

Tips and Tricks to help you at the 2022 CAFCN Conference Online!

We want you to have a great conference experience from the comfort of your couch! Here are some of our best tips and tricks for maximizing your day.

Conference Portal Overview

→ Your browser matters

Please use Chrome to access the event. Internet Explorer and Safari do not work well.

→ Logging in

Go to pheedloop.com/cafcn2022/virtual to log in. You will need to use the email address that you used when you registered for the conference and the password that was emailed to you. There is a 'Reset Password' link that you can use if you've lost the password.

When a password doesn't work, it is most commonly because it isn't being entered correctly. Use copy/paste whenever possible.

→ Announcements

In the lobby, under the main welcome video, you will find the announcements. Make sure to enable notifications by clicking 'Allow' on the pop-up window or by clicking the notification bell in the top right corner.

→ Account

Click on 'Account' in the left hand column and populate your account. Most attendees upload a picture and write a little bit about themselves, because it makes it easier to see who is attending and to meet people! You can also link your website, Twitter account, LinkedIn profile and Calendly...or not!

→ **HELP!**

Click on the 'Help' button in the bottom left for contact info and some quick troubleshooting tips.

Sessions

→ All published times on our website are in Central Daylight Time. When you are logged into the portal, the time will be displayed in your local time zone.

→ Click on 'Sessions' in the left hand bar to see a list of all of the sessions. Use the 'Filter' tab and experiment with different ways to see the sessions!

→ Use the Q&A icon to ask a question during the session. The chat will be moderated by the presenter.

Networking

→ In the Networking section, under the 'People' tab, you will be able to see who is online. Click on any attendee's profile to start a chat.

→ Look for the coloured tabs on some profiles. These show you who are speakers, exhibitors, CAFCN Executive, CAFCN Advisors, CAFCN Committee members and Technical Aid.

→ Create a group around a specific topic or interest and invite people to chat!

→ Click on 'Exhibit Hall' in the left hand column to see our exhibitors. Click on a booth to visit their 'online booth'. The booths will likely be monitored throughout the conference, but there should definitely be someone there during the dedicated exhibitor time slots (*before sessions; lunch time; after the last session*)

Trouble-shooting

- **If you are having problems with sound or video, make sure to grant your browser correct permissions** (such as access to your camera, speakers and microphone). Check out this article that gives instructions for how to do this in Chrome - <https://www.lifewire.com/configure-camera-microphone-setting-in-google-chrome-4103623>.
- Sound - Make sure that your speakers are turned on and the volume is up. Use this link to test your video and sound in the same browser that you are using for the conference - <https://www.youtube.com/watch?v=jNQXAC9IVRw>
- **Try a different browser** to bypass any settings which may be causing issues (Internet Explorer is not support by Pheedloop, our conference platform)
- Click **Help** for quick assistance (and don't close the window!) or start a chat with one of the profiles marked as 'Technical'.
- **Log in as soon as you can** and click around to make sure that you are familiar with the platform. We will be providing 3 'practice sessions' (May 10 @ 9:00 am CDT, May 12 @



We look forward to seeing you at the conference!