

Words in the World Conference Guide

Getting Setup for the Conference

Step 1: Download Microsoft Teams

Sign up for Microsoft Teams using the link below. Register using the email you registered to attend the conference with.

<https://www.microsoft.com/en-ca/microsoft-365/microsoft-teams/group-chat-software>

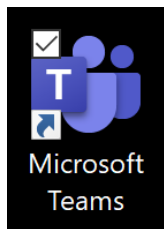
Once signed up, download the Microsoft Teams app to your Desktop here:

<https://www.microsoft.com/en-ca/microsoft-365/microsoft-teams/download-app>

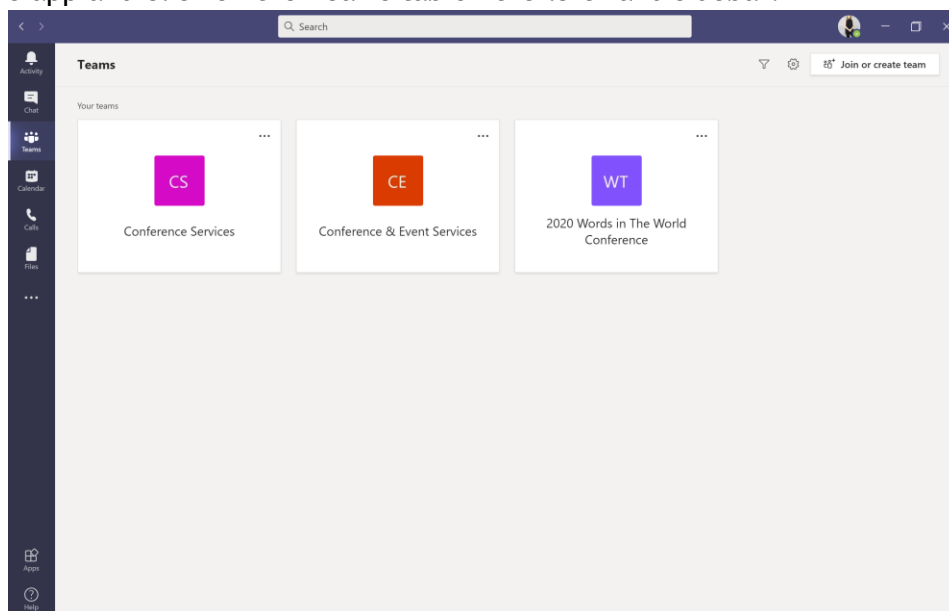
*You do not need to download the app as you can use the system in a web based browser, however we do recommend you do for ease of use.

Step 2: Join the WoW Conference Team

Once you have downloaded the Microsoft teams app it will appear on your desktop like the icon below.

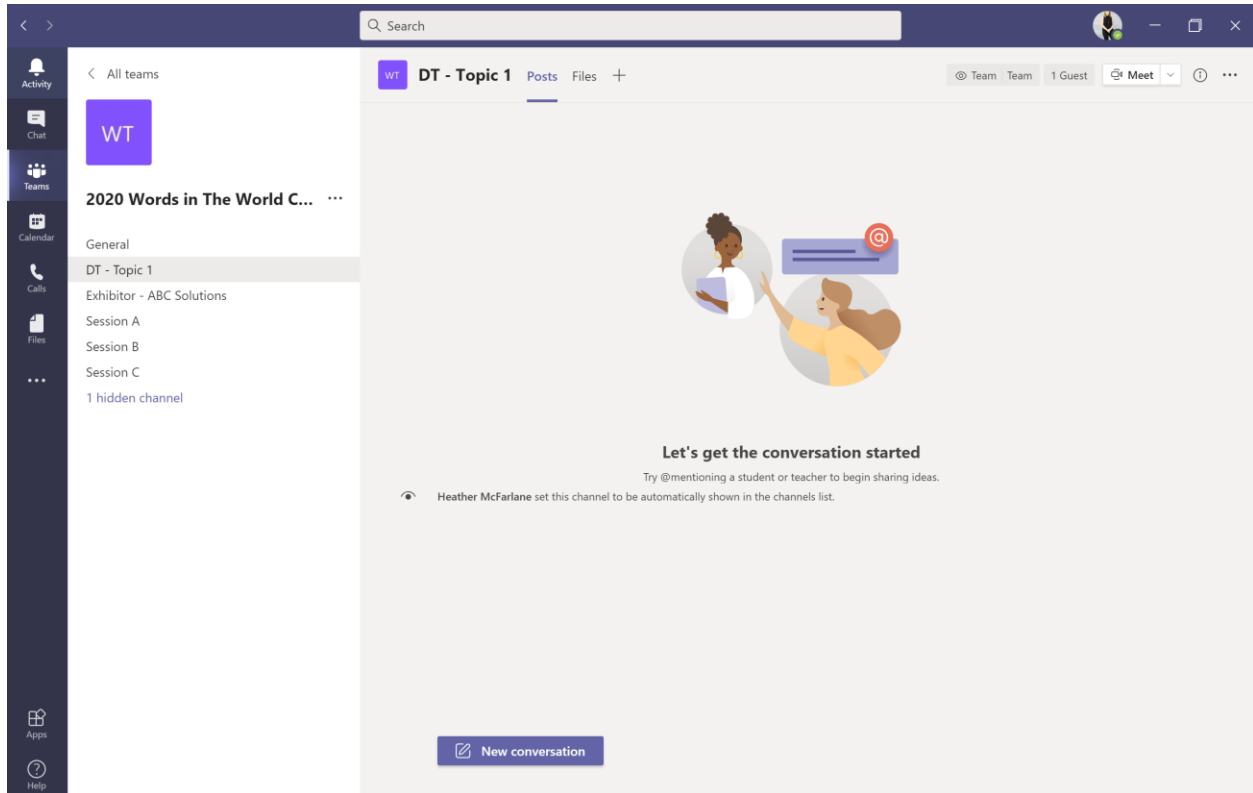


Open up the app and click on the Teams tab on the left hand sidebar.



Then choose the 2020 Words in The World Conference Team (You should have received an email with an invitation to join the Team).

Once you have opened up the Team, you will be brought to the General Channel landing page. Here you can post questions or chat with others attending the conference.



From here on the left hand side you will see various channels or “Rooms” so to speak being used for the Conference. To learn how to connect to each of the sessions, please reference the how-to below.

***If you are unable to see the full list of channels on the left hand side, please ensure you set your window to full screen.**

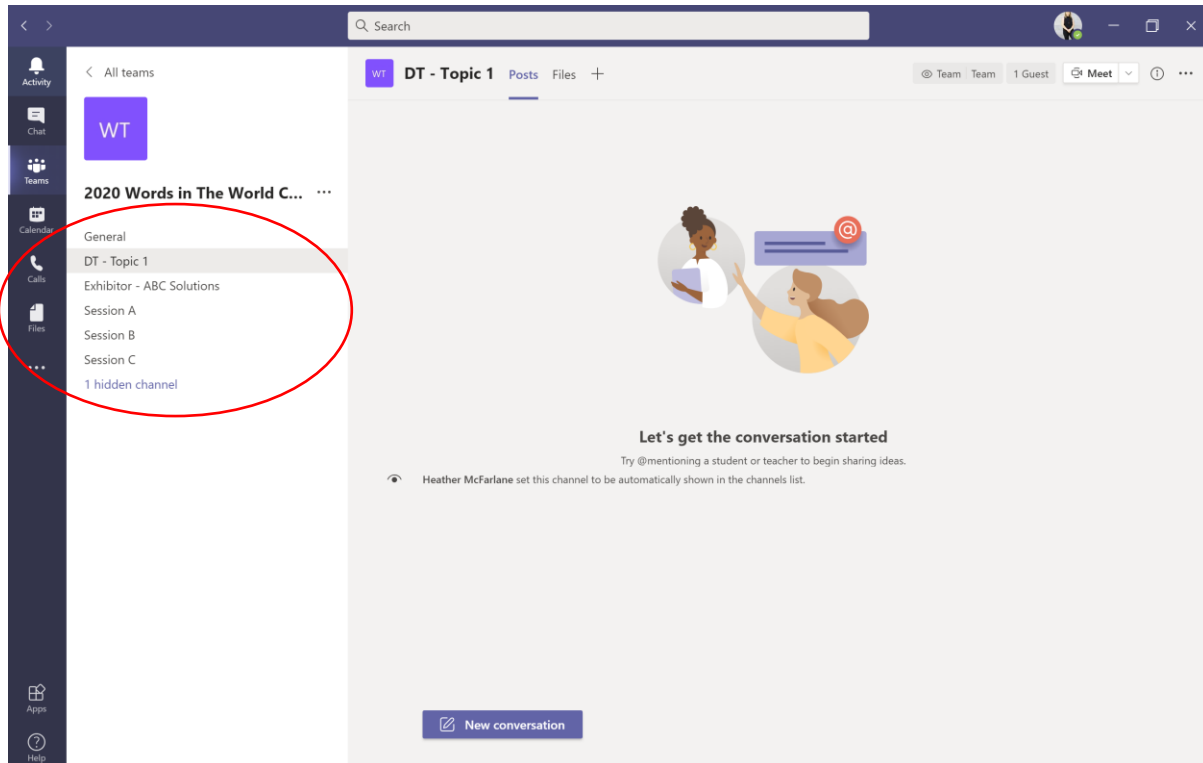
Having Issues?

Please contact Heather McFarlane at hmcfarlane@brocku.ca anytime between Monday and Friday or at 905-688-5550 x4443 on the days of the Conference.

Navigating through the Virtual Conference

Step 1: Connecting to a Session

On the left hand side you will see a list of Channels available for you to connect to. These correspond with sessions within the Conference Calendar (To see which channel to connect to for which session please reference the Conference Schedule Channel Key at the end of this document).

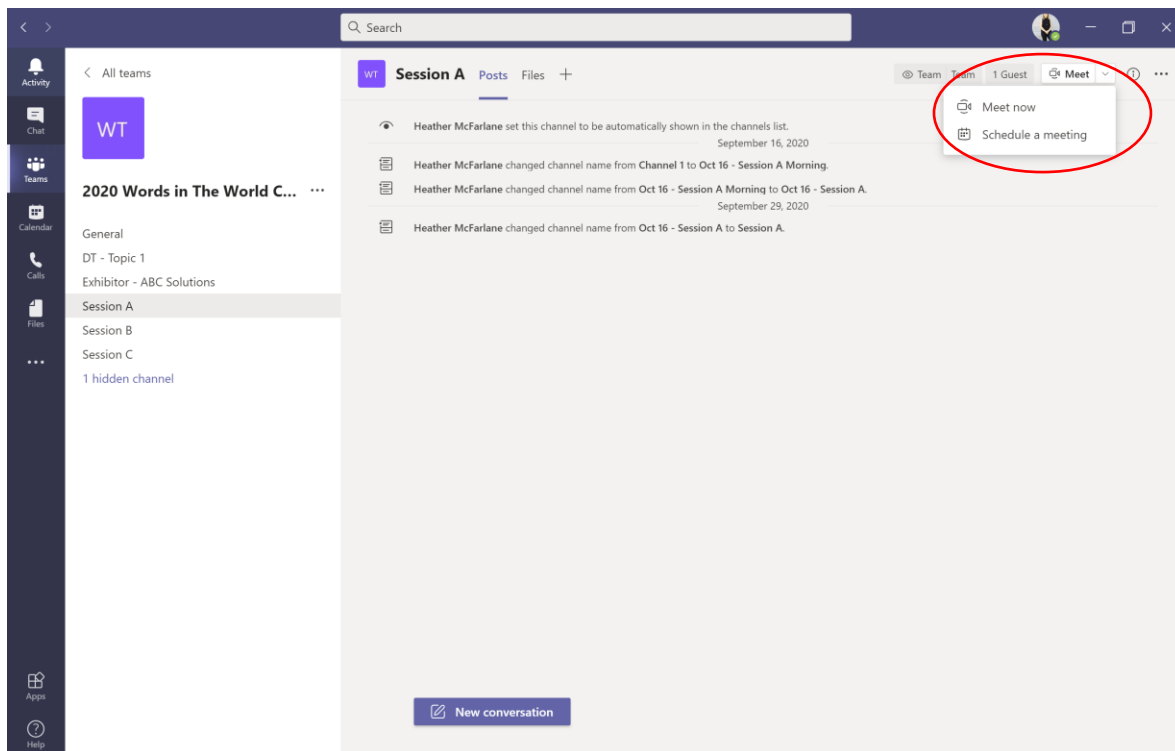


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Step 2: Connect to the Virtual Meeting Room

Click on the appropriate Channel (“Room”) you would like to join. Once on that Channel’s page you will click on the Meet button in the top right corner and select Meet Now. If the meeting has already been started you will see a large purple box in the conversation feed and you can select Join to connect to the meeting. In the picture below you will see I am connecting to Session A.



Step 3: Switching to a new Session

If you would like to connect to another session throughout the day. Simply Leave the Meeting using the icon listed on the next page and switch to the Channel of the Session you would like to join and then follow Step 2 to join that session.

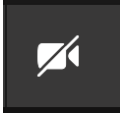
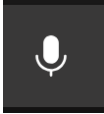
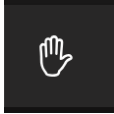
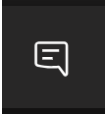

***If you have trouble with connection issue, ensure your mic is turned off and if that does not help, try turning your video camera.**

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Important Icons to Note inside a Meeting

The following icons will appear on your screen to control your own personal settings while inside a meeting.

Icon	Description
	Turn Camera On & Off
	Turn Mic On & Off (<i>We strongly encourage you to turn your mic off unless you are presenting or asking a question during the Q & A period</i>)
	Raise Hand
	Open Conversation Box
	Leave the Meeting

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Conference Schedule Channel Key

Please use the schedules below to determine the channel you should connect to for the Conference.

Day 1 – Oct 16

	Session A	Session B	Session C
9:45am – 10am	Opening Remarks (Channel – Plenary)		
10am – 11:15am	Papers 1-5 (Channel – Session A)	Papers 1-5 (Channel – Session B)	Papers 1-5 (Channel – Session C)
11:15am – 11:35am	Break		
11:35am – 12:35pm	Papers 6-9 (Channel – Session A)	Papers 6-9 (Channel – Session B)	Papers 6-9 (Channel – Session C)
12:35pm – 1:45pm	Lunch Break		
1:45pm – 2:55pm	Papers 10-13 (Channel – Session A)	Papers 10-13 (Channel – Session B)	Papers 10-13 (Channel – Session C)
2:45pm – 3:05pm	Break		
3:05pm – 4:15pm	WOW Event (Channel – WoW Event)		

Day 2 – Oct 17

	Session A	Session B	Session C
9:45am – 10am	Opening Remarks (Channel – Plenary)		
10am – 11:15am	Papers 1-5 (Channel – Session A)	Papers 1-5 (Channel – Session B)	Papers 1-5 (Channel – Session C)
11:15am – 11:35am	Break		
11:35am – 12:35pm	Papers 6-9 (Channel – Session A)	Papers 6-9 (Channel – Session B)	Papers 6-9 (Channel – Session C)
12:35pm – 1:45pm	Lunch Break		
1:45pm – 2:55pm	Papers 10-13 (Channel – Session A)	Papers 10-13 (Channel – Session B)	Papers 10-13 (Channel – Session C)
2:45pm – 3:05pm	Break		
3:05pm – 4:15pm	WOW Event (Channel – WoW Event)		

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Day 3 – Oct 18

	Session A	Session B	Session C
9:45am – 10am	Opening Remarks (Channel – Plenary)		
10am – 11:15am	Papers 1-5 (Channel – Session A)	Papers 1-5 (Channel – Session B)	Papers 1-5 (Channel – Session C)
11:15am – 11:35am	Break		
11:35am – 12:35pm	Papers 6-9 (Channel – Session A)	Papers 6-9 (Channel – Session B)	Papers 6-9 (Channel – Session C)
12:35pm – 1:45pm	Lunch Break		
1:45pm – 2:45pm	Papers 10-13 (Channel – Session A)	Papers 10-13 (Channel – Session B)	Papers 10-13 (Channel – Session C)
2:45pm – 2:55pm	Break		
2:55pm – 4:05pm	Closing Remarks (Channel – Plenary)		

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