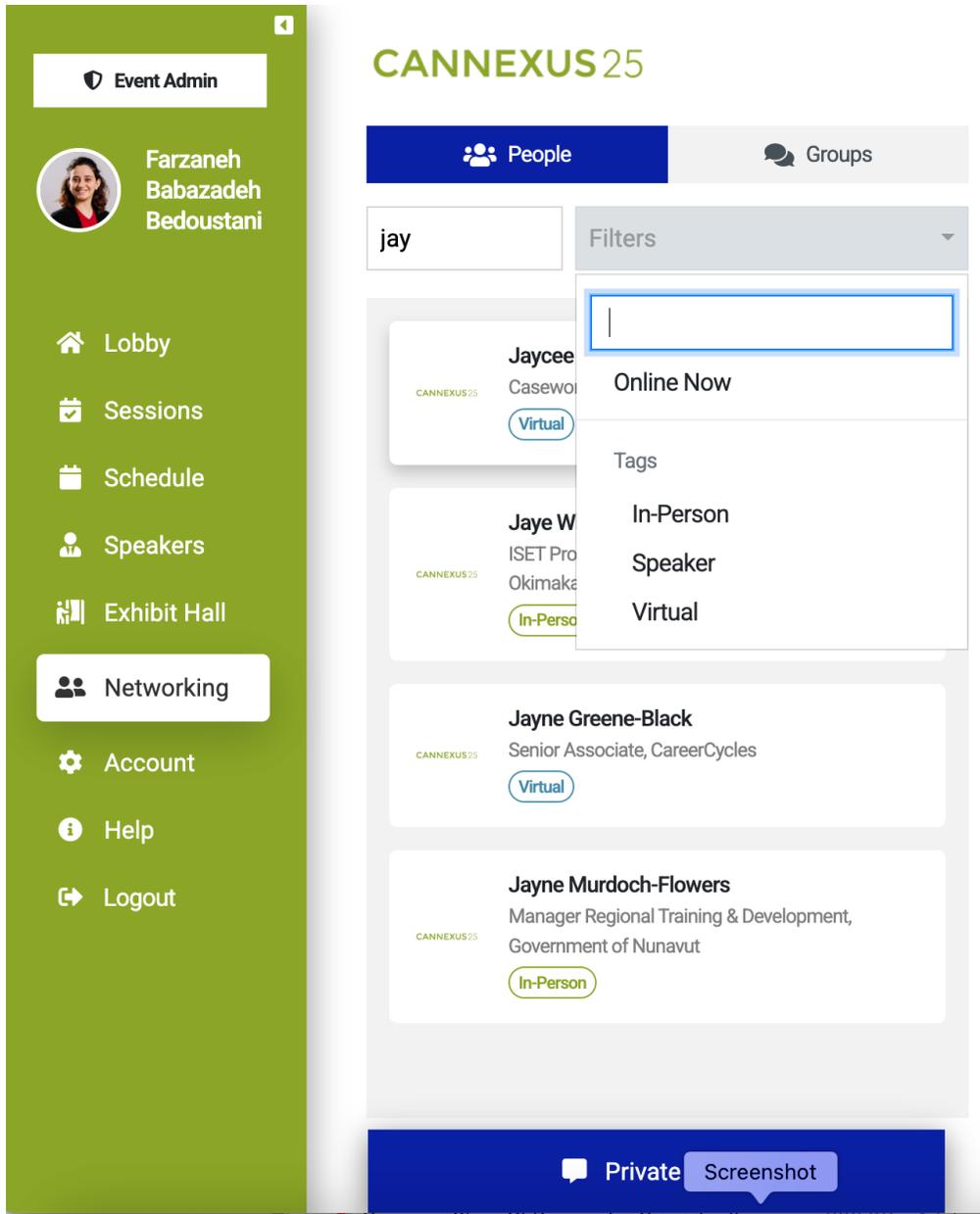
Networking

Clicking on **Networking** in the left-hand navigation menu will lead you to the page displaying all the registered users within the event.

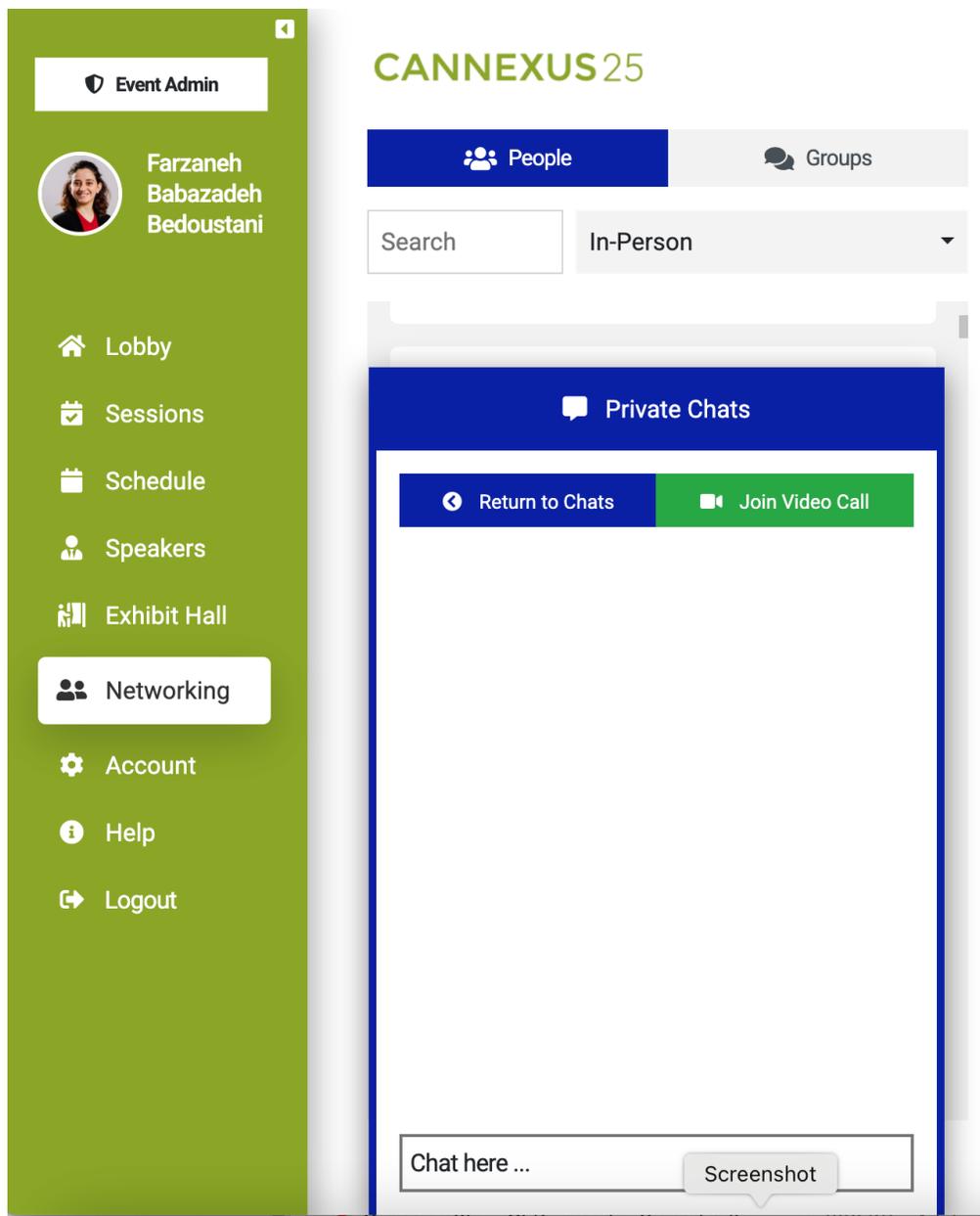
- To search for an attendee, type their name in the Search field. Results will automatically populate.



- You can click the Filters option to view only attendees who are Online Now, are Speakers, are attending Virtually or are attending In-Person.

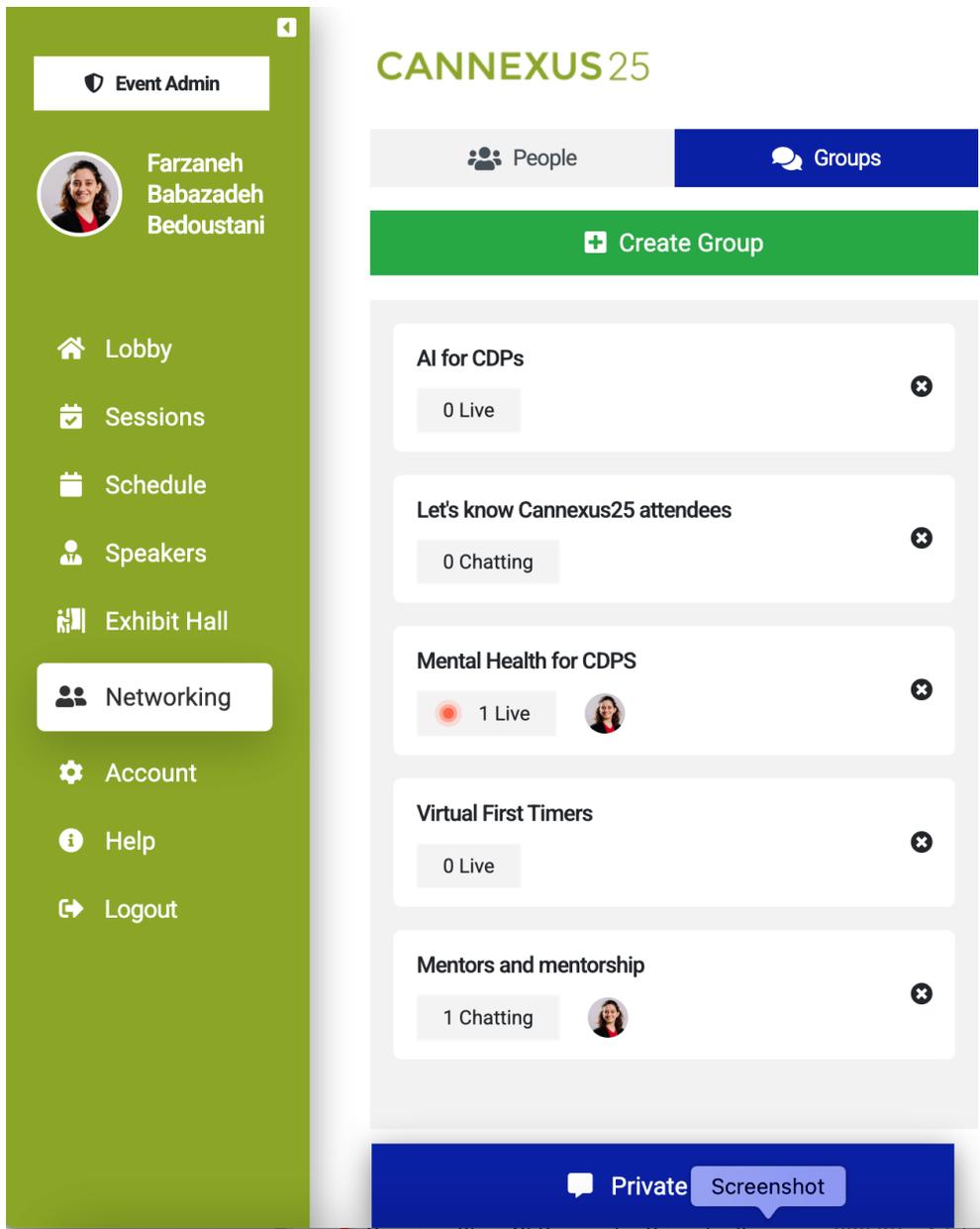


- To initiate a direct conversation/chat with an attendee, click on the **Start Chat** button. This will open a private chat between you and the selected attendee.



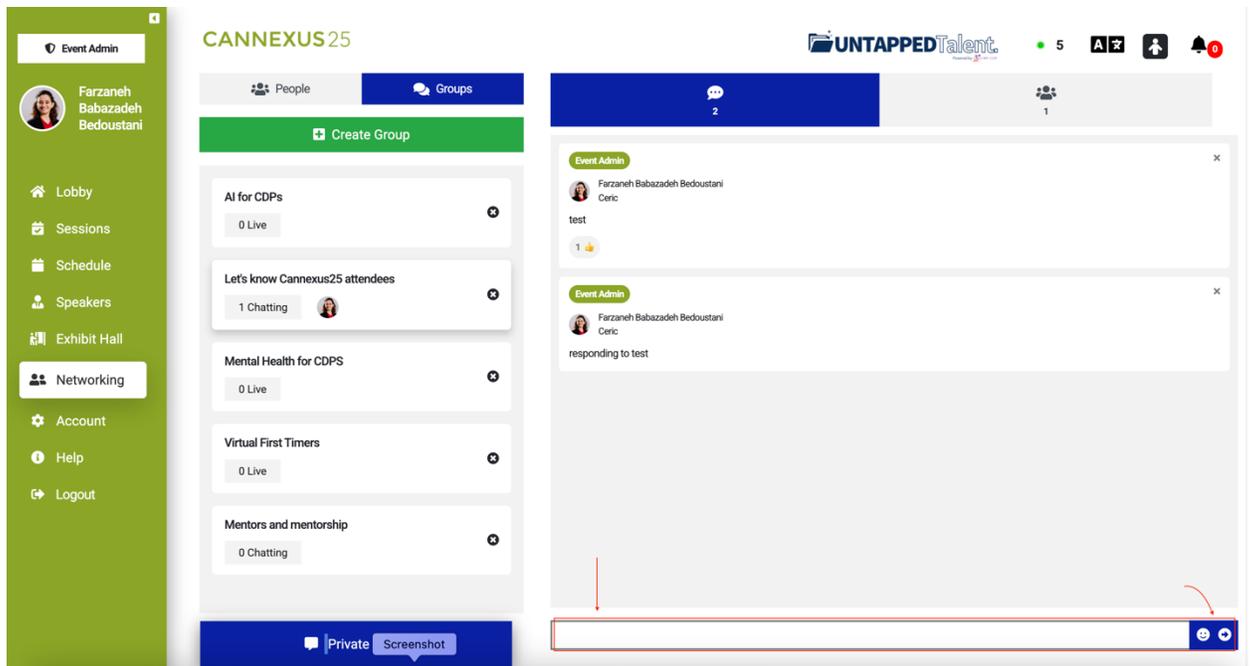
Networking Groups and Discussion Boards

If you're eager to network with career development professionals at Cannexus25, join our networking Groups and Discussions Boards:



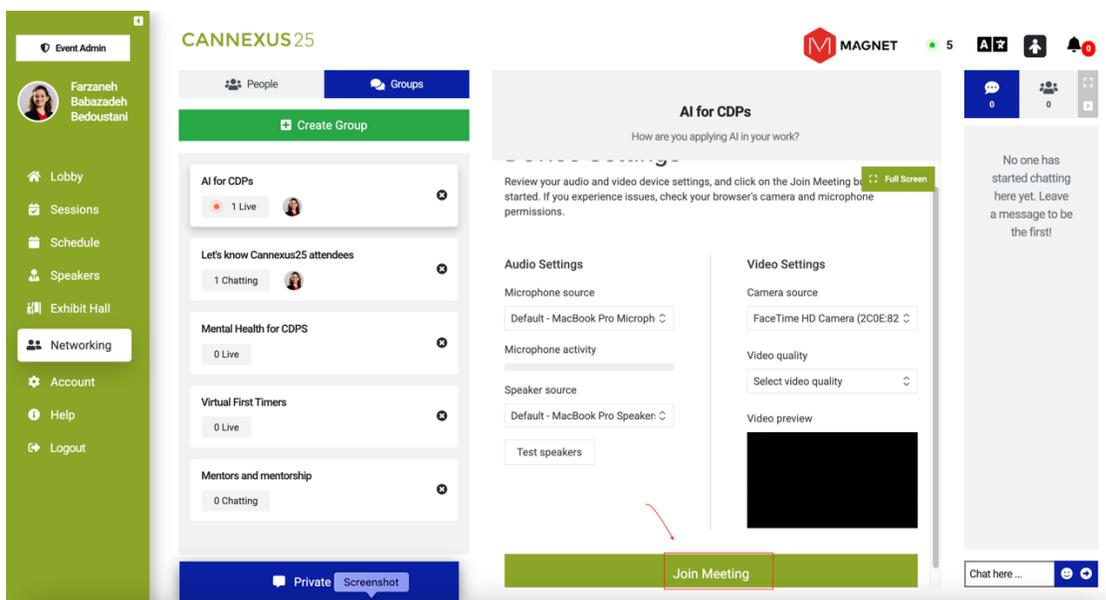
The discussion boards will be a chat-based page to discuss current trends in the career development field. These chat rooms will be open throughout the conference.

When you click on a discussion board, the chat room will open for you. You can add a comment about the topic of the room, respond to other comments and add emojis to a comment.

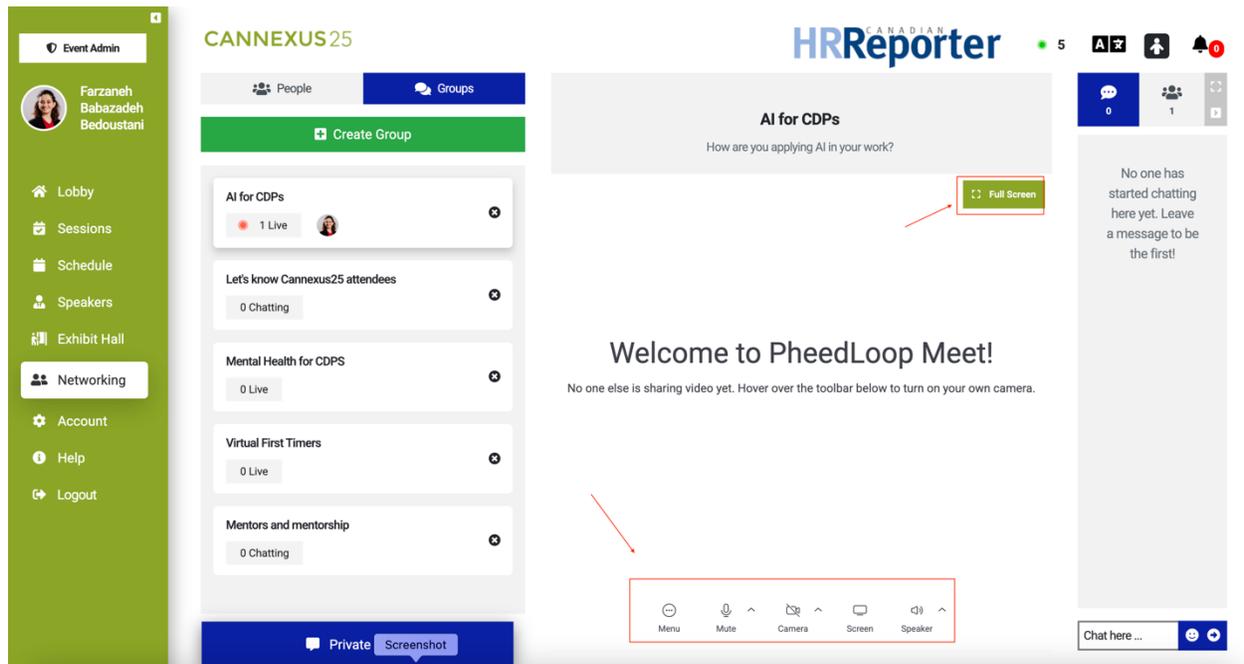


Networking Groups: You can join a live meeting with other attendees on Monday, January 27, 2025, 17:00- 18:00. Connect with like-minded individuals, engage in meaningful discussions and expand your network!

You can join these networking groups by clicking on the topic you are interested in. This will open a video and audio setting page for you. Once you have set up your video and audio, you can click on the “Join Meeting” button and drop into the session. These sessions will go live at their designated time slot.



- Each networking group has a limitation of 25 seats.
- Once you have joined a session, you will have the opportunity to turn on your camera and share your screen if you need to.
- You can also switch to full screen and chat with other attendees

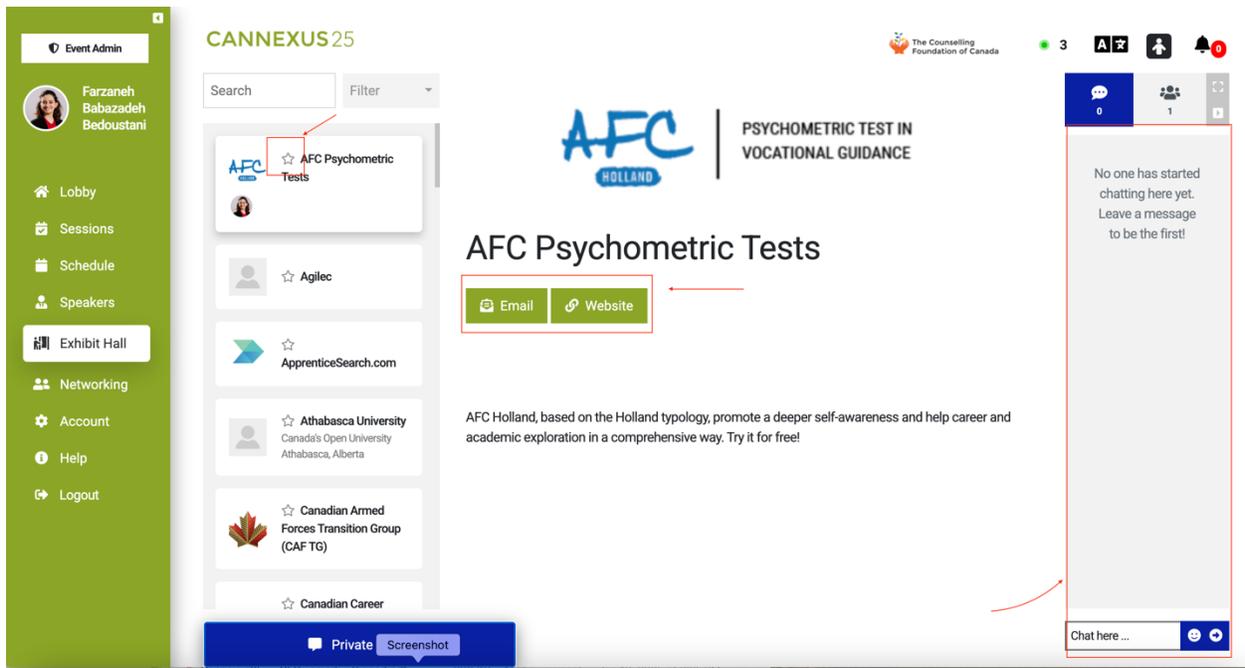


- The Networking Groups will last for 1 hour and will automatically close at 18:00.

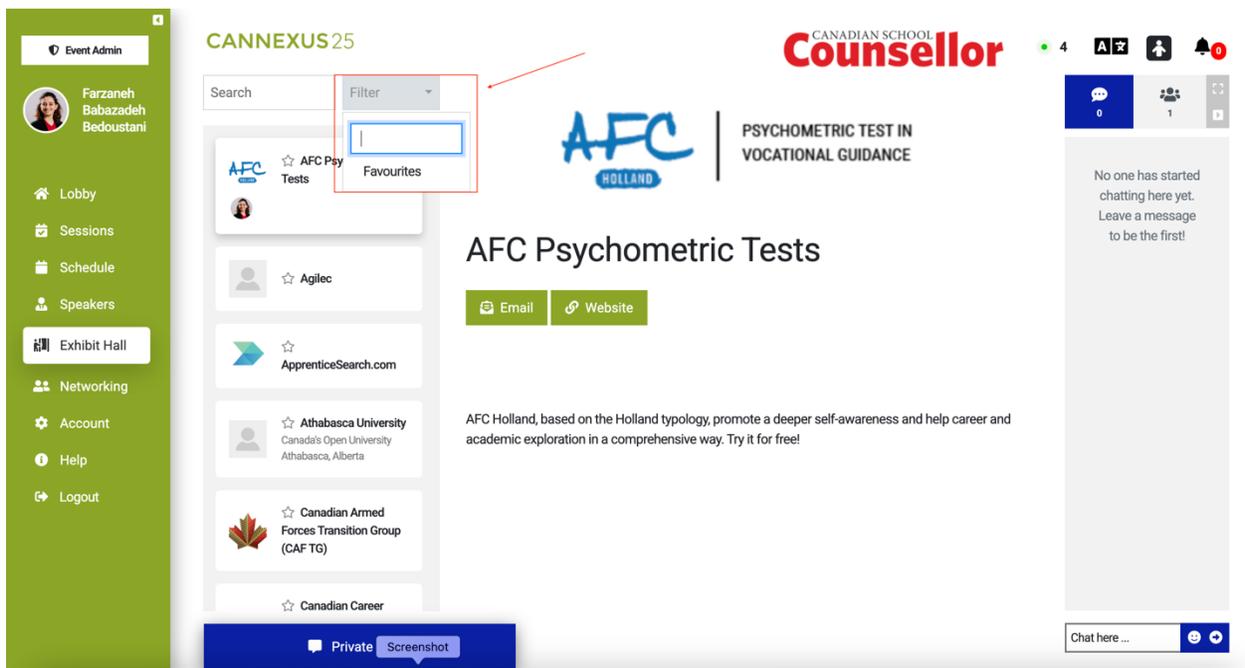
Note: The Networking meetings will not be facilitated. This is an opportunity for the attendees to have peer-to-peer conversations in an informal setting.

Exhibit Hall

- To view the list of Exhibitors for Cannexus25, click **Exhibit Hall** in the left-hand navigation menu.
- You can scroll through the list of exhibitors or search for specific exhibitors using the Search field at the top.
- Click on an exhibitor in the list to open their page and learn more about their work.
- You can contact an exhibitor either by clicking the email button under their title, going to their website or chatting with them using the chat box on the right corner of the screen

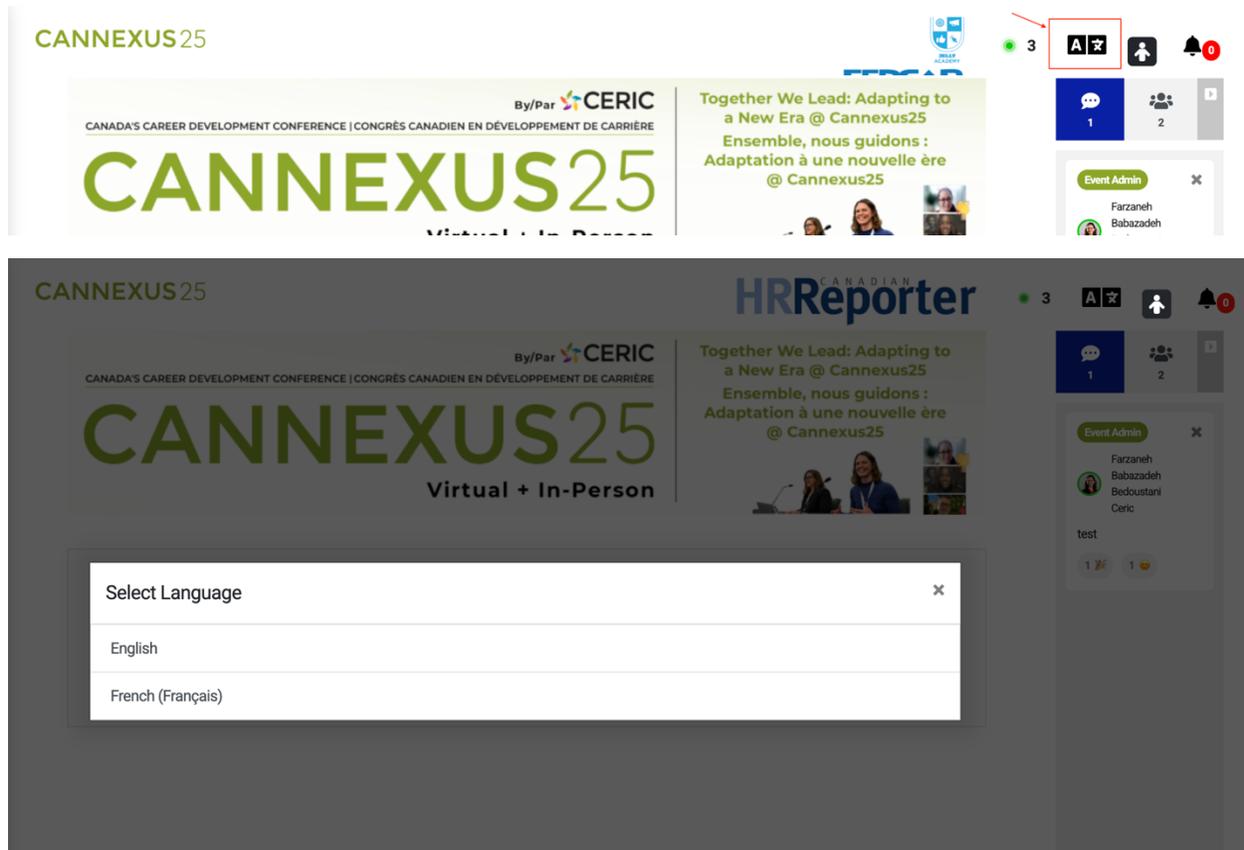


- You can Favourite an Exhibitor by clicking the star icon to the left of their name in the exhibitor list.
- To view only exhibitors you have favoured, click the Filter option at the top and select “Favourites.”



Language

- To choose to view the conference platform in English or French, click the “A” icon in the top-right corner of your screen to open the **Select Language** window. Click on your desired language to select it.



Accessibility

- You can toggle different Accessibility features by clicking the person icon in the top-right corner of your screen.
- For instance, you can adjust font size, increase or decrease contrast, stop animations and change your cursor.
- Within the Accessibility window, click the Reset Settings button at the top to revert to original Pheedloop settings.

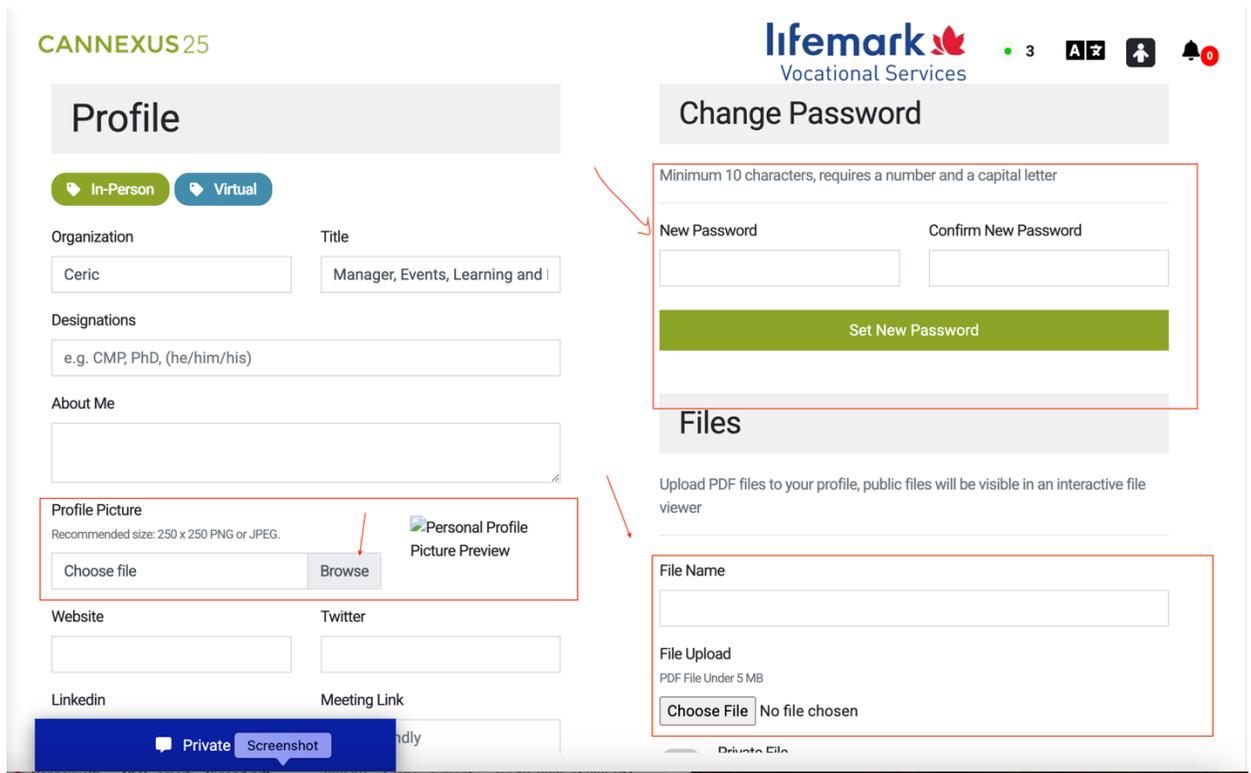


Account

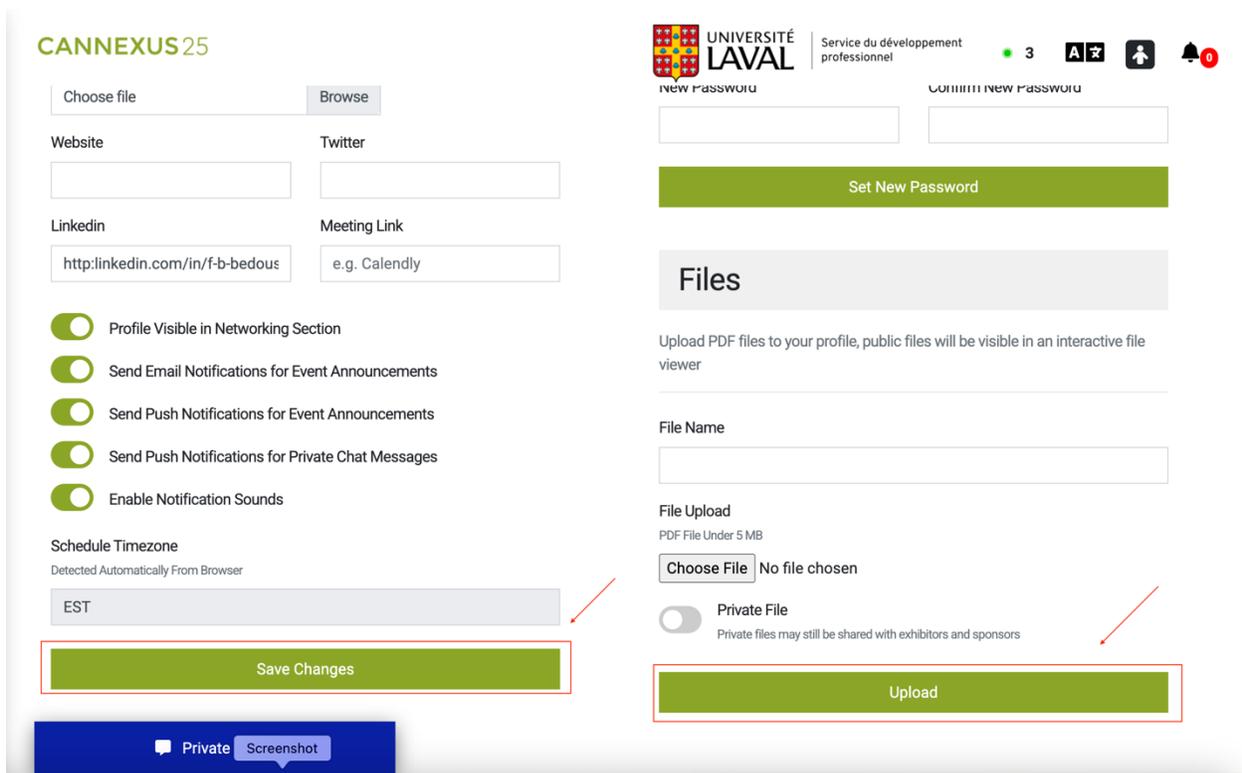
- To adjust your Account settings, click Account in the left-hand navigation menu. Here, you can update your profile information (e.g. bio, title, organization), change notification options and change your password.

Updating your Profile Picture

- After logging in, you can click on Account in the left-hand navigation menu to add/update your profile picture as shown below.
- Click **Browse** to select a photo from your computer files. Select the image and click **Open**.
- Additionally, you can upload a file to your profile. This can be your business card, or a brochure related to your specialization.



Do not forget to hit the **Save** button to save the changes you have made.



Help

- Click the Help button in the left-hand navigation menu to access Pheedloop's database of articles to help you navigate the conference platform and access sessions.
- You can search topics by keyword or select from the list of Most Popular Articles.
- **You can also contact** us by email Cannexus@ceric.ca in case of any queries regarding the event.

Thank you for joining us at Cannexus25 and we hope you have a wonderful experience!