Attendee handbook for the UniC Summit 2021

This attendee handbook will help you easily understand how the main technical features of the UniC Summit platform work, as well as the best practices to adopt in order to make optimal use of the platform during the event.
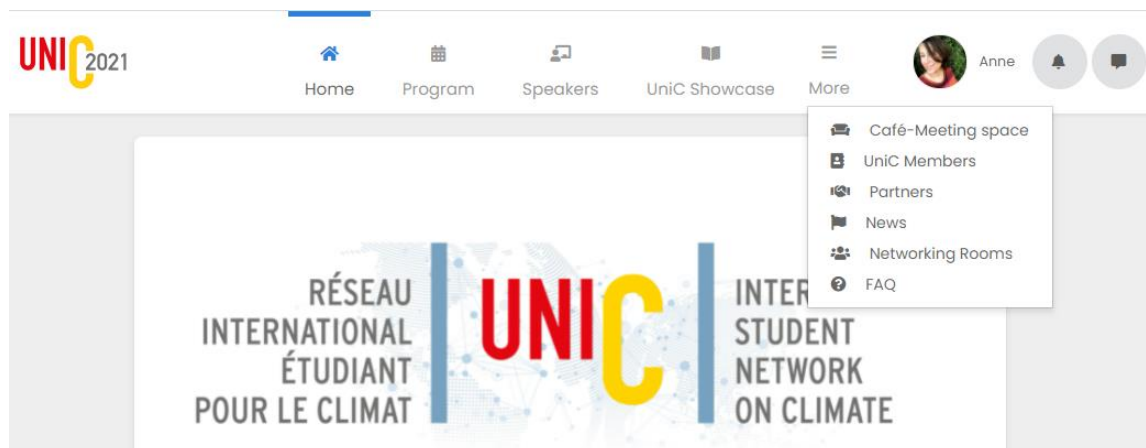
LOG IN TO THE LIVE STAGE – INVITATION EMAIL

Good news! You have received an email inviting you to log into the *LiveStage* which will serve as your official virtual platform for all the UniC Summit activities. In this email, you will find your **username ID** and **password** to log in securely.

- **It is strongly recommended that you <u>log in a few days before the Summit begins</u>, in order to learn the different features of the platform and optimize your experience during the Summit.**

- *Note:* If you did not receive the invitation email from UniC, be sure to check your junk mail box or contact us: info_unic@ulaval.ca

- **In order to ensure a good connection, please use one of the following browsers: Chrome, Safari, Firefox, Microsoft Edge (latest version).** The web platform is not compatible with Internet Explorer.

HOME PAGE

You are now on the home page! Above the page, you will find the main navigation menu allowing you to walk through all the sections of the event.

At the top right of your screen, via your **profile**, you can choose your language of communication (French or English), personalize your information to make your profile more complete. We strongly encourage you to add a photo to your profile, your title, your institution and a short biography of yourself to introduce yourself to other attendees and maximize your opportunities to make relevant contacts throughout the UniC Summit.

The bell symbol indicates which **notifications** are intended for you. You will find, in particular, messages or announcements of general interest sent by UniC.

Finally, you will also find access to your **private messaging system** that will allow you to network with the other attendees.

PROGRAM

We invite you to view the Summit program. The activities that are available to you can be found under the "My agenda" filter. Activities that require prior registration will be found under the "Registration" filter.

SPEAKERS

Visit the profiles of the speakers and panelists for each event. You will find in this section their respective profiles with their information, social links and contact information. You will be able to directly access the events in which they participate.

UniC SHOWCASE

Spare time between activities? Take the opportunity to check out the **UniC Showcase** section made available by UniC, which features a rich selection of pre-registered creations, available at all times during the UniC Summit. You'll discover the work of the UniC Network's committees, UniC Summit exclusives, creations by UniC partners, new virtual activities and fun breaks, all related to the climate! A place of discovery not to be missed!

COFFE-MEETING SPACE

This is the perfect place to network with other UniC members. By clicking on the "coffee-meeting space" tab, you can either create your own video conference discussion table on a topic of your choice by choosing the language, a title and a brief description. You will also need to select a category, a date, time and a duration, as well as a desired maximum number of seats. When the time comes, a videoconference window will open, asking for your name and permission to access to your camera and microphone. The chat is on!

Categories

Identify the best matching categories to enjoy maximum visibility for your couch.
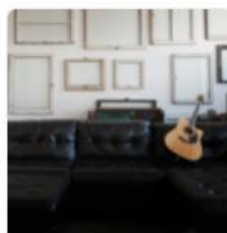
Campus   Citizen   Researcher   Worker
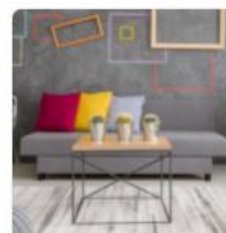
Theme

Select a theme for your couch.

Inspired   Creative   Zen   Chaotic

Step 2

Seats

Choose the number of seats available.

4 People	8 People	12 People	16 People	20 People

Step 3

When

Determine the date, time and length of your discussions couch.

Day	Start time	Length
2021-05-28 📅	15:25 🕐	Length ⌄

⊕ Save Modifications

It is also possible to register and participate in coffee-meetings already created by other participants. This is a great opportunity to exchange ideas and expand your network of contacts! Feel free to join in. These discussions are completely open and the interactive tool is for you to experiment with other UniC Network members!

Note: Places are limited, so please register early, or unsubscribe if you cannot attend.

UniC MEMBERS

Network with other participants!
Via the "UniC Members" section, you will find the directory of members attending the event. From there, you can filter and view profiles that are similar or complementary to yours, and, if you wish, start a private chat with them through the private messaging system.

PARTNERS

Visit the **Partners** section to learn more about the key collaborators who have contributed to the creation of the UniC Network, and have made the UniC Summit possible. Follow the links to learn more about each partner's involvement in climate and climate action.

NEWS

Stay informed of the latest news during the UniC Summit: opportunities, novelties, information not to be missed!

NETWORKING ROOMS

Via the **Networking Rooms section**, participate in sessions that offer the opportunity to connect with selected guests, panelists, speakers. Check the schedule of discussions in these "Networking Rooms" to register.

FAQ

Head to the **FAQ section** to find the relevant answers to your questions!

***** If you are having difficulty viewing the video stream or content,
the reasons may be the following (check in this order) ***:**

♦ You are connected with Internet Explorer (in which case, connect
with another browser, ideally Chrome, but Firefox, Safari and Edge
should also be functional).

♦ You are connected via a VPN (secure remote access device to a
corporate network) which can block the video signal. In this case, deactivate
your VPN and connect directly to the Internet. In some cases you will need to restart your device
after disconnecting your VPN.

♦ You have an anti-advertising system (ad blocker) that could block the
video stream considering it as advertisement;

♦ You are directly connected to a corporate network that could
block the video stream. In which case we recommend that you connect to a
less controlled network (like a visitor wifi);

♦ You have not accepted the use of cookies.

If you still have questions, please contact us by email at info_unic@ulaval.ca in order to receive assistance throughout the event.

Enjoy the UniC2021 Summit!