

## Building your personal Schedule

Stay organized and don't miss out on a session! Take the time to create your personal Congress 2021 Schedule. Learn how to build one below!

### What is the Schedule function?

The Schedule feature, within the virtual event platform, allows you to sync open events and association events (from association conferences that you are registered for) to your personal email calendar outside of the virtual event platform.

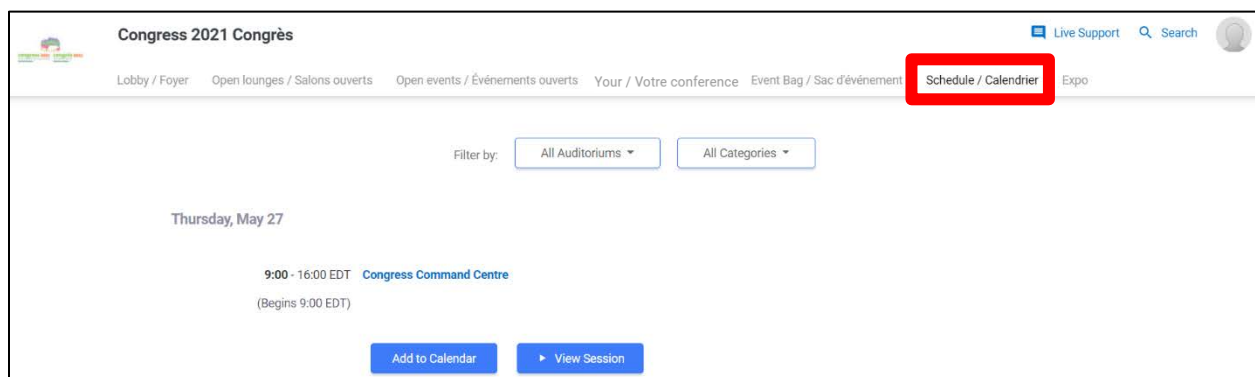
**Important:** There is a different process to follow for adding open events and for adding association events to your personal calendar.

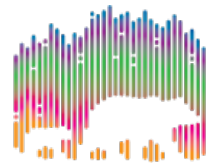
### How to utilize your personal Schedule for open events

To add open events to your personal email calendar, you must be in the "main building" on the Congress 2021 virtual platform. You can tell that you're in the "main building" because the navigational bar will include those aspects as illustrated in the picture below.



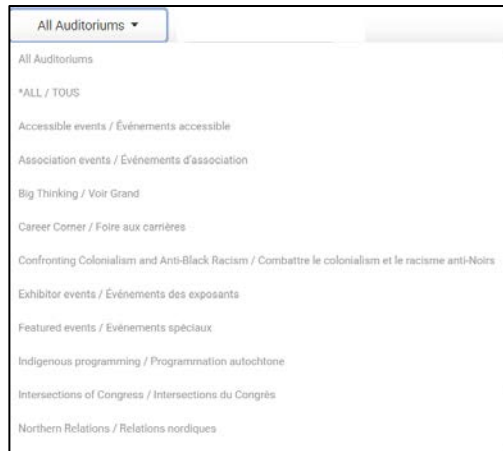
To find the full listing of open events available to add to your personal email calendar, click the tab "Schedule / Calendrier" from the top navigation bar. You will then be on a page that looks like the picture below. Open events will be displayed in chronological order.



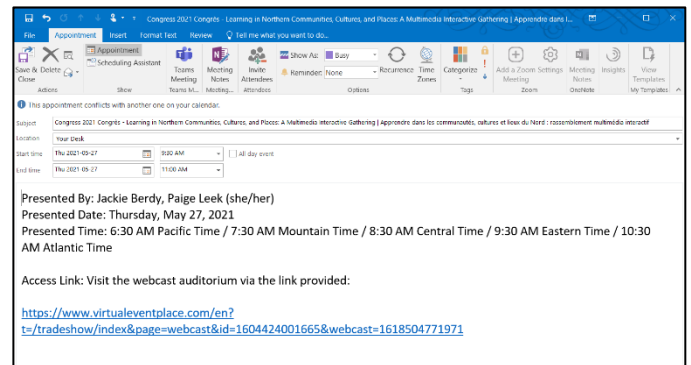
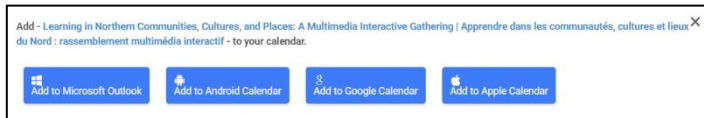


By default, no search filters have been applied to this initial view. To find events of your interest, you can filter events by two ways: **“All Auditoriums”** or **“All Categories”**.

- **All Auditoriums:** select open event series or themes including *Big Thinking, Career Corner, Indigenous programming, Wellness, etc.*
- **All Categories:** select a specific date.

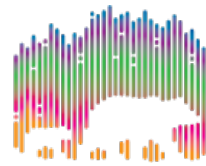


For each open event, you can click **“Add to Calendar”** to add the open event to your personal email calendar. This function supports Outlook, Google, Android and Apple calendars. The link included in the calendar appointment will direct you to the open event auditorium where the session is taking place, **not the direct Zoom link!**



For each event, you can click **“View Session”** to go directly the open events auditorium. It’s from the open events auditorium that you can find the **“Attend Webcast”** button to attend the session.





**Note:** if an open event is on-demand, you will not be able to add this event to your personal schedule since there is no specific viewing time associated with it (hence, on-demand). The “**Add to Calendar**” button for on-demand open events will be deactivated (see picture below). At your leisure, you can click on “**View Session**” to go to the open events auditorium to watch the on-demand recording.

Watch on Demand **Creating a Business Impact in Recruitment**

Job candidates today want a unique customer experience with employers they're interested in – from before they even apply to being hired and beyond; from the human touch to today's AI technologies. According to the Talent Board Candidate Experience (CandE) Awards and Benchmark Research over the past 10 years, the candidate experience is finally changing for the better.

**Important:** The content within the auditorium pictures displayed are not finalized and are just for instructional purposes.

## How to utilize your personal Schedule for association events

You can only add association sessions to your personal Schedule once you are **within** the association's auditorium. You will enter the session auditorium through the association's Greeting Table. You can tell when you have entered your association's auditorium because the navigational bar will include *different* aspects as illustrated in the picture below.

098 CALJ / ACRS Greeting Table / Table d'accueil - Congress Live Support Search

CALJ Lounge / Salon ACRS Programme **Schedule/Calendrier** Greeting Table / Table d'accueil Open Events / Événements ouverts Expo

If you need a refresher on how to locate your association's Greeting Table, please reference the guide under [Session auditoriums](#) in the Attendee Service Centre.

To find the full listing of association events available to add to your personal email calendar, click the tab “**Schedule / Calendrier**” from the top navigation bar. You will then be on a page that looks like the picture below. Association events will be displayed in chronological order.

098 CALJ / ACRS Greeting Table / Table d'accueil - Congress Live Support Search

Lobby CALJ Lounge / Salon ACRS Programme **Schedule/Calendrier** Greeting Table / Table d'accueil Open Events / Événements ouverts Expo

Filter by: All Categories

Thursday, May 27

12:00 - 13:00 EDT **Indigenous sovereignty and editing practices | Souveraineté autochtone et pratiques éditoriales**  
(Begins 12:00 EDT)

Presenters:

No speakers at this event.



Organized by  
Organisé par :

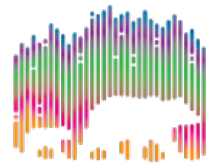


FEDERATION FOR THE  
HUMANITIES AND  
SOCIAL SCIENCES

FÉDÉRATION  
DES SCIENCES  
HUMAINES

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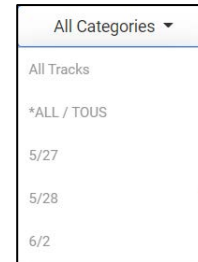




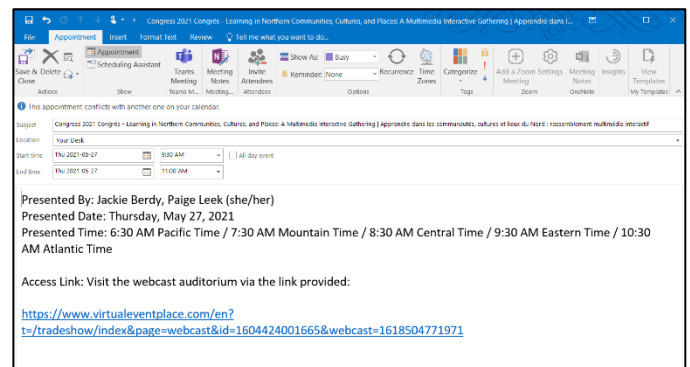
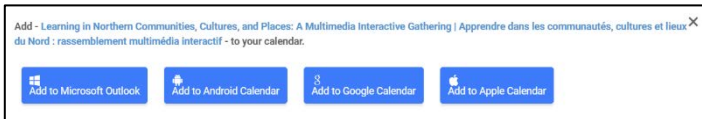
By default, no search filters have been applied to this initial view. To find association events of your interest, you can filter events by **“All Categories”**.

- **All Categories:** select a specific date.

Please note that each association auditorium may differ and have more track options.



For each association event, you can click **“Add to Calendar”** to add the event to your personal email calendar. This function supports Outlook, Google, Android and Apple calendars. The link included in the calendar appointment will direct you to the association’s auditorium where the session is taking place, **not the direct Zoom link!**



For each event, you can click **“View Session”** to go directly the association’s auditorium. It’s from the association’s auditorium that you can find the **“Attend Webcast”** button to attend the session.



**Note:** if an association event is on-demand, you will not be able to add this event to your personal schedule since there is no specific viewing time associated with it (hence, on-demand). The **“Add to Calendar”** button for on-demand open events will be deactivated (see picture below). At your leisure, you can click on **“View Session”** to go to the open events auditorium to watch the on-demand recording.

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