



RSC SRC

Celebration of Excellence & Engagement
Célébrons l'excellence et l'engagement

#COEE2020

NOV 23-29

Presented by the University of Toronto
Présenté par l'Université de Toronto

This guide has been created to optimize your participation in COEE 2020.

You may now access your Virtual Portal Account at any time, from any device, using a web browser and navigating to:

https://events.myconferencesuite.com/RSC_COEE/virtual/login

Simply type in your Email address and use the Confirmation Key provided in the email then click the **“Log In”** button.

Viewing and Bookmarking Sessions

Once logged in, you will see all sessions are organized by day and can be navigated by selecting the date or using the search function:

From here you can view the sessions Summary and the speakers that will be participating:

The screenshot shows a session card with a dark blue vertical bar on the left containing the text "10:00 AM". The main content area is white and contains the following elements:

- Title:** RSC 101: The Example of the Task Force on COVID-19
- Action:** Join Zoom Meeting (with a speaker icon)
- Section:** Speakers
- Speakers:** A row of five circular profile pictures with names: Esyllt Jones, Jeremy McNeil, Tom Marrie, Julia Wright, and Guy Laforest.
- Buttons:** Summary (with an information icon), Stream (with a video camera icon), Watch Video (with a play icon), and Bookmark Session (with a bookmark icon).

Prior to the live broadcast, you can add sessions to your personal schedule for easy access to the sessions you are interested in when they go live. To do this, click “Bookmark Session” and it will be added to the **My Agenda** tab that can be found on the top menu bar.

For sessions that have additional resources you can access these by clicking the **Summary** button and in the top right corner click **Download Resources**:

The screenshot shows a session summary page with a light grey background. At the top right is a close button (X). The main content area is white and contains the following elements:

- Title:** RSC Café: New Member Lightning Talks
- Date and Time:** Saturday, November 28 10:00 AM - 2:00 PM
- Buttons:** Bookmark Session and Download Resources (with a download icon).
- Section:** Speakers
- Speakers:** Two rows of circular profile pictures with names: Jessica Grahn, Mark Terry, Clem Martini, Valerie Korinek, Robert Leckey, Andrés Finzi, Christy Morrissey, Karen Weisman, Isabelle Archambault, Asma Sayed, and Diana Fu.
- Section:** Description:
- Description:** From start to finish, 'Lightning Talks' are no more than six minutes, and the slides rotate automatically. Button your seatbelt for highspeed scholarship! Presentations will include new Fellows from all Academies and new Members of the RSC College.




Viewing Sessions as They are Broadcast Live



On the date and time that the session is scheduled to go live, you can click the Stream button to access the link:

RSC 101: The Example of the Task Force on COVID-19

Join Zoom Meeting

Speakers

 Esyllt Jones  Jeremy McNeil  Tom Marrie

 Julia Wright  Guy Laforest

[Summary](#) [Stream](#) [Watch Video](#)

[Bookmark Session](#)

This will bring up a new webpage where the session is streaming live. There will be a Q&A chat box, a section to take Notes (which will be saved on your **Profile** tab) and any additional resources the session may have:


Media Player

Notes

Resource List

Save

Q&A

 Add a comment...

Troubleshooting

If you are having any issues with accessing the Virtual Portal webpage, or logging into your Portal account, there are a few steps that you can take:

- **Trouble related to accessing the Portal webpage** may be due to networking issues. You may want to check your internet connectivity (either wired or Wi-Fi) and ensure that you do not have the website in your blocked URL settings.
- When logging on to the Portal, please ensure you **use the email address and password that you were provided**. Double check the email address by checking the notification you received from the Portal.
- If you are using **autofill information** within the Portal when logging in, ensure that there are no blank characters before or after your user credentials.
- Ensure you are using the **latest version possible of your web-browser** as this will help with navigating the site and will allow you the most functionality of the Portal. This also helps to keep your browser safe from vulnerabilities.
- Ensure your **cookies and JavaScript settings** are correctly configured in your browser. If these may be causing you a problem, try resetting the browser back to factory defaults as mentioned above.