

9th Native Prairie Restoration/Reclamation Workshop

Attendee Guide for a Virtual Workshop

This guide will help you get the most out of the 9th Native Prairie Restoration/Reclamation Workshop. Learn about virtual workshop etiquette, tips for networking and exploring the workshop in its entirety. A [Tutorial Video](#) on PCAP's YouTube Channel is also available.

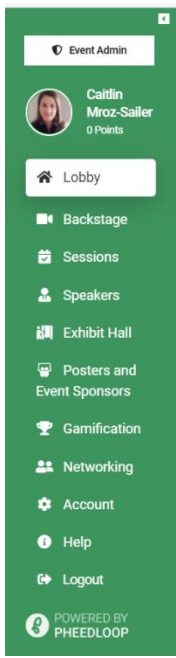
Accessing PheedLoop and IT Help:

- You can access PheedLoop with the credentials from the Welcome email. If you haven't received one yet, please check your Spam or Junk folder. If you still haven't received one, please contact: pcap.nprrw@gmail.com
- Note: Clicking on the 'Open Virtual Event' button may open PheedLoop in your default browser, which may not be ideal.
- PheedLoop performs best on Google Chrome or Firefox browsers, but should work in all modern browsers, except for Internet Explorer. If you are experiencing issues, it may be due to the settings in your browser.
- PheedLoop also performs best on a computer (laptop or desktop). Mobile/Tablet devices are not recommended.
- If you are having trouble logging on to PheedLoop, make sure you have typed in your email address (that you registered with) and password correctly. You can change your password in your Account settings.
- Once you log on, be sure to enable notifications and allow PheedLoop access to your webcam and microphone.
- We recommend accessing your profile ahead of the workshop to set it up and to familiarize yourself with the PheedLoop system. Be prepared for a learning curve using this virtual platform. Once you become familiar with it, navigating will be much easier.
- During the workshop, we recommend logging off and closing out any high data usage internet tabs that are open (for example: YouTube, Netflix, etc).
- If you are having issues (for example the video or audio of a webinar is slow or choppy), try an "incognito window", or an "inprivate window" (press "ctrl"+ "shift"+ "n" at the same time) to open a separate, private window.
- Be sure to only have PheedLoop opened on one internet tab.
- An Internet speed of 25mbps is recommended for webcam usage and video.
- To ensure the best connection, an ethernet cable is recommended instead of WiFi.
- We are pleased to offer a basic training session on Monday February 7th at from 2:00pm-3:00pm CT
- Having IT trouble? Please contact: support@Pheedloop.com
- Please note that most IT issues can be resolved by making sure you are using an appropriate browser, trying an incognito window, disabling your VPN. There is this

troubleshooting guide with your IT department to help remove any possible network restrictions on PheedLoop: <https://support.pheedloop.com/article/485-identifying-and-solving-vpn-firewall-or-network-restriction-issues>

PheedLoop is the virtual event platform. The tool bar on the left is how you access the different components of the workshop (Lobby, Sessions, Exhibit Hall, Poster Session, Networking, Gamification, Account, Help).

Table 1. PheedLoop Virtual Event Platform Navigation

	Lobby: A place for announcements and networking
	Sessions: Click here for schedules and to watch live webinars. Webinar recordings will also be available here, after the live presentation.
	Exhibit Hall: Trade Show Booths.
	Posters and Event Sponsors: You will find posters (in pdf or video format) and sponsor profiles.
	Gamification: When you have found a code, enter it here to earn points. Cash in your points for prizes. Just click on “All Prizes” to see the prizes available.
	Networking: You can search for individuals to chat with here. If you click on “Groups” you can choose to enter any of the Open Networking Rooms. Feel free to use this space to video chat with colleagues.
	Account: Update your Profile.
	Help: Has a few popular articles that may be helpful if you are having issues. It may take a while to get a response from support@pheedloop.com , this is why we want you to test your connection before the workshop, so that you can identify issues ahead of time.

Event Lobby:

- If you are on the Lobby page (Figure 1), you have access to a public chat on the right-hand side.
- Feel free to ask general event questions here!
- Public announcements will be available in the Lobby.

Notifications:

There is a bell or notification symbol at the top right of the PheedLoop Platform. If someone contacts you, you will receive a notification there. You can click on the bell icon to see who has contacted you. You will be prompted to enable notifications, please do so. To change your

notification settings, click “Account” on the navigation panel and scroll down. Here you enable/disable your settings to receive notifications when you are not online.

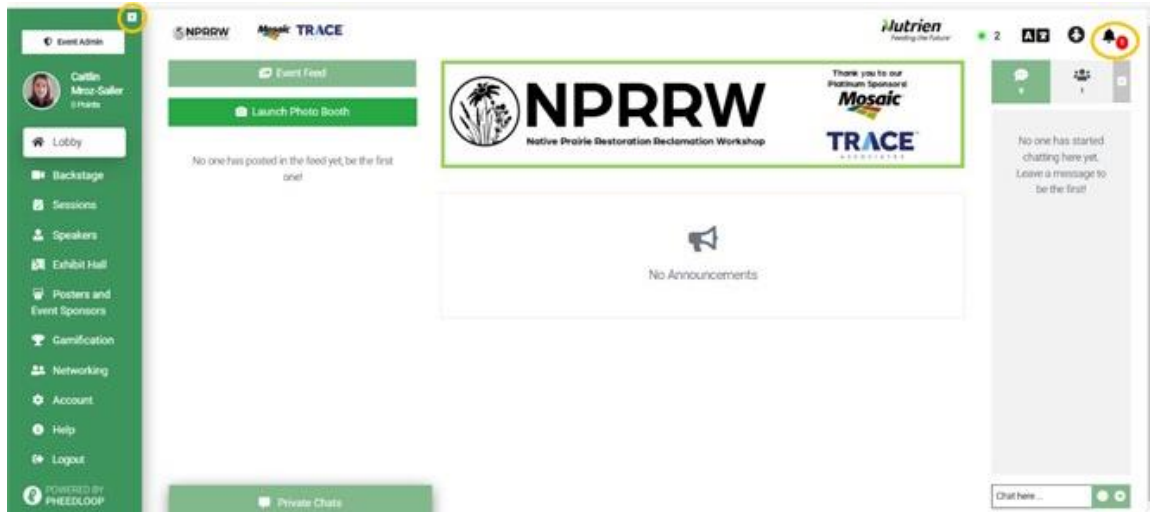


Figure 1. Dashboard on the left is used for navigation (new this year, it can be minimized by clicking that small arrow above your name). Notifications Symbol is highlighted.

Accessibility Adjustments:

If you click on the little person icon to the left of the bell icon, it will open a variety of accessibility adjustments that are available to you. You can modify your profile if you are prone to seizures or have ADHD or require the font to be bigger, etc.

Public Chat:

The Public Chat box is specific to each room that you are in. Beside the Public Chat, is the presence detector, which will tell you how many people are in a same room as you and who they are. The Public Chat adapts to what room you are in.

Launch Photo Booth:

Post a selfie of yourself with a caption in the lobby. For example: “Greetings from Winnipeg!” Native prairie backgrounds will be changed daily. This is an optional way to network and connect with other event attendees.

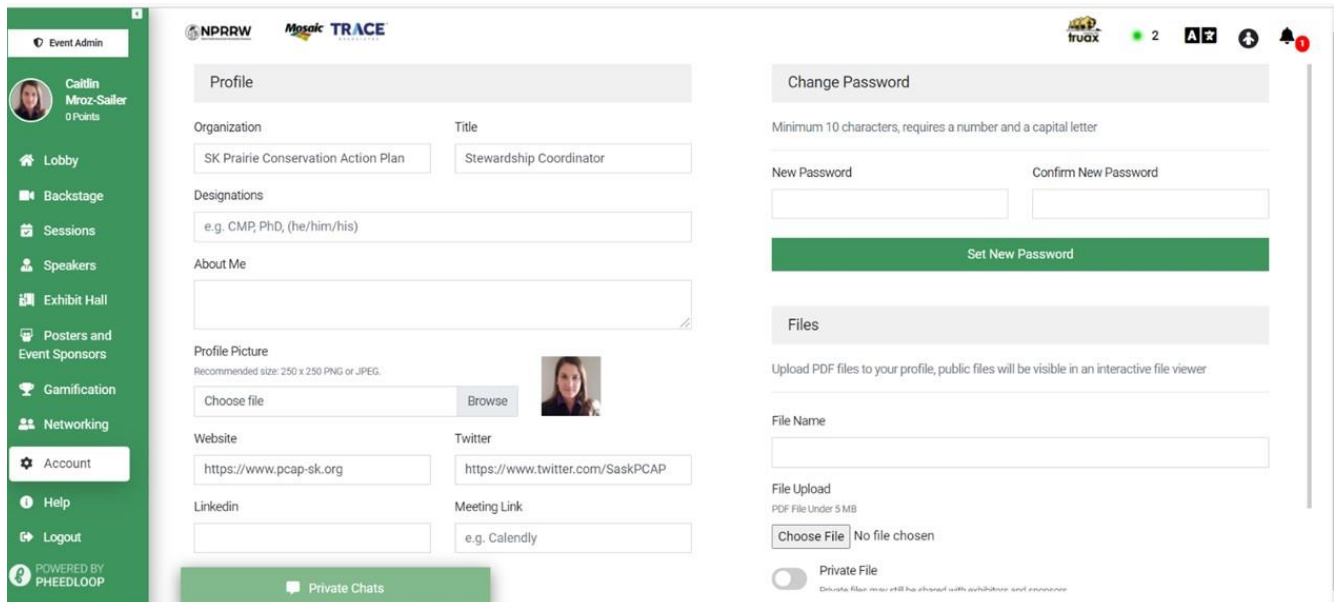


Figure 2. Profile Setup (Under Account)

Profile:

Each participant will have their own profile. We recommend updating it with a picture and as much contact information as you are comfortable with. Think of this as your virtual business card for networking. Make sure to make all your selections on your profile based on your preferences for push notifications, etc. If there's something that you don't like over the course of the week, you can always update it. The time zone should be set based on your browser, check to make sure it's the right time zone. If for whatever reason the time zone is not accurate, it would be important to take note to plan your week. The sessions and case studies will be in your browser's time zone.

Webinars:

We recommend downloading a pdf of the workshop schedule from the NPRRW webpage (<https://www.pcap-sk.org/upcoming-events/nprw-2022>), so you can maximize your time and attend all of the presentations and case studies that you would like to. You can also go into PheedLoop and add sessions to your personal calendar. Click on the + icon next to the Session name and it will add the session to your personal calendar.

- Webinars can be accessed through "Sessions" section of the dashboard.
- All sessions will be listed on the right of the Dashboard. You can search for or filter by key words, or dates, or speakers, etc
- For the best viewing experience, enter full screen mode. There may be different view options once you enter full screen mode, if you want to see the speaker's webcam, etc. Click "View options" at the top of the Full Screen Mode screen (Figure 4).
- Webinars will be recorded and will be available for a limited time post-event (6 months). We also recommend attending any live presentations as we cannot guarantee that recordings will always work.

- Please type presentation specific questions into the (Zoom) Q&A. For case studies, you can raise your hand and wait your turn to ask your question aloud or you can type it in the (Zoom) Presentation Chat. Questions will be moderated and will be answered by the presenter at the end of the presentation. The PheedLoop Chat is for general networking, as seen in Figure 3.
- We recommend watching in full screen mode to focus on the presentation and Zoom chat box and Q&A box, as shown in Figure 4.
- In order to keep the event running on schedule, there may not be time to ask all the questions from the attendees. If we are unfortunately not able to ask your question, please contact the speaker directly.
- The “Public Session Chat” is to communicate with people who are in the room and will not be moderated by the session moderator and will not be seen by the speaker. Please use this for networking or general event questions.
- If a session isn’t loading, refresh, check for browser restrictions, try a different browser.

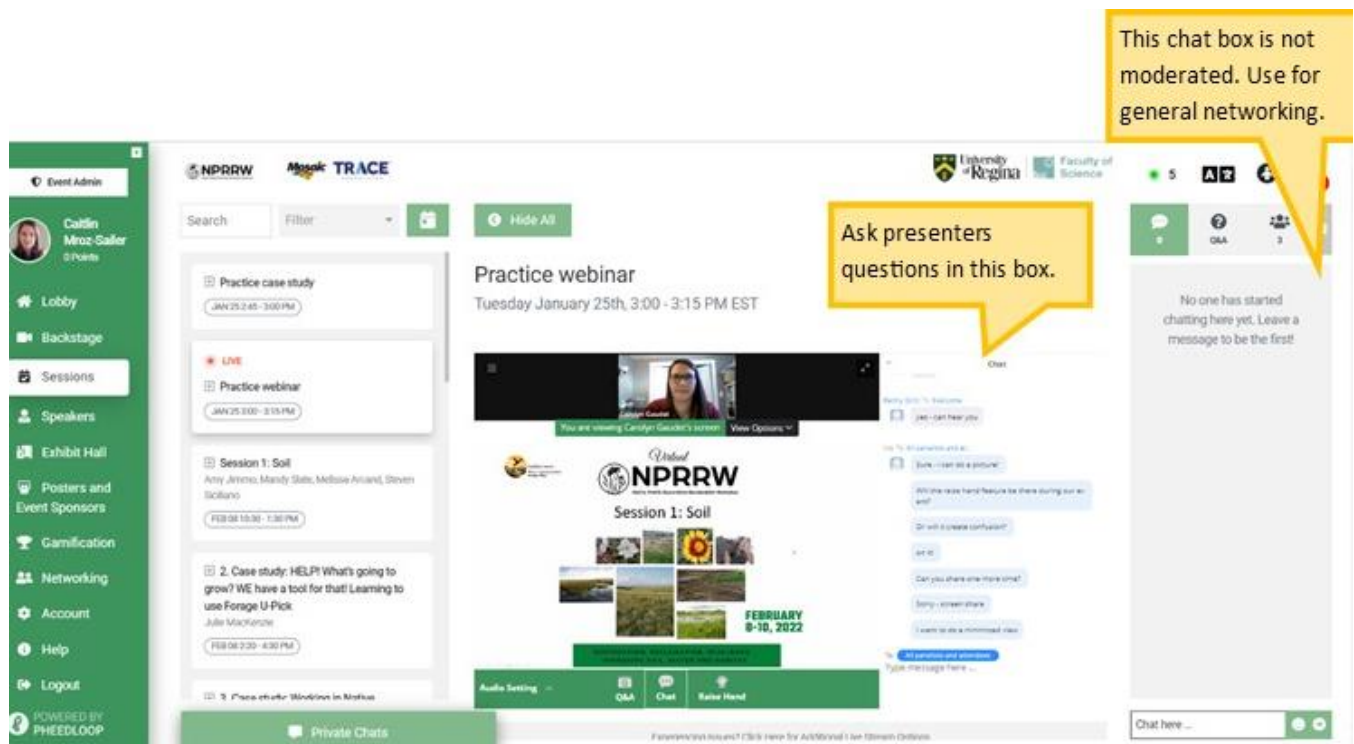


Figure 3: Presentation Chat Box vs Public Session Chat Box



You are viewing Carolyn Gaudet's screen View Options



Session 1: Soil



**FEBRUARY
8-10, 2022**

RESTORATION, RECLAMATION, RESILIENCE -
IMPROVING SOIL, WATER AND HABITAT

Chat

Me To: All panelists and at... 3:05:19 PM
Hello!

Rebecca Magnus To: Everyone 3:05:32 PM
Hi!

Renny Griz To: Everyone 3:05:38 PM
Hello

Rebecca Magnus To: Everyone 3:06:08 PM
Yes

Me To: All panelists and at... 3:06:10 PM
Yes!

Renny Griz To: Everyone 3:06:11 PM
yes - can hear you

Me To: All panelists and at... 3:06:27 PM
Sure - I can do a picture!

Will the raise hand feature be there during our event?

Or will it create confusion?

To: All panelists and attendees
Type message here ...

Audio Setting ^

Q&A Chat Raise Hand

Figure 4. Full Screen Mode.

Case Studies

- Get your virtual hands dirty in problem solving restoration or reclamation cases.
- Located in the Sessions Tab in the Dashboard
- Case study descriptions will be found when you click on the individual case study in the Sessions tab.
- There will be a leader to lead the case study.
- Case studies will involve a short presentation, breaking into small groups of 5-10 people (if applicable), followed by a summary.
- The expectation is that during the small break-out sessions, people will actively participate in the discussion or problem solving.
- Please mute yourself when you are not actively speaking.
- The presentation and summary part of the Case Studies will be recorded. The small break-out rooms will NOT be recorded.
- Depending on the case study, you may be able to switch between small break-out rooms or select a break out room that is best suited to your interests.
- Please note that you may need to change your microphone, camera or audio settings when you enter a new breakout room. (Please see Figure 5 below).
- If it doesn't work in Pheedloop, contact IT. You may also click on the zoom link (a window should pop up) for additional live stream options. Be sure to leave the session on Pheedloop to prevent feedback. (Click on the PheedLoop lobby)

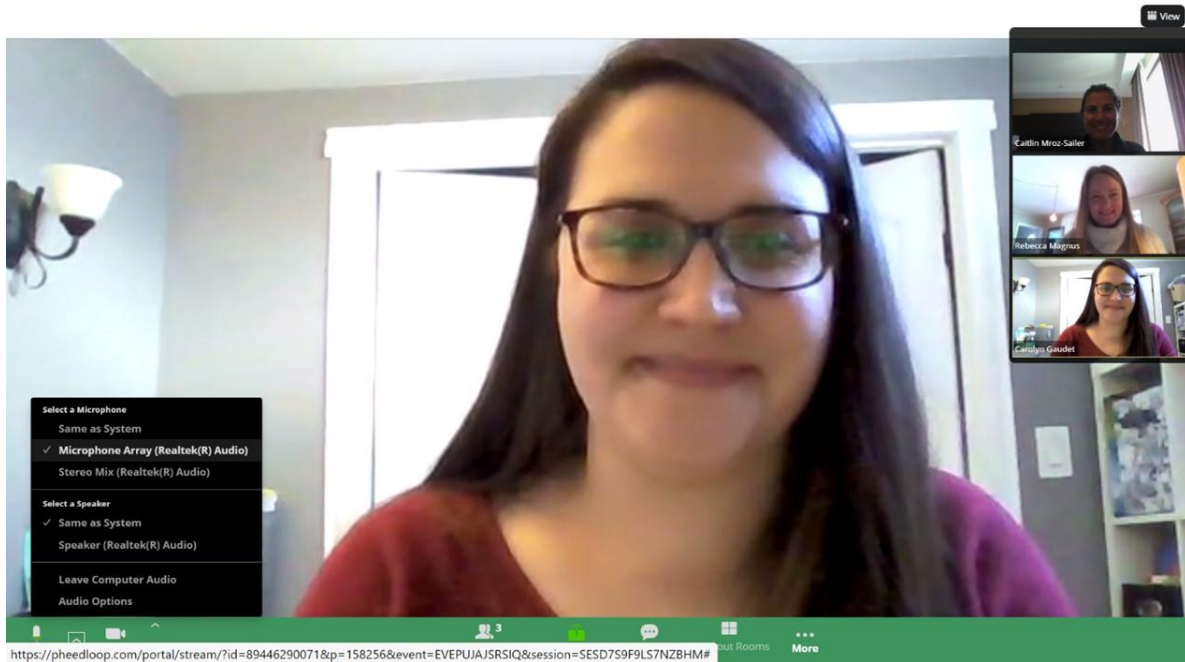


Figure 5. Changing microphone settings to actively participate in break-out rooms by clicking on the arrow beside the microphone

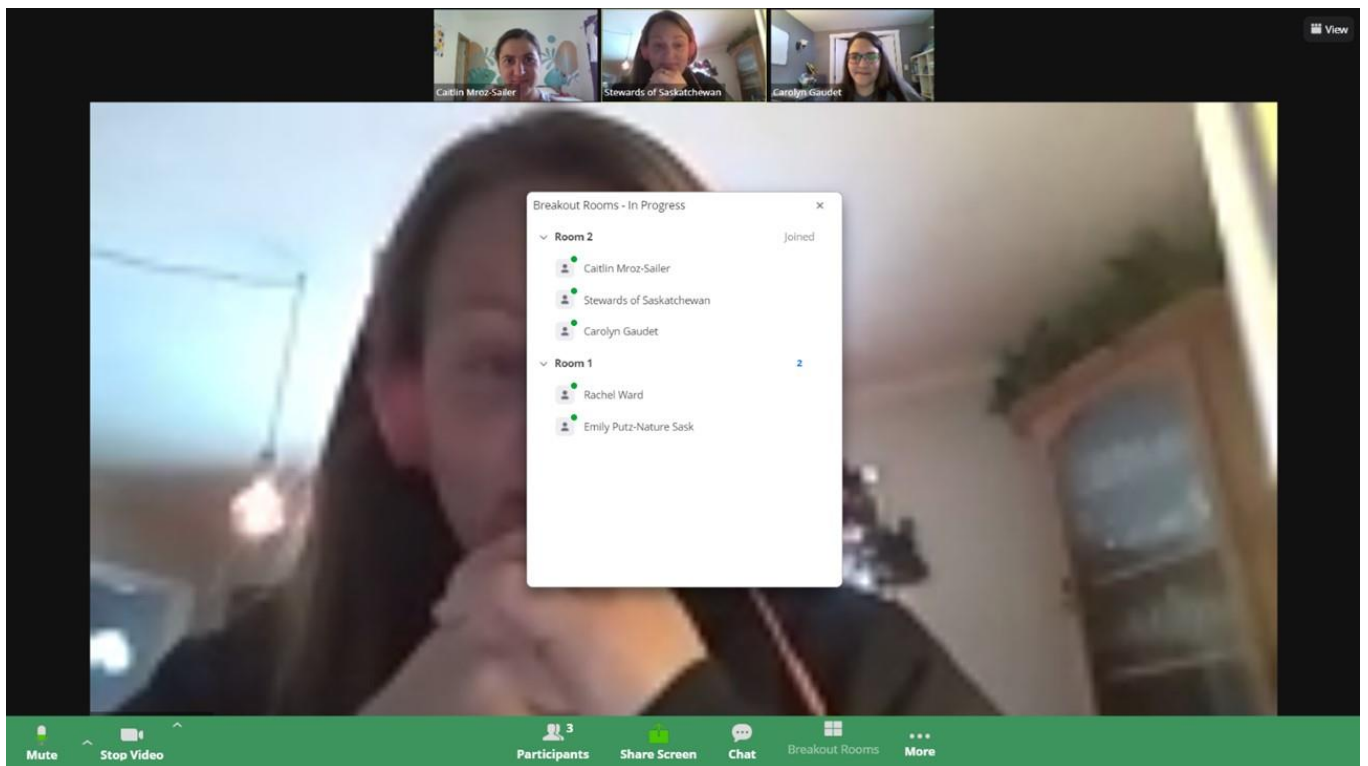


Figure 6. Changing between Break-out Rooms during Case Studies.

Student Meet and Greet:

Taking place on Wednesday afternoon, there will be a Student Meet and Greet. This is where students and employers can come together and connect. There will be a larger group discussion with a panel of employers to give tips and tricks on how job seekers can make their resume stand out. It may break-out into smaller groups. This will be an informal Question and Answer session. It is not exclusive to students and job seekers are also welcome to attend. Panelists may include non-profit organizations, industry representatives and/or government. The technical set up will be similar to the case studies. Please see the case study section above.

Web Cams:

We recommend using your web cam for networking, discussion rooms, case studies and live chats at Trade Show Booths. As mentioned previously, an Internet speed of 25mbps is recommended for webcam usage and video.

If your web cam is appearing black, try adjusting your camera Flicker Reduction settings (on your computer and not on PheedLoop) from 50hz to 60hz.

NPRRW Gamification:

- *New* this year, as an icebreaker for networking and extra incentive for attendees to explore the depths of the virtual platform, we will be using Gamification.
- The goal of Gamification is to encourage more interaction and networking in a virtual event.
- As you explore the Exhibit Hall/Trade Show, Poster Session, Webinar Sessions and Case Studies, you will find codes. Enter codes into the Gamification section to earn points. Accumulated points can be redeemed for prizes.
- Codes can be found throughout the event or by directly contacting the poster presenter or booth exhibitor.
- Prizes include tickets to Shakespeare on the Saskatchewan, Binoculars, Art, Native Seed Packages, Gift Certificates and more! Prizes will be mailed directly to the winners after the event.
- Prizes are available on a first come, first served basis.
- GAMIFICATION CODE: WINBIG

Trade show:

- Located in the Exhibit Hall
- You can search or filter the booths.
- Each booth will consist of videos, links and/or resources to view or download.
- Booths may have someone available to answer your questions and networking during designated trade show times. You can look at the booth attendants, anyone with a green halo around their picture is currently online.
- Visit each booth to download free resources.



- A chat box will be available so you can chat with other attendees at the booth or the trade show booth staff.
- The option to “Join Live” may be available. Click there to join the video discussion. Availability depends on the company/organization and whether they subscribed to the lead retrieval/video chat upgrade.
- If you are not interested in chatting with booth managers directly, you can click on Request Information.

Poster Session:

- The Poster Session will be located in the “Posters and Event Sponsors” section of Pheedloop and you are welcome to browse at your leisure.
- “Posters” will include either a slide deck or video.
- Poster Presenters will be at the Poster Session during designated Poster Session times. Feel free to chat and send them questions.
- If you are not able to attend the designated Poster Session times, you can still contact a Poster Presenter for more information or questions. However, you may not get an immediate response.

Networking:

In the Networking section, you can find individuals (click on “People”) and see anyone’s profile that is visible to the public. You can send them a chat message. You can search for an individual in the Search bar. You can also filter the people based on whether they are online or if they have specific tags (for example, Speaker or Exhibitor). Anyone with a green halo around their photo is online.

Open Networking Rooms:

Every day there will be 5 open networking rooms available. There will be a maximum of 5 attendees in each room. Feel free to pop into a room for networking or discussions! Just Click on “Networking” and then “Groups” And then you pick one of the networking rooms. This will allow for video chatting and networking. You may need to adjust your computers settings or toggle between different microphones/speakers to be able to participate, as shown in Figure 7. New this year, you can minimize the dashboard (on the left) and chat (on the right) to have a larger video chat screen or you can choose Full Screen. Arrows are highlighted in yellow in the figure below.

If there are a lot of questions following a presentation or case study, people may be directed to these rooms to continue the conversation. There is a maximum of 5 people per networking room.

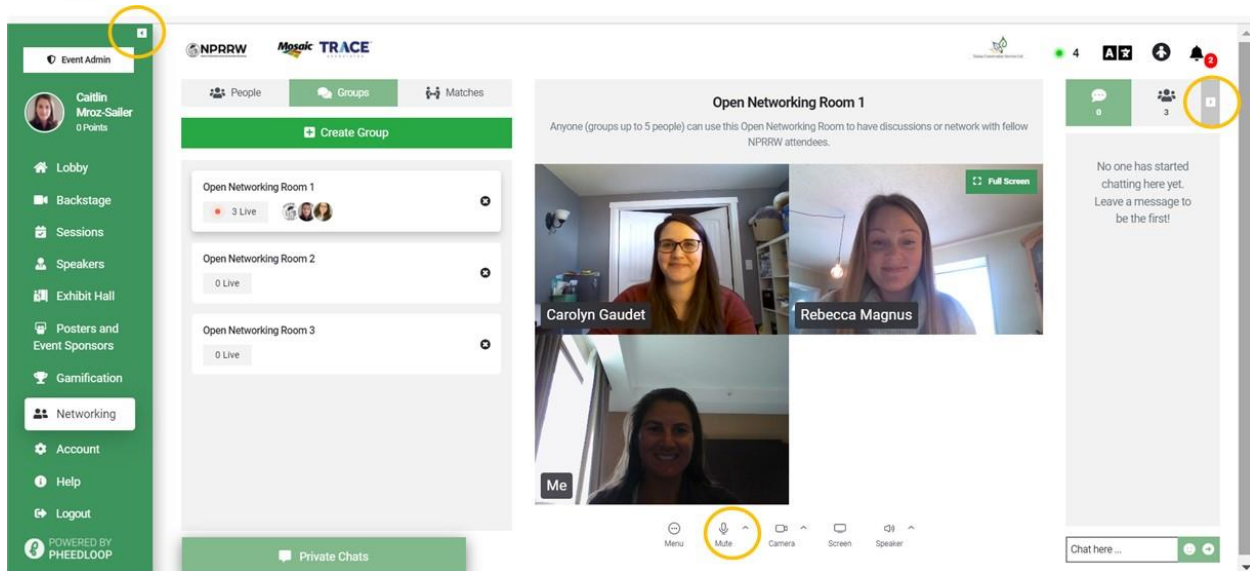


Figure 7. How to change your audio/web cam settings in networking rooms and hide dashboard (arrow at top left) and public chat (arrow at top right)

Post-Event Evaluation:

We would love your feedback about this event to help us report back to sponsors and plan the next Native Prairie Restoration/Reclamation Workshop in Saskatoon. We review evaluations carefully and appreciate any feedback on content, setup, speakers, etc. You will be emailed an event survey by Google Forms. This will be your opportunity to provide feedback and suggest topics and speakers for future events.

10th NPRRW 2024

Normally, NPRRW takes place 2 of every 3 years and rotates between Regina and Saskatoon. With the Covid-19 pandemic and working around other conferences, we are slightly off-schedule. We look forward to seeing you in 2024 in Saskatoon!