# **Disability & Work in Canada 2021**

# **Participant guide**

## Welcome

Dear Delegates,

Welcome to the Disability & Work in Canada conference 2021 (DWC2021). We are pleased that you are joining this important event. Below you can find the information about navigating the conference website and participating in the conference sessions. If you still have questions after reviewing the information below, don’t hesitate to contact us at info@DWCStrategy.ca. We are here to help!

Sincerely,

DWC2021 Planning Committee

## Logging in to the conference website

To log in to the virtual site <https://dwcconference.unitydevwebsite.com/>, you will need to use your personal log-in and access code. All registered delegates will receive these details a few days before the conference. A reminder with login details will be sent before each day of the conference.

If you have registered but haven’t received login information, please contact info@DWCStrategy.ca.

## What you will find on the conference website

### Main menu

The main menu located on top of the website can be used to access the schedule, poster presentations, resources, and networking options.

To see the conference schedule, choose “**Sessions**” which is located under “**Program**” button on the main menu. The sessions will be mostly presented live and will run in Eastern Time. “**Pre-Recorded Presentations**” and “**Vignettes**” buttons will lead you to the pre-recorded presentations that you can watch anytime.

Start by clicking “**Exhibitors**” button on the main menu to visit an exhibitor booth.

Choosing “**Connect and Network**” button will get you to the list of all delegates. You can find a delegate you’d like to connect with, and “connect and chat” with them or “send email message.” There is also a “**Discussion Forum**” available under “**Connect and Network**” button. Join the discussion to communicate with other delegates about your ideas, insights, and inspiration.

If you have questions about watching the sessions, read FAQ’s. If you are not finding the information that you are looking for on our FAQ’s page, don’t hesitate to contact us at info@DWCStrategy.ca.

### More information on the website

The conference website also features a welcome video is presented by the DWC Steering Committee members, including the four new members.

Other items on the conference website include the information about key or featured presentations or resources that we are inviting the delegates to explore. Towards the bottom of the website, there are links to the three organizations representing the conference planning committee.

A key button on the website that you will likely use need a lot, is **“My Personal Agenda**.” Continue reading to learn how to add sessions to your personal agenda.

## Joining conference sessions

### Registering for the sessions

To watch a conference session, first you need to add it to your agenda. To do it, go to the Sessions page and click on the title of each session you are interested in viewing. Add it to your agenda by clicking on the “**Register and Add to my Agenda**” button. You can then join or watch by clicking the green join presentation button.

All sessions that you have added to your agenda, will appear on “**My Personal Agenda**” and you can access them from there. Note that this conference doesn’t support Internet Explorer browser.

You don’t need to register to watch pre-recorded presentations, including posters and vignettes.

### Technical requirements

Most up to date computers and mobile devices such as laptops, desktops, and handheld tablets are capable of running the virtual event for you. [Click to here run the Pre-Live ZOOM Test](https://zoom.us/test). Please also make sure that you’ve upgraded to the latest version of Zoom by visiting [zoom.us/download](https://zoom.us/download).

### Technical support

There is a chat box for technical support available at the bottom right corner of the website for those having trouble accessing the virtual sessions.

## Accessibility features of the conference sessions

We are providing closed captioning using CART, and ASL interpretation, for all conference sessions. Captioning is available by clicking on the CC button or live transcription button at the bottom of your Zoom screen. You can also view the live captions by clicking on the StreamText URL, posted in the chat box, if you wish to view the captions on a separate screen outside of the Zoom platform.

For the sessions that run in French, French-English interpretation is available. Select the French language channel by clicking on the Interpretation icon at the bottom of your screen and select French. You can then hear the meeting audio translated into French by a live interpreter.”[[1]](#footnote-1)

All pre-recorded presentations include captions for accessibility.

We have asked all speakers to share with us only accessible materials if they want us to post them on the website. If you find if any material posted on our website is not accessible, please let us know by sending an email to info@DWCStrategy.ca.

## Networking features of the conference

We welcome your active participation during the conference sessions, and we are inviting you to explore the networking options on the conference website.

* Update your profile by clicking “**My Account**” in the upper-right corner of the conference website, and choosing “**My Profile**”
* Most of the conference sessions will include Q&A. To ask a question or provide a comment during the session, you can type your question in the Q and A box or chat. You may also raise your hand in Zoom, and the panelist will then unmute you and you can ask your question.
* This year our virtual conference introduces networking sessions, specifically designed as an opportunity for delegates to share your ideas and thoughts. Raise your hand by clicking Raise Hand in the webinar controls, and you will be prompted to unmute yourself. Click Raise Hand again to lower your hand, if needed. This will not mute yourself if you are unmuted.
* Conference **Exhibitors** will be happy to see you in their booths! Besides learning more about the organization and what it does, you can join the Zoom meeting to chat with organization’s representatives.
* Click “**Connect and Network**” under “**Network**” button on the main menu. You can start or join the discussion to communicate with other delegates about your ideas, insights, and inspiration. Feel free to connect with other delegates by sending “connect and chat” request or sending them an email message.
* You can also connect on the “**Discussion Forum**”, under “**Network**”. The goal of this Discussion tool is to provide our community with an easy way to have useful, honest communications between event members for ideas, insights, and inspiration. Please be respectful.
1. In French, here’s some text we have: “Une traduction français-anglais est disponible. Sélectionnez le canal de langue française en cliquant sur l'icône Interprétation au bas de votre écran, puis sélectionnez Français. Vous pourrez alors entendre l'audio de la réunion traduit en français par un interprète en direct." [↑](#footnote-ref-1)