# **Disability & Work in Canada 2022**

# **Participant Guide**

## **Welcome**

Dear Delegates,

Welcome to the Disability & Work in Canada conference 2022 (DWC2022). 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,

DWC2022 Planning Committee

## **Logging in to the conference website**

To log in to the virtual site <https://dwcconference.unityvirtualevent.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 (pre-recorded) presentations, resources, and networking options. There is also a list of the main menu buttons on the left hand side of the home page towards the top of the page, including the following buttons in the following order: **Sessions, Pre-recorded Sessions, Conference Speakers, Vignettes, Event Sponsors, Exhibitors, Read the FAQs,** and **My Account.**

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. You can also view the event sponsors by clicking on the **Event Sponsors** button, under the **Exhibitors** tab.

Choosing “**Connect and Network**” button under the **Network** tab 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 the “**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 the **FAQ page**, under the **More** tab. 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.

Any registrant can update their profile from the **My Account** page by clicking on the blue **My Account** button at the top right corner of the website and at the bottom of the list of main menu buttons in the top left side of the home page. You can then click on **My Profile** and **Edit My Profile** to upload your photo and your personal information.

### **More information on the website**

The conference website also features a welcome video which 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 middle of the front page of the website, on the left side of the page, you will find a list of upcoming sessions under **What’s Happening Now?,** and on the right side of the page you will find **Discussions** and **Event Sponsors**. Towards the bottom of the front page, there will be links to the seven organizations representing the conference planning committee.

**Joining conference sessions**

To watch a conference session, go to the **Sessions** page and click on the title of each session you are interested in viewing. You can then join or watch by clicking the green **Click here to Join/View** button.

You can also watch pre-recorded presentations, including posters and vignettes by clicking **Pre-Recorded Presentations** and **Vignettes**, and clicking on the title of each pre-recorded presentation that you are interested in viewing and clicking on the video.

Note that this conference doesn’t support Internet Explorer browser.

### **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.

**When watching the session, how do I keep the video of an ASL interpreter always on my screen?**

Your video layout in Zoom will already display the ASL interpreter in Side-by-Side Mode. You can adjust the size of the screen with the ASL interpreter by placing your cursor on the bar in between the two screens and dragging the bar side to side.

**Comment accéder à l’interprétation français-anglais d’une session ? / How do I access French-English interpretation of a session?**

*English version follows*

Pour tous les discours d’ouverture et de nombreuses sessions parallèles, une interprétation français-anglais est disponible (il y aura une note dans le programme : “Des interprètes français-anglais seront disponibles / French-English interpreters will be available”). Dans Zoom, 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.

For all keynotes and many of the parallel sessions, French-English interpretation is available (there will be a note in the program: “Des interprètes français-anglais seront disponibles / French-English interpreters will be available”). In Zoom, 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.
* Our virtual conference offers networking huddles and networking sessions, specifically designed as an opportunity for delegates to share your ideas and thoughts. To participate in the networking huddles or sessions, after you have joined the webinar, you can Raise your hand by clicking Raise Hand in the webinar controls, or message in the chat box, and we will change your role from attended to a panelist. You can then turn on your video and unmute yourself. You are also welcome to remain as an attendee and watch and listen to the networking session.
* 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 the 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.

**DWC Partner Organizations**



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)