



UNIVERSITY OF SASKATCHEWAN

College of Law

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## Virtual Career Forum 2021

### *How to navigate the virtual event platform PheedLoop*

#### **Access to the Virtual Event Platform**

You will receive an email from [no-reply@pheedloop.com](mailto:no-reply@pheedloop.com) with a link to join the virtual portal. If you have already accessed PheedLoop before your password may be saved from then. If not, then PheedLoop will include your temporary password in the invite email.

#### **Set Up**

We recommend using your desktop or laptop computer and using the latest version of google chrome as your browser.

To ensure you receive notifications and that your camera and microphone work throughout the event, click on the lock symbol next to your URL. You will want the camera, microphone and notifications to all say allow. You may need to select site settings to access this option.

You will want to check that the platform is working for you prior to the event start time as technical support will be limited and trouble shooting can take some time.

#### **Profile**

Exhibitors, you may have already set up your profile earlier with a previous link. Attendees can edit their profile and personal information at any time under the account tab. You will want to set up your profile before the event starts on January 14 at 2:00pm CST.

#### **Communication**

A green circle will appear around any attendees thumbnail image when they are online.

Exhibitors, to see who is in a booth in real time, simply click on the exhibit presence tab at the top of your booth chat.

Please note that some exhibit booths and firm reps may have limited availability. Their hours will be listed under their booth description.

**Important:** If you are a student and want to connect with an exhibitor please first click on their booth and comment in their public booth chat or request a private chat with a specific representative that is online.

Exhibitors, please monitor your booth chat and private chats during the live event to respond to students who reach out.

Exhibitors may also approach students directly via a private chat, so students should be sure to watch for notifications.

Once a private chat is started, either attendee can request to join a video call through that private chat window. This will open PheedLoop Meet where you will check your camera settings prior to connecting in the video call.

If you decide to meet at a later time, please be mindful of time zones. All times listed in the event platform are based on CST (SK time zone).

The screenshot displays the PheedLoop Career Forum 2021 interface. The top navigation bar includes 'Attendees Online' (1) and 'Notifications' (1). The left sidebar shows the user profile 'Katie Richard' and navigation options: 'Event Admin', 'Lobby', 'Sessions', 'Exhibit Hall' (highlighted), 'Networking', 'Account', 'Help', and 'Logout'. The main content area features a search bar and a list of exhibitors, including 'College of Law, University of Saskatchewan', 'McDougall Gausley LLP', 'McKercher LLP', 'MLT Aikins', 'Bennett Jones LLP', 'Blake, Cassels & Graydon LLP', and 'HMC Lawyers'. A 'Private Chats' button is located at the bottom of the exhibitor list. The right sidebar shows a 'Public Exhibitor Chat' for 'College of Law, University of Saskatchewan' with a message from Katie Richard. A 'Booth Chat' section is also visible. Red arrows point to various elements: 'Attendees Online', 'Notifications', 'Exhibit Presence Tab (Live in Booth)', 'Booth Chat', 'Start Private Chat' (pointing to a chat button), and 'Private Chat' (pointing to the 'Private Chats' button).

## Networking

The Networking tab will list all attendees alphabetically by first names. Exhibitors will also have tags noting the province or provinces their firm or organization is located in. You can search for anyone using the search field at the top.

If you select the group section under networking you will find 5 small groups. These groups are a place for students and exhibitors to connect based on geographical locations. Please note that each group only allows a maximum of 5 participants at a time. Any chat messages within the group chat can be seen by everyone who joins the group throughout the live event.

## **Technical Support**

If you are having troubles with the online platform at any point during the live event, you can contact Shari Thompson or Katie Richard by visiting the College of Law booth and selecting start a chat with one of us.

When contacting us, please try to include a full description of the issue including any error messages that may pop up.

College of Law staff will have access to live event support from PheedLoop and will trouble shoot with them directly on your behalf. Please note that trouble shooting can take some time. Therefore, we encourage you to test out the platform and your settings prior to the event start date and time.

## **Questions**

If you have any questions prior to the event or during the event itself the best way to reach Shari or Katie is through the platform. You can also email us at [shari.thompson@usask.ca](mailto:shari.thompson@usask.ca) or [katie.richard@usask.ca](mailto:katie.richard@usask.ca)

Our 2L career representatives, Cameron Christensen and Manuel Dominquez Lizaga, will also be available during the event. You can connect with them in the College of Law booth.

**For a detailed tutorial videos created by PheedLoop visit:**

<https://pheedloop.com/more/virtual-attendee-training>  
or <https://pheedloop.com/more/virtual-exhibitor-training>

*\*Please note that not all features in these videos are available for the Career Forum.*