

8th Native Prairie Restoration/Reclamation Workshop Participant Guide for a Virtual Workshop

This guide will help you get the most out of the 8th Native Prairie Restoration/Reclamation Workshop. Learn about virtual workshop etiquette, tips for networking and exploring the workshop in its entirety. PheedLoop is the virtual event platform that will host the Native Prairie Restoration/Reclamation Workshop.

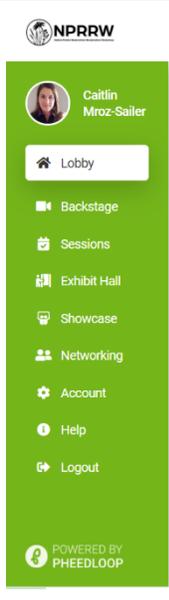
Accessing PheedLoop and IT Help:

- 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, try a different browser.
- 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.
- 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.
- 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 (press "ctrl"+ "shift"+ "n" at the same time) to open a separate, private window.
- Be sure to only have PheedLoop open 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 1st at 8:30am-9:00am.
- **IT help will be available on Monday February 1st, 2021 from 8:30am to 4pm. Click on the help symbol on the bottom left of the screen to find troubleshooting articles. Even if you don't plan on attending presentations or discussion groups on February 1st, please try to test your access, so that you can contact IT for help. IT help will not be available any other day.**

Navigating PheedLoop

The Dashboard on the left of the PheedLoop page is how you access the different components of the workshop (Lobby, Sessions, Exhibit Hall, Posters, Networking, Account, Help).

Table 1. PheedLoop Virtual Event Platform Navigation Dashboard

	Lobby: A place for announcements and networking
	Sessions: Click here for presentation schedules and to watch live webinars.
	Exhibit Hall: Trade Show Booths
	Posters and Event Sponsors: You will find posters and sponsor profiles.
	Networking: You can find People, Topic-focused Discussion Groups and Case Studies. The schedule for discussion rooms will be on the downloadable program. You can click on Groups to see topic descriptions.
	Account: Update your Profile and change settings according to your preferences. Upload a photo.
	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:

Logging into the virtual platform will lead you to the Lobby.

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

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.

Accessibility Adjustments:

If you click on the little person icon beside 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 larger font, etc.

Public Chat:

The Public Chat box on the right hand side of the platform (see Figure 1) is **specific to the page or room that you are in**. Above 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. So the Public Chat and the Presence Detector adapt to what room you are in and who else is there.

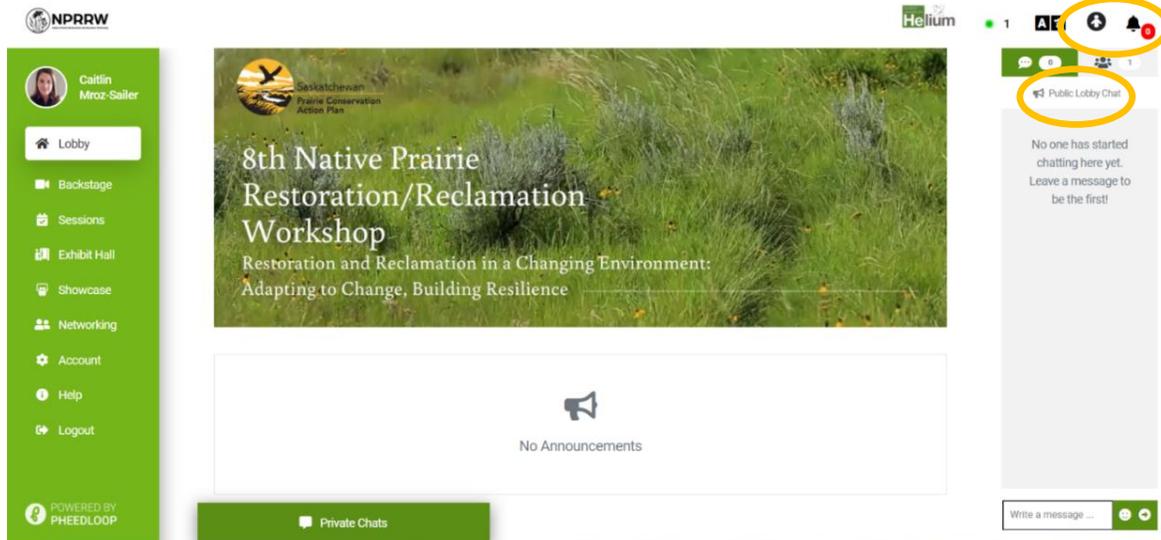


Figure 1. Dashboard on the left is used for navigation. This banner is the Lobby Banner. Notifications Symbol (bell), Accessibility Adjustments (little person) and Public Chat are highlighted.

Profile:

Each participant will have their own profile, click on “Account” to update. We recommend updating it with a picture and as much contact information as possible. Think of this as your virtual business card for networking. Be sure to make all your selections on your profile based on your preferences for push notifications, etc. If there is setting that you don’t like over the course of the week, you can always update it. The timezone shown in your profile is based on your browser, check to make sure it’s the right timezone. If for some reason the timezone is not accurate, make necessary adjustments to plan your week. The presentations will be listed in your browser’s timezone.

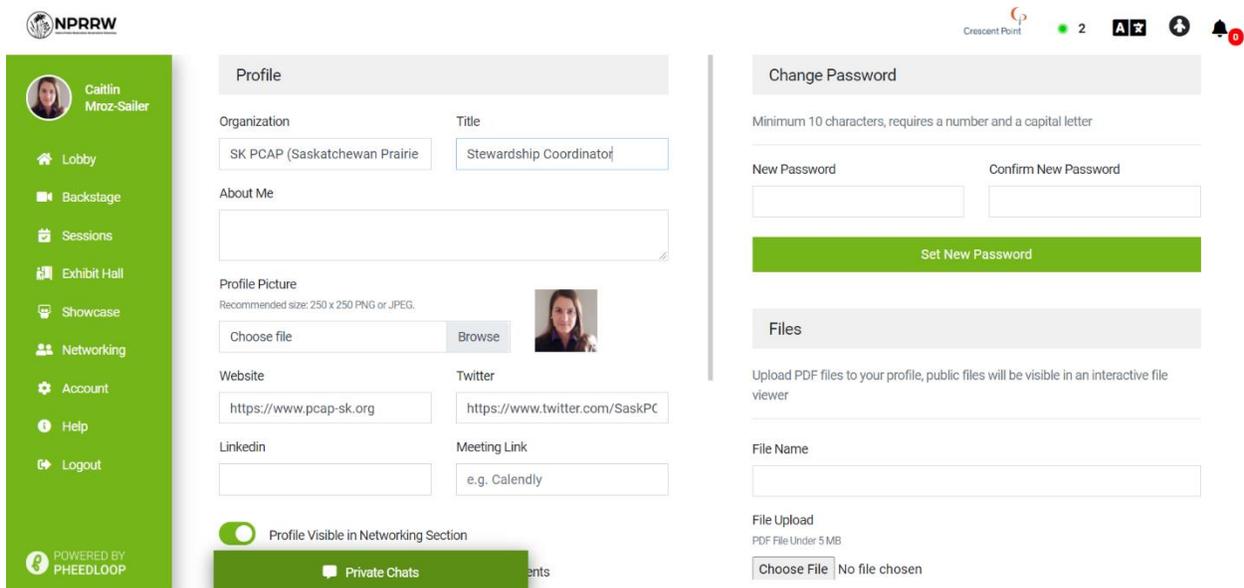


Figure 2. Profile Setup (Under Account)

Webinars:

We recommend downloading a pdf of the workshop schedule (Downloadable Event Program) for the week from the NPPRW webpage (<https://www.pcap-sk.org/upcoming-events/nprrw2021>), so you can view it ahead of time and plan ahead to attend all of the presentations that you are interested in. 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 navigation bar. You can search for or filter by key words, or dates, or speakers, etc
- For the best viewing experience, enter full screen mode.
- Most webinars will be recorded and will be available for a limited time post-event (6 months). Please note that webinars by presenters from the University of Winnipeg will not be recorded. We also recommend attending any live presentations as we cannot guarantee that recordings will always work.
- Please type presentation specific questions into the Presentation Chat (see Figure 3). Questions in the Presentation Chat will be moderated and may be answered by the presenter at the end of the webinar.
- 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 attendees who are in the room. The Public Session Chat will not be monitored by the session moderator and will not be seen by the speaker. Please use this for networking or general event questions (See Figure 3 below).
- If a session isn’t loading, refresh your browser, check for browser restrictions, or try a different browser.

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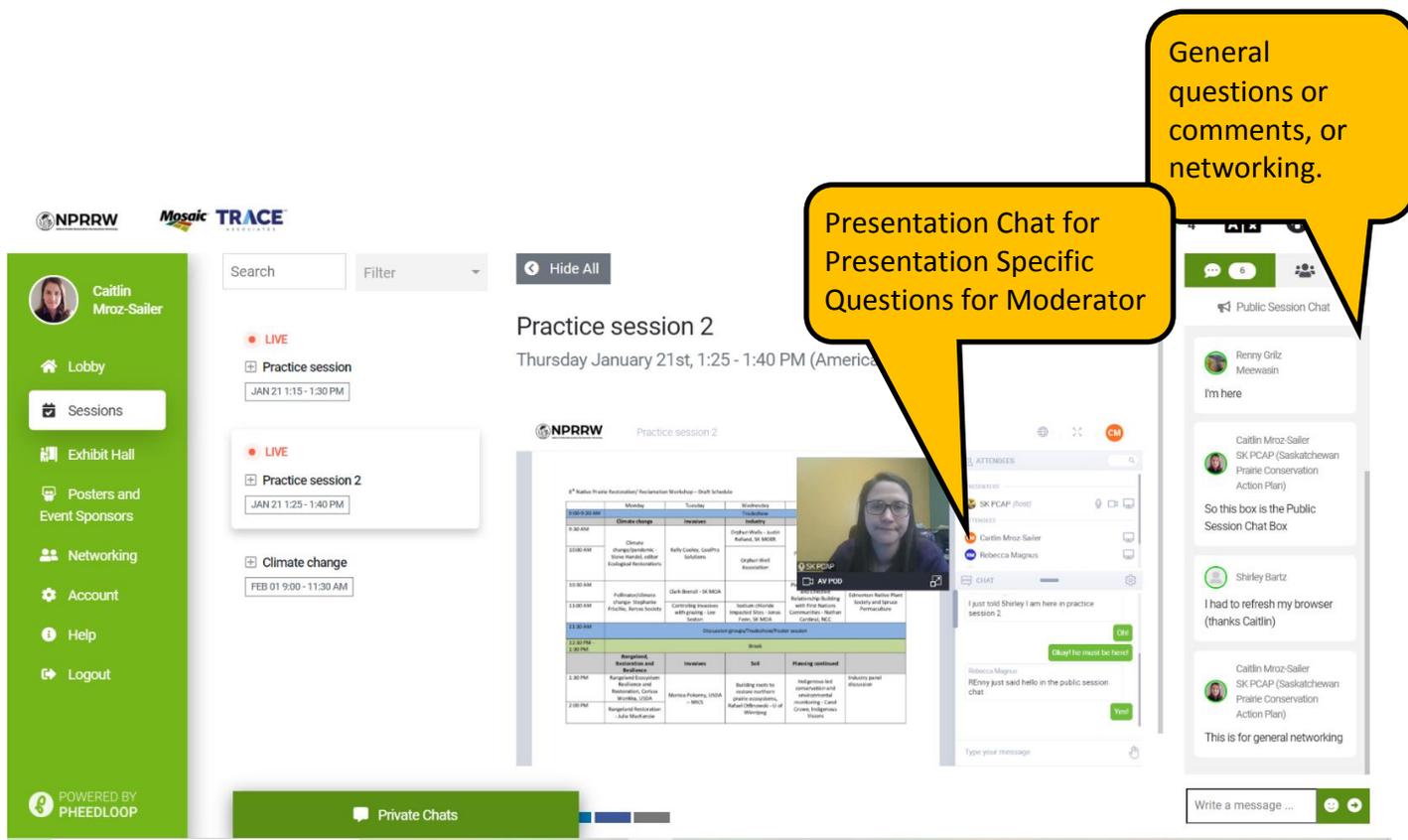


Figure 3: Presentation Chat Box vs Public Session Chat Box

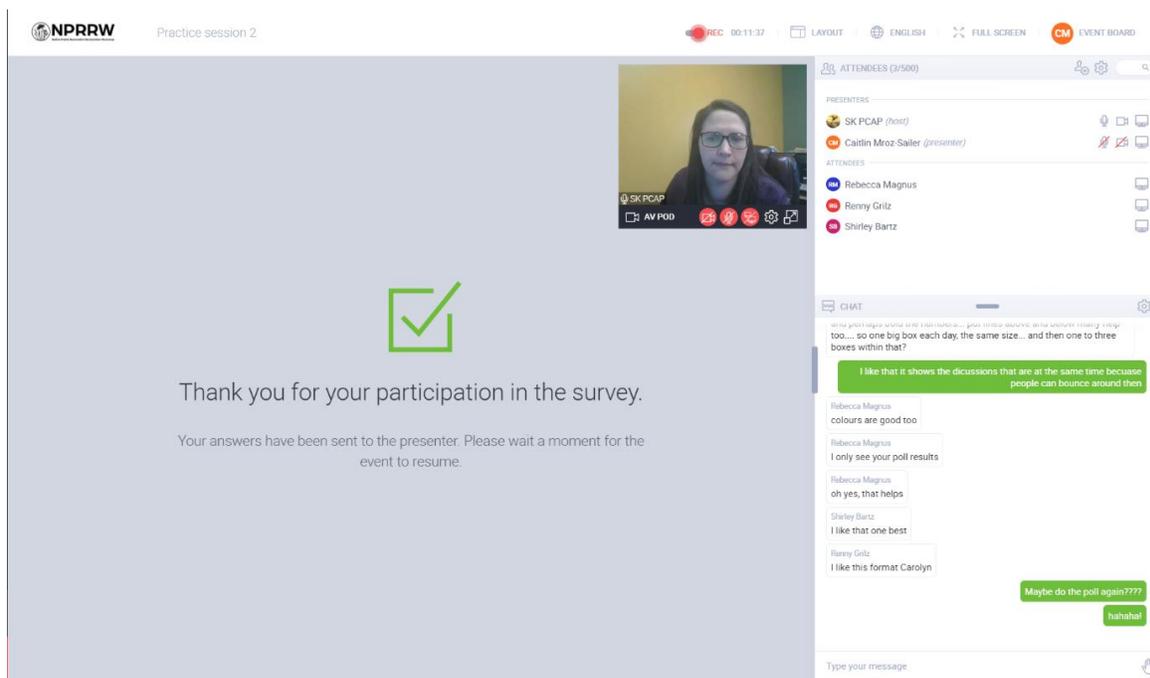


Figure 4 . Full Screen Mode.

NPRRW Event Passport:

- As an extra incentive for attendees to explore the virtual platform, we have an Event Passport Contest.
- Each attendee is invited to visit the trade show booths, poster sessions and explore the event platform.
- You can download the passport from the PCAP website: <https://www.pcap-sk.org/upcoming-events/nprrw2021>
- Everyone who completes the passport will be entered into a draw for a prize (Free Registration at the next NPRRW)! Check out the website for details! The Winner will be contacted directly and announced on SK PCAP Social Media.

Trade show:

- Located in the Exhibit Hall
- There will be at least 8 Virtual Trade Show Booths
- You can search or filter the Exhibitor booths.
- Each booth will consist of videos, links and 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.
- 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 here 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, if available.

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 of the Dashboard, you can see find other workshop attendees (click on “People”) and who have allowed their profile to be visible to the public. You can send them a chat message. You can search for an attendee in the Search bar. You can also filter your search 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.

There are different types of groups under the Networking tab: Topic-focused Discussion Groups, Open Discussion Groups, and Case Studies. It may take a minute to connect to a Discussion Group Video Chat, please plan accordingly. **Also navigating away from a Discussion Group, to another page on the virtual platform will disconnect you from the Discussion Group Video Chat and you may lose your spot in a Discussion Group if spots are in demand.**

Topic- Focused Discussion Groups:

- These Discussions Groups are focused on specific topics and may have leaders and/or moderators to facilitate the discussion.
- Discussion topics and times are available on the Downloadable Event Program, available at (<https://www.pcap-sk.org/upcoming-events/nprrw2021>).
- Discussion sessions are “come-and-go style” for a maximum of 25 people at a time.
- Web Cams for video chats are recommended, however only the first 16 webcams turned on will be shown on the screen. Typed chat and microphones will be available.
- If the topic discussion is full, you will need to wait until someone leaves to be able to join in and participate.
- If you are not interested in that topic or interested in actively participating in the discussion, please leave the room, as space is limited.
- Discussion Groups will not be recorded.

Open Discussion Group:

Every day there will be an open discussion group available to discuss any relevant restoration or reclamation topics. Feel free to pop into that room for networking or discussions! If the Open Discussion Group is occupied by another discussion, please contact organizers (Carolyn Gaudet or Caitlin Mroz) to open a group for you.

Case Studies:

- Located in the Networking Tab
- Case Studies are listed in the Downloadable Program on the NPRRW webpage.
- There will be a leader to lead the case study.
- Get your virtual hands dirty in problem solving restoration or reclamation cases.
- Case study descriptions will be found when you click on the case study in the Networking tab, under Groups.

Web Cams:

We recommend using your web cam for networking in topic-focused discussion rooms 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 from 50hz to 60hz.

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!

9th NPPRW 2023

NPPRW takes place 2 of every 3 years and rotates between Regina and Saskatoon, taking the year off when the Prairie Conservation and Endangered Species Conference is planned. We look forward to seeing you in 2023 in Saskatoon!