

Navigating the 2021 TPS Eastern Region Conference with PheedLoop

The week before the Conference, you will receive an email with the subject line:

"Virtual Event Portal Access."

1. Click on "**Visit Virtual Portal**" and enter the **Password** provided. Note, **Safari browser is not recommended**
2. **Login to enter the Conference Lobby**
3. **Set-up your profile**
 - Click on **Account**
 - Add your organization, title, brief bio, profile picture, and hyperlinks to share
 - You can also adjust your settings and upload PDFs, too.
4. **Accessibility Adjustments** are available in the top right corner using the person logo.

Chat Feature (right):

- Public Message: Click on the **thought bubble**
- Private Message: Click on the **group image** and select a person
- Hide the chat to view the presentation larger on screen (Click the > on the top right)

Navigation Menu (left):

Sessions opens the schedule of events

- Each session opens to a pre-event screen unless already in progress. Please **mute and turn off your camera** when not speaking.
- A description of the session, list of presenters, and downloadable documents appear (if any) below the screen.
- **Enlarge the presentation screen:**
 - Hide All (top left) to remove the list of sessions.
 - Use the option in the right-hand corner after the session begins.

Showcase (Poster Presentations)

- On June 29th at 10:30am: Click the "**Join Live**" button below the poster title on the left to hear the presentation.
- **Preview posters and downloadable materials.**
- To view the poster larger, right click and save to your desktop.
- To **engage with a poster presenter**
 - Use the text chat feature on the right to send a public message.
 - Send a private message by clicking start chat under their name.

Networking

- Text chat with any attendee listed.
- Start a small group (2-5 people) discussion or video chat.
 - Near the top left corner of the page, click on Groups and then Create Group.