**Connecting the Dots**

**QuickStart guide for screen reader users**

# **Overview**

Thank you for registering for Connecting the Dots! CNIB’s two-day virtual conference is hosted on vFairs, a virtual event platform. This step-by-step manual is designed for screen reader users and provides a detailed overview of navigating and accessing the vFairs platform.

**Important:** Before the event, you'll receive an email with your unique login information to join the conference. Please add cnib@vFairs.com to your email contacts to prevent it from going into your junk mail.

## **Accessing the platform and home page**

1. Let's get started. Once you receive the email from vFairs, you must select or click the link found in the body of the email, which will direct you to the Connecting the Dots vFairs website.
	1. Note that the site can take a little bit to load, depending on your connection speed.
2. The home page, which has been set to be the vendor alley, has several areas of importance if you're using a screen reader.
	1. Near the top of the page, there is information about where to find assistance, followed by an accessibility plugin.
	2. The main navigation region/landmark is where you can switch between the different pages. The fastest way to navigate to this portion of the site is to use the region /landmark commands specific to your screen reader. (See the table at the end of the document for how to do this with a variety of different screen readers).
	3. The main body of the page follows the navigation region/landmark. It has some basic information as well as the logos of the connecting the dots sponsors. This area is primarily for visual presentation, and screen reader users can skip to the next section to get equivalent information.
	4. The vendor alley sidebar starts with a heading level 1 and contains a list of links to all the vendor's pages.
	5. Near the bottom of the page, you will also find a "Welcome to moving day" heading level 4. This section is presented as a popup visually. You can navigate past this heading to find the play/pause button. To close this section of the site, you can move one element above heading level 4 to find and activate the close button.

The most important areas for users to be aware of on this page are the links in the navigation region/landmark. These links will be how you can find sessions for each category. We will provide overviews of these pages later. The second area is how to access the vendor alley itself. Navigating to the heading level 1 titled "vendor Alley" will skip directly to the list of vendors. To access a vendor's page, activate the link.

## **Vendor pages**

As mentioned above, each vendor that is participating in the Connecting the Dots conference has also set up their virtual booth for you to find more information about them and to be able to speak to their representatives. You can access these pages from the vendor alley page mentioned above.

There are two main sections to each of these pages—the first starts as a heading level 1 with the name of the open vendor. Below the heading is the info about the company as well as related links. The second part of the page is the navigation area above heading level 1.

You can find the following controls above the heading level 1:

* Three tabs, company info, videos, and documents. Select these to change the content below the heading level 1. The videos and documents have resources that you can access from the page or add to your swag bag.
* A "next" link, which takes you to the next vendor's booth.
* A "previous" link that returns to the previous booth.
* A "Visit us" link to jump on a zoom call with the company. Note there are hours of operation in the company tab before trying to connect with them.
* A "Back to floor" link which will return you to vendor Alley.

## **Session pages**

There are session pages which have listings of the available sessions you can attend. You can find the links to all these pages in the main navigation region/landmark near the top of the page. The following pages are available, so make sure you check them all out and see which sessions you want to attend most:

* Education – sessions on education
* Technology – sessions on technology
* Employment – sessions on employment
* Special events – sessions hosted by vendors

These pages have the same basic layout, so the others are the same once you have been on one page.

The basic layout is that the dates are heading level 2, and each session starts with a heading level 3. So, the quickest way to find what you are looking for is to navigate by heading and read the details below each to find out if you are interested in the session or not. All times are in Eastern (Toronto time), and 15 minutes before a session starts, a link to a Zoom meeting will appear on the website.

## **Event Promo page**

This page provides a list of all the promotional offers available to participants of connecting the dots. You can navigate to this page and view the offers in the normal way you would read text on a website.

## **Swag bag**

The Swag Bag is a feature that is part of the vFairs platform to save any videos etc., that you would like to email to yourself to look through later. The Swag Bag opens as a dialogue window starting at a heading level 4 called "Swag Bag." Under the heading level 4, there is a checkbox to select everything in your bag and a button to email it is available. Once you select the email button, you will find a text field to enter the email address and tab to the sent button if you want everything to be emailed directly to you.

## **Helpful keyboard commands and gestures for common screen readers**

* For iOS and iPad OS, you can change the rotor selection by turning two separated figures as if you were turning a dial.
* The regions and landmarks mentioned are the same things. JAWS calls them regions as opposed to landmarks.

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| --- | --- | --- | --- | --- |
| **Function** | **JAWS** | **NVDA** | **Voiceover for MacOS** | **Voiceover for iOS/iPad OS** |
| Navigate to the next heading | h | h | VO +CMD + h | Select heading from the rotor and swipe down |
| Navigate to a specific heading level | 1 through 6 on the number row | 1 through 6 on the number row | Enable quick nav then 1 through 6 on the number row. | Not applicable  |
| Navigate to the next region/landmark | r | d | Quick nav then d | Use the rotor to select landmarks, then swipe down |

**Enjoy your virtual experience at the 2021 Connecting the Dots conference!**