



## Attendee Instructions

The 2022 Practice 360° conference is powered by [Pheedloop](#), a 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 **Monday, September 12.**

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

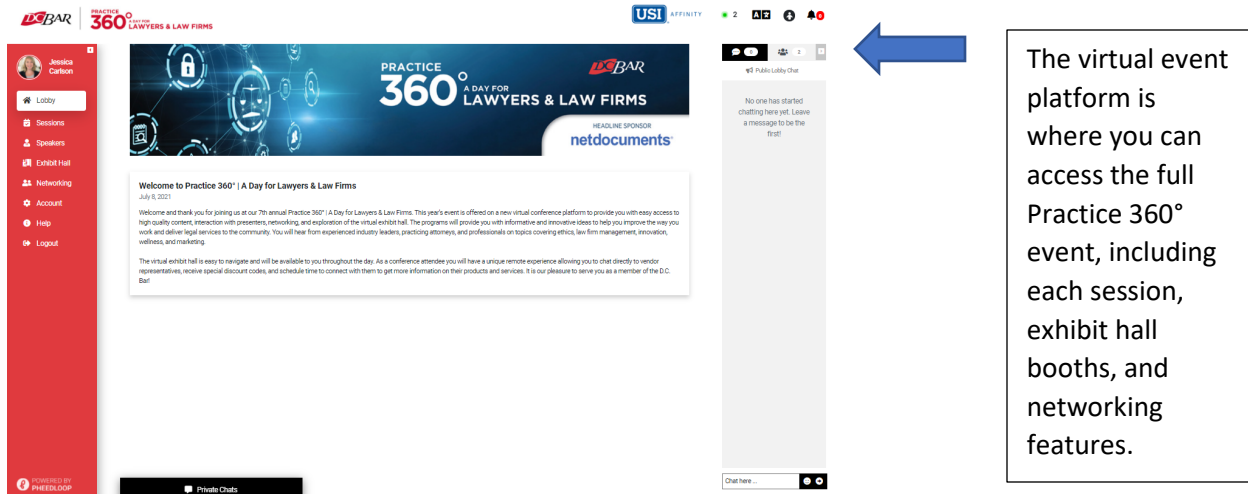
The email will come from *Practice 360: A Day for Lawyers & Law Firms* with the email address [noreply@pheedloop.com](mailto:noreply@pheedloop.com) . Please click “Visit Virtual Portal” at the bottom of the email to get started!

Email: [noreply@pheedloop.com](mailto:noreply@pheedloop.com)  
Password: [\[Link\]](#)

[Visit Virtual Portal](#)

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

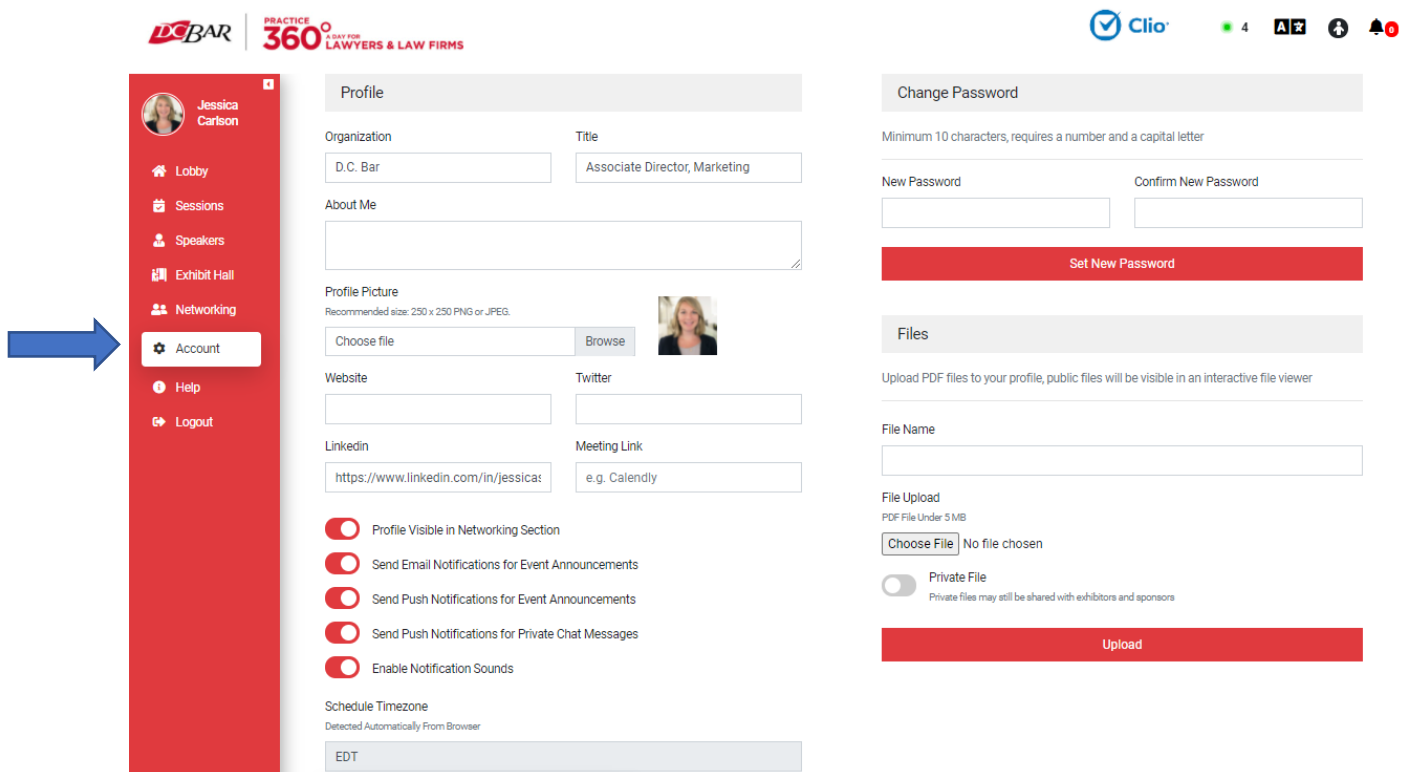
Please contact [practice360@dcbar.org](mailto:practice360@dcbar.org) if you do not receive the email or have any issues accessing the event portal.



## Editing Your Profile

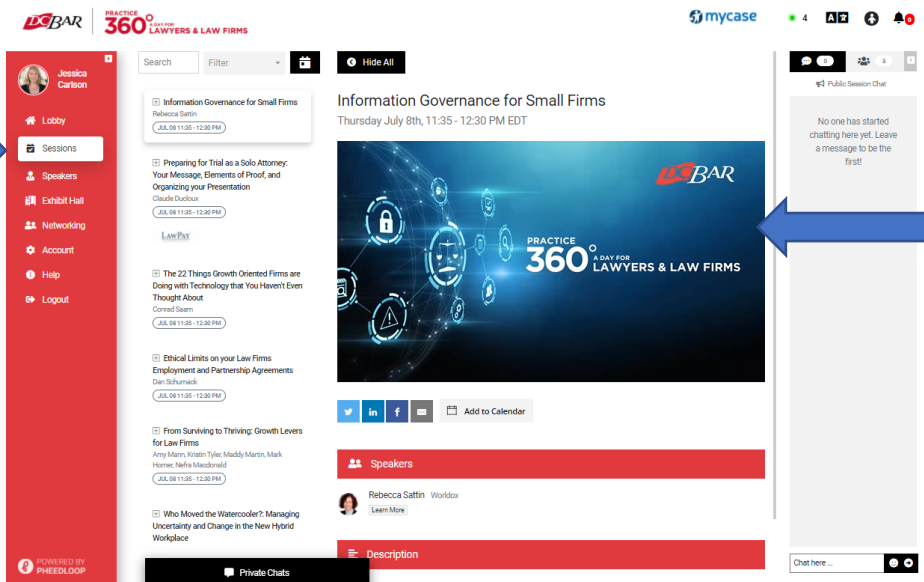
Once you are logged into the event portal, you have the option to optimize your profile by adding a photo, your title and company, social media links, and more.

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



## 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 shows the Practice 360 event portal. On the left is a red navigation menu with options: Lobby, Sessions (highlighted with a blue arrow), Speakers, Exhibit Hall, Networking, Account, Help, and Logout. The main content area displays a list of sessions under the heading 'Information Governance for Small Firms' for Thursday July 8th, 11:35 - 12:30 PM EDT. The first session is 'Information Governance for Small Firms' by Rebecca Sattin. Below it are other sessions like 'Preparing for Trial as a Solo Attorney' and 'The 22 Things Growth Oriented Firms are Doing with Technology that You Haven't Even Thought About'. On the right side of the screen, there is a chat window titled 'Public Session Chat' with a message: 'No one has started chatting here yet. Leave a message to be the first!'. A blue arrow points from the 'Sessions' tab in the navigation menu to the chat window. Another blue arrow points from the chat window to a text box on the right.

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 the DC BAR 360 Virtual Exhibit Hall interface. On the left is a red navigation sidebar with a user profile for Jessica Carlson and menu items: Lobby, Sessions, Speakers, Exhibit Hall (selected), Networking, Account, Help, and Logout. The main content area features a search bar and a list of exhibitors including NetDocuments, Clio, LawPay, USI Affinity, WealthCounsel, FirmPro, and Lawyaw. The LawPay booth is highlighted, showing its logo, tagline "AN AFFINIPAY SOLUTION", and a description: "Powering Payments for the Legal Industry". Below this is a row of social media links (Book Meeting, Email, Website, Twitter, LinkedIn, Facebook) and a chat section with Eric Jenne, Payments Expert at LawPay, with a "Start Chat" button. A detailed description of LawPay's services is provided, along with a blurred image of a person. On the right, a "Public Exhibitor Chat" window is visible, indicating no one has started chatting yet. The bottom of the interface includes a "Private Chats" button and a "POWERED BY PHEEDLOOP" logo.

## 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 interface. At the top, the D.C. Bar logo is on the left, and the Practice 360° logo (A DAY FOR LAWYERS & LAW FIRMS) is in the center. On the right, there are logos for USI AFFINITY, a green status indicator with the number 2, and icons for accessibility and notifications. A red sidebar on the left contains navigation links: Lobby, Sessions, Speakers, Exhibit Hall, Networking (highlighted), Account, Help, and Logout. The main content area is divided into two sections. The left section, titled 'People', has tabs for 'People', 'Groups', and 'Matches'. It includes 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 (Clio, Speaker), Jay Ruane (FirmFlex, Speaker), Jessica Carlson (Associate Director, Marketing, D.C. Bar, Speaker), Jill Krueger (Exhibitor), Joe Winkle (Event Manager, Event Host Inc., Exhibitor), Jonathan Terry (Sales Development Representative, Lawgawr, Exhibitor), and Julia Pergola (Exhibitor). The right section features a large profile for Jessica Carlson, showing her name, title, and a 'Speaker' button. Below this is a red button labeled 'Start Chat' with a speech bubble icon. At the bottom of the sidebar, it says 'POWERED BY PHEEDLOOP'. At the bottom of the main content area, there is a black button labeled 'Private Chats'.

## Questions & Support

If you have any issues accessing the event platform or any of the content and features therein, please contact us at [practice360@dcbar.org](mailto:practice360@dcbar.org).