



Attendee Instructions

The 2021 Practice 360° conference is powered by [Pheedloop](#), a powerful virtual event platform that enables interactive sessions, powerful networking, and dynamic exhibit hall experiences.

Using Pheedloop, you will be able to join sessions, interact with other attendees, explore the exhibit hall, and jump instantly into private video calls, text chats, or screen share sessions.

Accessing the Event

The Practice 360° event portal will go LIVE on **Tuesday, July 13.**

All attendees, speakers, and exhibitors will receive an email the morning of Tuesday, July 13, with a **direct link to the event portal and login instructions.**

The email will come from *Practice 360: A Day for Lawyers & Law Firms* with the email address noreply@pheedloop.com

This early access will allow you to get acquainted with the event portal, browse the schedule to plan your day, and begin networking!

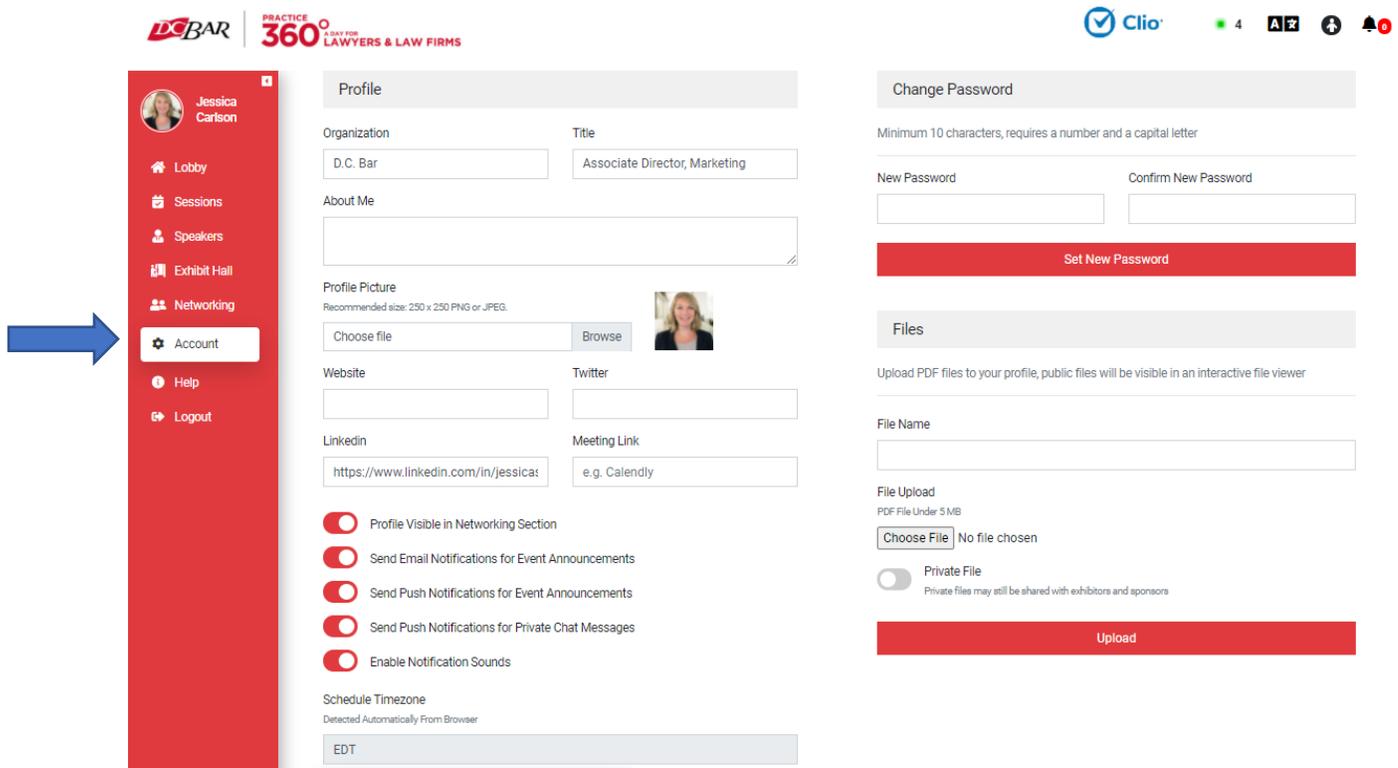
Please contact P360Support@dcbbar.org if you do not receive the email or have any issues accessing the event portal.

The virtual event platform is where you can access the full Practice 360 event, including each session, exhibit hall booths, and networking features.

Editing Your Profile

Once you are logged into the event portal, you have the option to optimize your profile by adding a photo, your title and company, social media links, and more.

To edit your profile, click on Account in the left navigation menu.



The screenshot displays the user interface for editing a profile. On the left, a red navigation menu includes options like Lobby, Sessions, Speakers, Exhibit Hall, Networking, **Account** (highlighted with a blue arrow), Help, and Logout. The main content area is titled 'Profile' and contains the following sections:

- Organization:** D.C. Bar
- Title:** Associate Director, Marketing
- About Me:** A text input field.
- Profile Picture:** A 'Choose file' button, a 'Browse' button, and a profile picture of Jessica Carlson.
- Website:** An empty text input field.
- Twitter:** An empty text input field.
- LinkedIn:** https://www.linkedin.com/in/jessica:
- Meeting Link:** e.g. Calendly

Below the profile information are several toggle switches:

- Profile Visible in Networking Section
- Send Email Notifications for Event Announcements
- Send Push Notifications for Event Announcements
- Send Push Notifications for Private Chat Messages
- Enable Notification Sounds

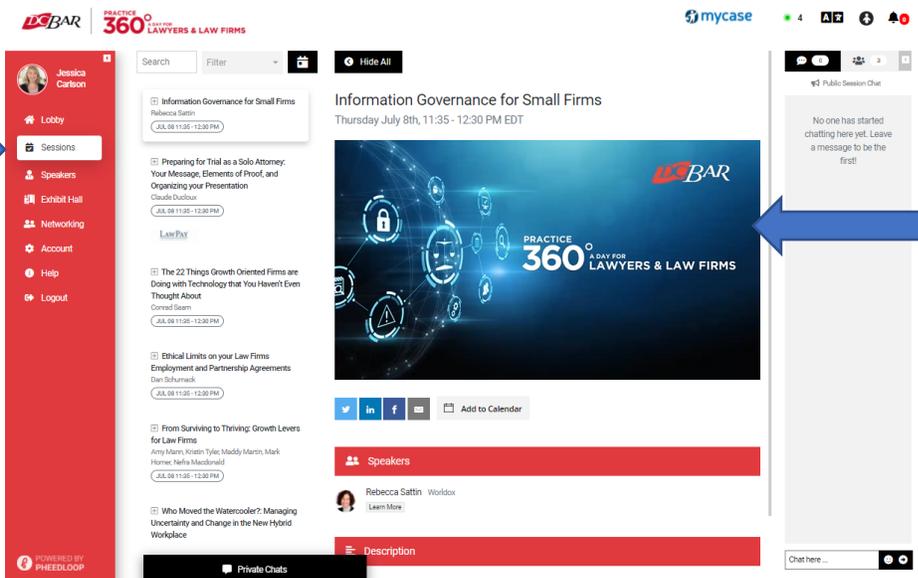
The 'Schedule Timezone' section shows 'Detected Automatically From Browser' and 'EDT'.

On the right side, there are two sections:

- Change Password:** A section with a note 'Minimum 10 characters, requires a number and a capital letter', two input fields for 'New Password' and 'Confirm New Password', and a red 'Set New Password' button.
- Files:** A section with a note 'Upload PDF files to your profile, public files will be visible in an interactive file viewer', a 'File Name' input field, a 'File Upload' section with a 'Choose File' button and 'No file chosen' text, a 'Private File' toggle switch (currently off), and a red 'Upload' button.

Viewing the Schedule & Accessing Sessions

To browse the schedule and participate in individual sessions, log in to the event portal and then click on the Sessions tab on the left navigation menu.



The screenshot displays the event portal interface. On the left, a red navigation menu is visible with the 'Sessions' tab highlighted by a blue arrow. The main content area shows a session titled 'Information Governance for Small Firms' by Rebecca Sattin, scheduled for Thursday, July 8th, 11:35 - 12:30 PM EDT. The session video stream is displayed in the center, featuring a blue background with a padlock icon and the 'PRACTICE 360' logo. Below the video, there are sections for 'Speakers' (listing Rebecca Sattin) and 'Description'. On the right side, a 'Public Session Chat' window is open, showing a message: 'No one has started chatting here yet. Leave a message to be the first!'. A blue arrow points from the chat window to the video stream. A text box on the right contains the following text:

Each session video stream will display here at the scheduled time.

Feel free to ask questions or add your comments in the chat!

The sessions are listed in chronological order – scroll to view all sessions or use the search or filter options at the top of the list.

Click on the individual sessions to access the description, speaker information, and session-specific chat. The session video stream will begin at the scheduled time.

Use the chat function on the right side of the screen to ask questions and add your comments.

Exploring the Virtual Exhibit Hall

Visit our sponsors in their virtual exhibit hall to learn more about how you can leverage their products and services for your firm. Click on Exhibit Hall in the left navigation menu and explore each of the exhibitor booths to learn more about each company and interact directly with company representatives.

If you have questions, click “Start Chat” below the name of one of the company representatives and you can initiate a private text chat, call, or video conference. You can also use the group chat option on the right of the exhibitor booth screen.

The screenshot displays a virtual exhibit hall interface. On the left is a red navigation sidebar with the user's name 'Jessica Carlson' at the top. The sidebar menu includes: Lobby, Sessions, Speakers, Exhibit Hall (highlighted), Networking, Account, Help, and Logout. At the bottom of the sidebar, it says 'POWERED BY PHEEDLOOP'. The main content area features a search bar at the top. Below it is a list of exhibitors: NetDocuments, Clio, LawPay (highlighted), USI Affinity, WealthCounsel, FirmPro, and Lawyaw. The LawPay booth is expanded, showing its logo 'LAWPAY AN AFFINIPAY SOLUTION' and the tagline 'Powering Payments for the Legal Industry'. Below the logo are social media links for Book Meeting, Email, Website, Twitter, LinkedIn, and Facebook. A representative card for 'Eric Jenne - Payments Expert, LawPay' includes a 'Start Chat' button. A descriptive paragraph states: 'LawPay was developed specifically for legal professionals, providing a simple, secure way to accept credit, debit, and eCheck payments online. LawPay's technology contractually protects client funds by correctly separating earned and unearned fees and by restricting the ability of any third-party from debiting monies from a trust or IOLTA account. LawPay is a proud member benefit of the DC Bar and trusted by more than 150,000 lawyers.' A blurred image of a person is visible at the bottom of the booth. On the right side, there is a 'Public Exhibitor Chat' window with the message: 'No one has started chatting here yet. Leave a message to be the first!'. At the bottom right, there is a 'Private Chats' button and a chat input field.

Networking

The Practice 360 virtual event platform is a great place to connect with fellow attendees, expert speakers, sponsors, exhibitors, and D.C. Bar staff. To see who else is attending the event and begin making connections, click on Networking in the left navigation menu.

Click Filters to segment the list by speakers, exhibitors, and sponsors, or to see who is online now.

Click on an individual's name to learn more about them and initiate a chat via text or video.

The screenshot displays the Practice 360 virtual event platform's networking interface. At the top left, the DC BAR logo is visible next to the event title "PRACTICE 360 A DAY FOR LAWYERS & LAW FIRMS". On the top right, there are logos for "USI AFFINITY" and a notification bell icon. A vertical red navigation menu on the left side contains icons and labels for "Lobby", "Sessions", "Speakers", "Exhibit Hall", "Networking" (which is highlighted), "Account", "Help", and "Logout". Below the navigation menu, a "Private Chats" button is visible. The main content area is divided into two sections. On the left, a "People" tab is active, showing a search bar and a "Filters" dropdown. Below this is a list of user profiles, each with a profile picture, name, title, and a "Speaker" or "Exhibitor" button. The profiles listed are: Hope Todd (D.C. Bar, Speaker), Jack Newton (Cio, Speaker), Jay Ruane (FirmFlex, Speaker), Jessica Carlson (Associate Director, Marketing, D.C. Bar, Speaker), Jill Krueger (Exhibitor), Joe Winkle (Event Manager, Event Host Inc.), Jonathan Terry (Sales Development Representative, Lawyaw, Exhibitor), and Julia Pergola (Exhibitor). The profile for Jessica Carlson is highlighted with a white border. On the right side of the main content area, a larger profile card for Jessica Carlson is shown, including her name, title, a "Speaker" button, a "LinkedIn" button, and a large red "Start Chat" button with a speech bubble icon.

Questions & Support

If you have any issues accessing the event platform or any of the content and features therein, please contact us at P360Support@dcbarr.org.