Conference Guide

Everything you need to know to attend the Pharmacists Education on CBD & Cannabinoids Symposium
All registered attendees will receive a sign-in link from PheedLoop with a link to the event in PheedLoop. Click on the blue button at the bottom of the email to go to the Virtual Portal Login screen. Enter the email address you used to register for the conference and the password provided in the email you received. If you forget your password, just click on the reset password link.

NOTES:

PheedLoop recommends using Google Chrome for the best experience  •  Save your PheedLoop sign-in information so that you can easily access it! This is unique to you and you cannot change the automatically generated password  •  Make sure you have the most current version of Zoom  •  Bookmark the PheedLoop portal so you can easily find it
Plan to attend our networking opportunities!

We know that catching up with old friends and making new connections is an important part of the conference experience, so we've added a "Coffee with Colleagues" each morning before the first session and a Virtual Happy Hour on Friday night.
Once you log in, the first page you will be the event virtual lobby. This will be your home base for the conference. The tabs in the left-hand column will help you navigate through the event platform. In the center, you will find conference announcements. The right-most column allows you to participate in a public chat with other attendees.
Set up your Pheedloop Profile

One of the first things you will want to do is edit your profile under “Account.” Your profile is your conference avatar and will be how you appear to other attendees.

Create your profile:

- Add a profile photo (square 250 x 250 pixels) - choose a photo that’s clear, only includes you, and provides a full view of your face.
- Write a brief and inviting bio – include a little about who you are, what you hope to gain at the conference, and maybe a fun fact about yourself—this can be a great icebreaker.
- You have the option to include links to your website, Twitter, LinkedIn, and an external meeting link, e.g. Calendly
- You can also check your time zone and change your notification settings.
- All of these details will show up on your profile to others under the “Networking” tab.
“Sessions” will take you to the conference schedule and all of the programs. There are a few different options for searching these sessions. You can search by format and track, dates or speakers associated with each session and filter the schedule this way.

By hitting the plus icon to the right of the session title, you can add it to your personal schedule. At any time, you can find your personal schedule under the schedule filters option.
How Do I Participate in the Sessions?

It’s easy! A few minutes before the session, click on the session title in the schedule list. You will enter a virtual waiting room.

At the top, you will see the session information, and if you scroll down below the video, you'll find speaker names, which you can click on for more information, a more detailed description, and session files and handouts.

When the session is scheduled to take place, it will appear in this space—you do not need to leave the virtual event platform in order to participate in the sessions. Until the designated time, you will see a video that either indicates that “The session will be starting soon.” You may need to allow audio for your computer.

You can chat with other attendees of the same session. If you want to submit a question to the presenter, use the Q&A immediately below the video.

If you would like to increase the size of the session viewing area, you can minimize the session list. To minimize the session list, click on this "Hide All" icon. To reopen the schedule, click on "Show All."
Can’t attend every session? Don’t worry—you can listen later!

A recording of the educational presentations will be available on our online platform the week following the conclusion of the live session. Access to these recordings is included in your conference registration fee.

How do I receive my CE credits?

Click [here](#) to sign up for a Lecture Panda Account for this conference. Lecture Panda is the online platform we are using to provide access to post-conference evaluations, recorded sessions, and to automatically upload your completed CE to ACPE’s CPE monitor. You will need to have your NABP number in order to register as a pharmacist or pharmacy technician and receive CE credit on Lecture Panda (options are available for Canadian and international registrants). **You will need to register on Lecture Panda using the same email address that you used to register for the conference.**

At the end of each session that is approved for CE credit, a code will appear on the screen. You will need to write this down to use to unlock the corresponding evaluation for that session in Lecture Panda. Please note that codes are not case sensitive.
Networking

The “Networking” tab is where you'll be able to see all of the attendees and connect with them.

Under the "People" tab, all attendees are listed in alphabetical order by first name. You can search for attendees by their name or organization. The filters drop down is a way to refine your search.

Under the "Groups" tab, you will be able to connect with other participants interested in similar topics. Although these groups will vary by event, you will be able to join in via the chat function on the right or by video call. To join the video call, click on this "Join Video Call" button. You will be prompted to select your microphone, camera, and speaker. Ensure that the correct devices are selected, then click on "Join Meeting" to enter the video call.

Once you're in the video call, you can use the controls in this toolbar to turn on and off your camera, microphone, and audio. You can also share your screen. The number of real-time participants in each group is indicated right under the group name. If you are unable to join a group, it may be at maximum capacity. In this case, you can try another group or return at another time.
Under the "Chats" tab at the bottom of screen, you can access all chats you've started with other attendees. When someone chats with you in real-time, you will see a notification pop up, and you can access all of your notifications in the top right corner regardless of where you are on the platform.
Need Help?

The help panel contains a link to this conference guide, emails, and information about claiming your CE.

For assistance in real time during the event, you can contact us using the live chat feature in the bottom left of the screen that can be accessed from any page on the navigation menu.

We look forward to seeing you at our virtual conference!