



## Canadian Association of Second Language Teachers Association canadienne des professeurs de langues secondes

Thank you for registering to attend CASLT's Annual General Meeting and Networking Day on September 25, 2020.

Here are a few helpful tips to make the most of your virtual experience:

1. When accessing the virtual platform please use Google Chrome or Firefox for optimal use. If possible, please access the event from your computer. The virtual event platform is not optimized for use on mobile devices.
2. On the first page featuring the agenda, you can check your connectivity with the "Check Your System" icon and "Start Test" to confirm your microphone and webcam are working should you wish to share these during our networking mini-meets.
3. Sessions will become available 5 minutes before the start time, at which time the "Join" icon will be clickable on the agenda page.
4. When joining the networking mini-meets and you are asked, "How would you like to join the audio?" please click the microphone icon. This allows you to interact with your device microphone during the event if you choose to do so.
5. By default, your microphone will be muted upon entry into the virtual event. Please keep your microphone on mute unless you wish to contribute to one of the sessions.
6. During the sessions where you cannot use your microphone (everything except the networking mini-meets), there is a chat feature that will allow you to ask questions by text during any session.
7. You can also edit your status as a participant, for example, to raise your hand. You can do this by clicking on your icon in the participants list and selecting from the menu.

Should you experience any technical during the conference please dial 613-355-6616 or send an email to [info@oxygenevents.ca](mailto:info@oxygenevents.ca).

If you have other questions during the event that are not addressed during the event, please do not hesitate to reach out to the CASLT team directly at [casltadmin@caslt.org](mailto:casltadmin@caslt.org).