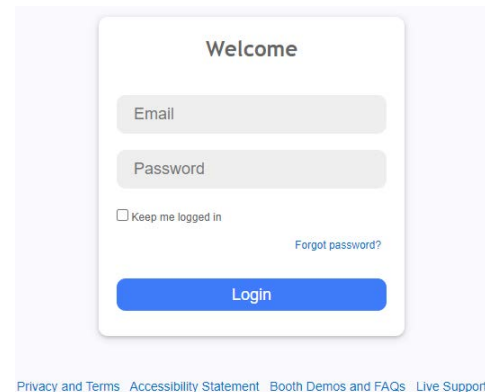


Signing in to the Forj virtual platform

Before May 12, you will receive your login credentials and instructions to access the Forj virtual platform. Don't forget to check your spam folders! If you don't receive an email from the Federation with login instructions, email congress@federationhss.ca for assistance.

Tip: When you login to the platform for the first time, select **"Keep me logged in"** to make it simpler for you to gain access to the platform throughout Congress.



The screenshot shows a login interface titled "Welcome". It features two input fields for "Email" and "Password". Below the password field is a checkbox labeled "Keep me logged in" and a link "Forgot password?". A blue "Login" button is at the bottom. At the very bottom of the page, there are links for "Privacy and Terms", "Accessibility Statement", "Booth Demos and FAQs", and "Live Support".

Attending sessions during Congress

Congress sessions will take place within two locations on the virtual event platform: the open events auditorium and your association's session auditorium.

Open events auditorium

You can access the open events auditorium by clicking on the "Your Sessions / **Open events**" tab of the main navigation bar at the top of your screen, and selecting **"Open events"**. Once in the auditorium, you can view all **open events** or filter by category.

Association's session auditoriums

Greeting lounges are the entry points to association conferences and are visible to all attendees; however, you must be registered for that specific association to access their session auditorium, networking lounge, and posters (if applicable). On the greeting lounge, there will be a link to continue to the association's **session auditorium**. Your association's session auditorium can **only** be accessed through its greeting lounge.

Getting to your association's greeting lounge

1. Click on the **"Associations"** tab of the main navigation bar at the top of your screen
2. You are now on the **"Congress Halls"** page.



3. There are two ways to discover your association's greeting lounge:
 - a. Browse Association Hall A and/or B by clicking on each button on the right-hand side of your screen. Please note that associations numbered 9 through 98 are in Hall A and associations numbered 105 through 316 are in Hall B.
 - b. Search by your association **acronym**. The results will populate for you to select your association.

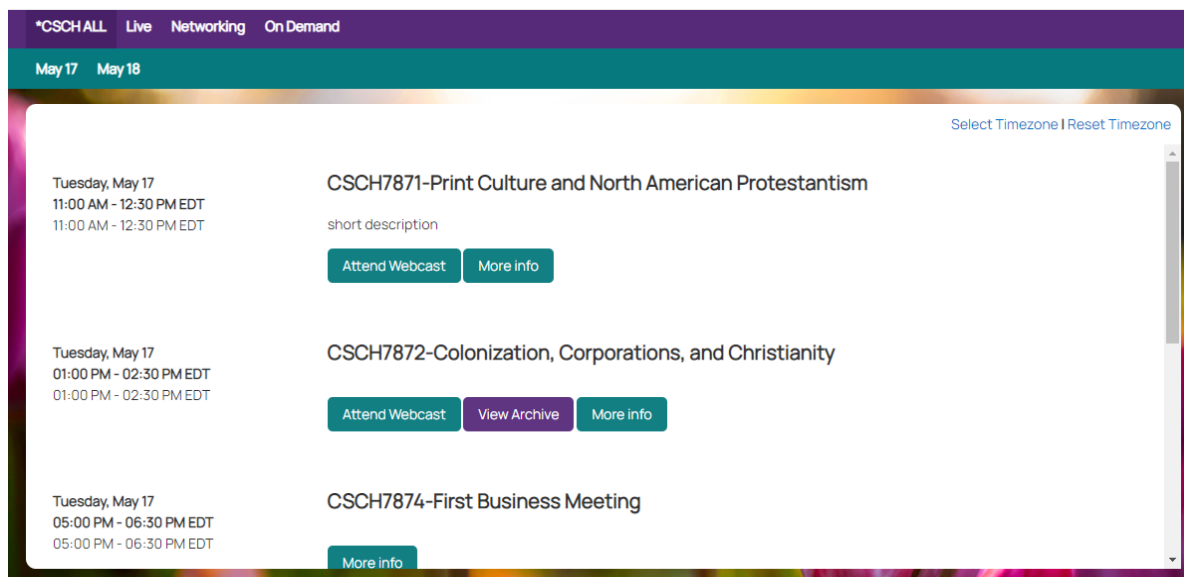


To continue to an association's conference from their greeting lounge, click:

- Go to the auditorium– to access sessions and events.
- Go to the networking lounge – to access the informal networking space.
- View the poster hall (if applicable) – to access poster presentations.

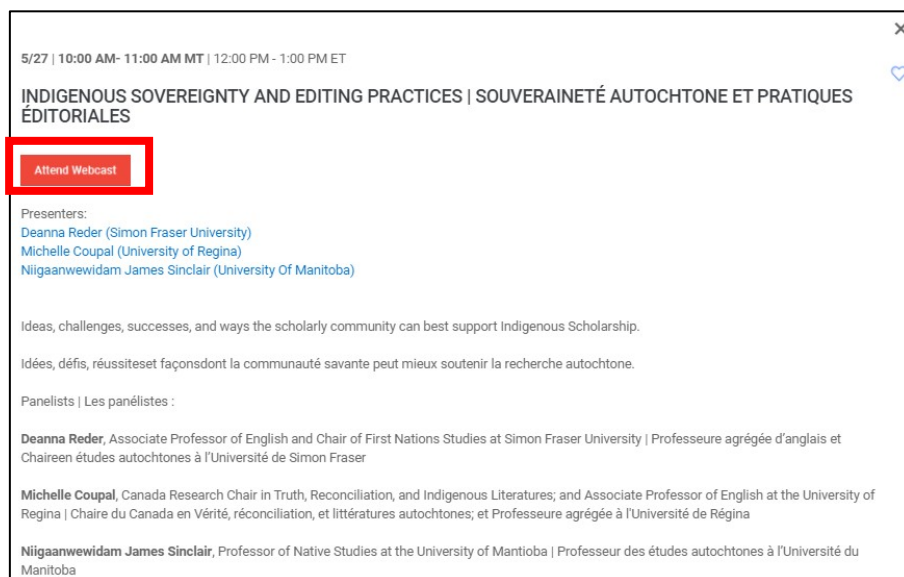
Navigating an auditorium

All sessions are accessed through an auditorium. This is where you can view all sessions happening in that auditorium, view presentation materials, and join the Zoom session. For quick access to your association's auditorium, select **"Your sessions / Open events"** and your association's sessions.



The screenshot shows the Congress 2022 website interface. At the top, there are tabs for '*CSCH ALL', 'Live', 'Networking', and 'On Demand'. Below these are tabs for 'May 17' and 'May 18'. The main content area displays session listings for Tuesday, May 17. Each session entry includes the session title, time slots, a 'short description' link, and buttons for 'Attend Webcast', 'View Archive', and 'More info'. The sessions listed are CSCH7871-Print Culture and North American Protestantism, CSCH7872-Colonization, Corporations, and Christianity, and CSCH7874-First Business Meeting. A 'Select Timezone | Reset Timezone' link is visible in the top right corner of the session list area.

1. Sessions are listed in chronological order by default. You will be on the “All” category as default. Don’t forget to scroll down to see all the sessions!
2. You can select a certain date to find a list of all sessions taking place on that day. If there is an on-demand session, it will appear in its own category.
3. Depending on the auditorium, you can also filter by theme. Don’t forget to scroll to the left to see all the themes!
4. Most importantly, this is where you will attend the session by clicking on the blue or purple “Attend Webcast” button. If applicable, there could also be associated presentation materials for the session in the “View Slides” or “View Handouts” button.
5. Please note that the session time will default to displaying your local time zone in bold and Eastern time zone underneath. You can select an alternative time zone in the right corner of the auditorium.
6. Click on the “More info” to get more details including the session description, speakers presenting in the session and other information (ex: abstracts, link to speaker’s website, etc.). You can also attend the webcast here!

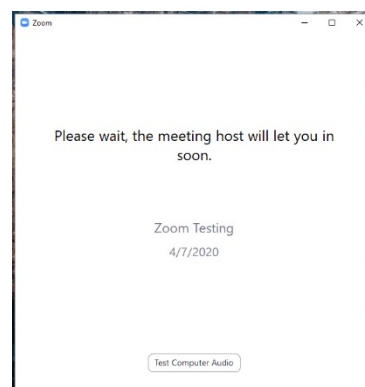


Joining a session

1. Navigate to the applicable auditorium and select a session from the list to open up its details.
2. Click the **"Attend Webcast"** button to join the session.

You will enter a waiting room prior to the beginning of the session. **Do not close the Zoom room**; your session will open within a few minutes of its start time.

All sessions take place in Zoom; it is recommended to download Zoom prior to Congress, so you aren't rushing to get into your session!



Searching within an auditorium

If you can't remember when Dr. Z is presenting, you can search their name in the search feature to see when their session is!

How to use the search feature

1. Locate the search button at the top right of your webpage and click it.
2. Enter the presenter's name, exhibitor, session name, etc., into the search field.
3. Press **"Search"** and your results will appear.



Please note: Webcast means session, and it could be a Zoom Meeting or Webinar.

Important: A presenter may not be searchable if they opted out of being “linked” to a session.

Connecting with exhibitors, speakers and other attendees

Leave message

The “**Leave a message**” feature is similar to sending a quick email and is best used for non-urgent requests. You can “**Leave a message**” at your association’s greeting lounge, with exhibitors at Expo, and at a poster presentation.

Instructions

Navigate to the area that you wish to leave a card

1. Locate the words “**Leave a message**” and click to open up the message box.
 - a. On a greeting lounge or exhibitor booth, it can be found in the middle panel underneath the organization’s logo.
 - b. In a poster, it can be found under “**Contact info**”.
2. Leave your contact info and message. Click “**Save**” and wait for a response. Please allow 24 – 48 hours for an email response.

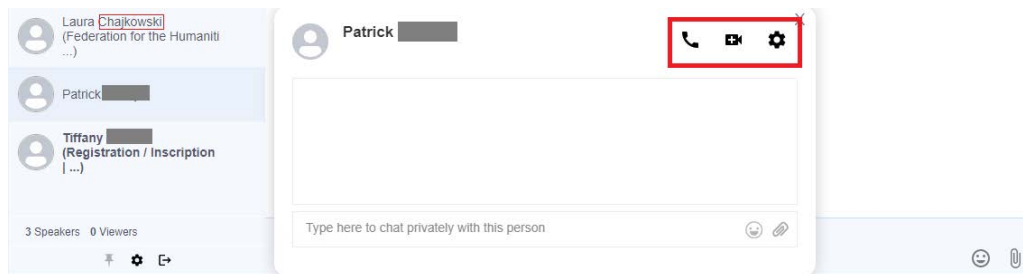
How to chat within the virtual platform

On almost* every webpage of the platform, you can chat at the bottom of your screen to communicate with your colleagues!

To chat to all: simply type your message in the text bar at the bottom of the chat box and hit enter on your keyboard.



To send a private message: Click on the name of the person you would like to privately message on the left-hand side of the chat box. After the new window pops up, type your message into the text bar at the bottom of the window.



To have a private video/audio call: Select the name of the person you would like to call, and click one of the green buttons in the upper right corner of the window (see picture above).

Note: you can only have a private chat or video call with another individual in the same room (webpage) as you.

*There is no chat feature for on-demand videos, on the Event Bag, and on the My Schedule page.

Building your Schedule

Stay organized, and don't miss out on a session! Take the time to create your Congress 2022 Schedule.

What is the Your Schedule function?

The Your Schedule feature allows you to sync open events and association events (from association conferences that you are registered for) to your personal email calendar outside of the Forj virtual platform.

How to use Your Schedule

- Click on **"Your Schedule"** from the main navigational bar.
- By default, no search filters have been applied. Select the **"Auditorium Room"** for events you wish to browse.
- You can change your time zone settings in the top right corner under the navigational bar.

Important: you will only be able to access events from **associations that you are registered for**. All attendees will be able to access open events.

Select Timezone | Reset Timezone

Filter by: Open Events All Auditoriums All Dates

PLEASE SELECT ROOM

- All Auditoriums
- *All
- Association Events
- Big Thinking
- Black and racialized programming
- Career Corner
- EDID
- Indigenous programming
- On Demand
- Partner Events
- Transitions

Select Timezone | Reset Timezone



Filter by: CSCH Sessions All Auditoriums All Dates

Tuesday, May 17
11:00 AM - 12:30 PM EDT
11:00 AM - 12:30 PM EDT

CSCH7871-Print Culture and North American Pr

Add to Calendar View Session

Presenters:

 **Ivy Erazo**  **Tom Unak**

Tuesday, May 17
01:00 PM - 02:30 PM EDT
01:00 PM - 02:30 PM EDT

CSCH7872-Colonization, Corporations, and Christianity

Add to Calendar View Session

For each event, you can click “**Add to Calendar**” to add the event to your personal email calendar. This function supports Outlook, Google, Android and Apple calendars. The link included in the calendar appointment will direct you to the auditorium where the session is taking place, **not the direct Zoom link**.



For each event, you can click **“View Session”** to go directly to its auditorium. It is from the auditorium that you can find the **“Attend Webcast”** button to attend the session.

Note: if an event is on-demand, you will not be able to add this event to your personal schedule since there is no specific viewing time associated with it (hence, on-demand). The **“Add to Calendar”** button for on-demand events will be deactivated (see picture below). At your leisure, you can click on **“View Session”** to go to the auditorium to watch the on-demand recording.

Watch on Demand **Creating a Business Impact in Recruitment**

Job candidates today want a unique customer experience with employers they're interested in – from before they even apply to being hired and beyond; from the human touch to today's AI technologies. According to the Talent Board Candidate Experience (CandE) Awards and Benchmark Research over the past 10 years, the candidate experience is finally changing for the better.

Add to Calendar

▶ View Session

Getting involved during Congress

Event bag *sponsored by Sage Publishing*

Don't forget to check out the virtual Event Bag *sponsored by Sage Publishing* within the platform to discover Congress 2022 souvenirs and info from sponsors, academic journals and advertisers. You will also be able to collect exhibitor documents by “pinning” them to your Event Bag. Find the Event Bag in the main navigational bar!

Expo door prizes

Check out virtual Expo to chat or leave a message with exhibitor representatives. Many exhibitors are offering door prizes – don't miss out!

Help and support during Congress

Whether you require assistance accessing the platform, have a question about an upcoming session, or need help troubleshooting Zoom, we are here to ensure you have a positive Congress experience!

Registration/Information booth

Staffed by the Federation team, the Registration/Information booth is the place to go for all your registration inquiries and general association conference questions. You can locate the booth from the main lobby sign and the top navigational bar under **“Federation Hall.”**

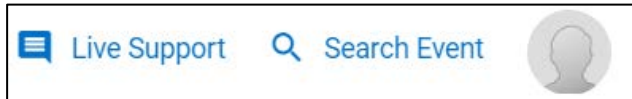
Once you're at the Registration/Information booth, you can connect with a representative via the chat feature at the bottom of the webpage. Before asking your question, look at the booth panels to see if the answer to your question has already been answered!

Forj Live Support



You can contact the team behind the platform, Forj, with your technical questions, wayfinding, and general inquiries.

1. Locate and click the “**Live Support**” button at the top right of your webpage.
2. Enter your name, email and inquiry and click “**Submit**”.
 - a. Audio call, video call, and screen share are all available within the Live Support.



Email us

You can send registration inquiries to congress@federationhss.ca and all other general inquiries to info.congress22@gmail.com. Please allow 24 to 48 hours for a response, but we will do our best to respond sooner than that!

Due to a high volume of emails received during Congress, for immediate assistance, please access the Forj Live Support or connect with us at the Registration/Information booth.

Direct attendee help line

You can call the Congress hotline at 1-613-238-6112 ext. 371 for any inquiries. If the line is busy or we don't pick up, please leave a message, and a Federation representative will get back to you as soon as possible.

Hours of operation

Registration/Information Desk and Congress hotline

- May 12 to 19: 09:00 to 19:00 EST
- May 20: 09:00 to 17:00 EST

Forj Live Support

- May 12 to 20: 10:30 to 19:30 EST
- May 21 to June 3: 08:00 to 16:00 EST