

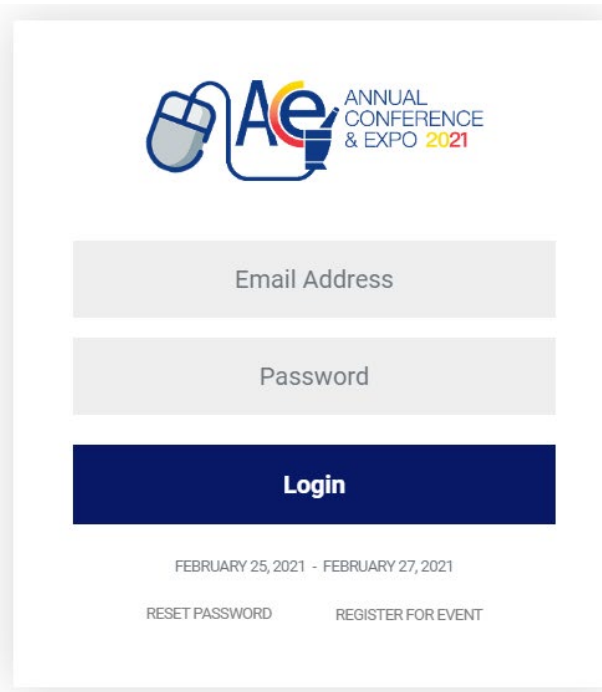
[LOG INTO PHEEDLOOP](#)



Conference Guide

Everything you need to know to attend the ACA | ACVP | PPHI Annual Conference & Expo

LOG INTO PHEEDLOOP



ANNUAL
CONFERENCE
& EXPO 2021

Email Address

Password

Login

FEBRUARY 25, 2021 - FEBRUARY 27, 2021

RESET PASSWORD REGISTER FOR EVENT



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.

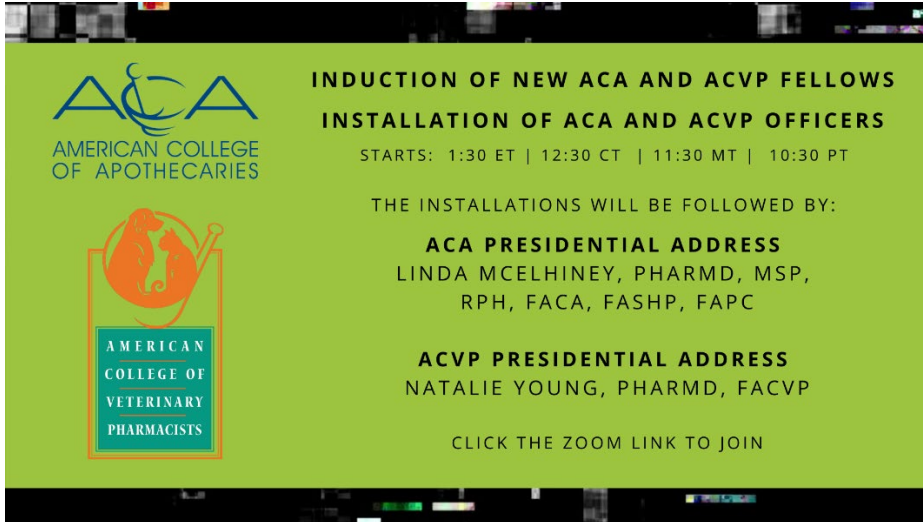
NOTES:

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 special fellowship and networking opportunities!

(links to join can be found in the session descriptions in the virtual event)



ACA
AMERICAN COLLEGE
OF APOTHECARIES

**INDUCTION OF NEW ACA AND ACVP FELLOWS
INSTALLATION OF ACA AND ACVP OFFICERS**

STARTS: 1:30 ET | 12:30 CT | 11:30 MT | 10:30 PT

THE INSTALLATIONS WILL BE FOLLOWED BY:

ACA PRESIDENTIAL ADDRESS
LINDA MCELHINEY, PHARM.D, MSP,
RPH, FACA, FASHP, FAPC

ACVP PRESIDENTIAL ADDRESS
NATALIE YOUNG, PHARM.D, FACVP

CLICK THE ZOOM LINK TO JOIN

AMERICAN COLLEGE OF VETERINARY PHARMACISTS

Induction of New ACA and ACVP Fellows and Installation of ACA and ACVP Officers

Join us for the Induction of New ACA and ACVP Fellows and Installation of ACA and ACVP Officers, to welcome new fellows, congratulate new officers, and hear speeches from the new ACA and ACVP presidents.

Thursday, February 25 — 1:30 pm ET / 12:30 pm CT /
11:30 am MT / 10:30 am PT

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 Trivia Night on Thursday night.



COFFEE *with Colleagues*

EVERY MORNING!

THURSDAY, FEBRUARY 25
8:15 AM ET | 7:15 AM CT
6:15 AM MT | 5:15 AM PT

FRIDAY, FEBRUARY 26
SATURDAY, FEBRUARY 27
8:45 AM ET | 7:45 AM CT
6:45 AM MT | 5:45 AM PT



HAPPY HOUR TRIVIA NIGHT

THURSDAY, FEBRUARY 25
6:00 PM ET | 5:00 PM CT
4:00 PM MT | 3:00 PM PT

Join us for a **Happy Hour Trivia Night**—
your chance to win bragging rights,
personal glory, and \$\$\$!

SPONSORED BY:

 **PrescribeWellness**
A TRHC Solution

The Event Lobby



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 a social media feed – use the hashtag #ace2021rx – and conference announcements. The right-most column allows you to participate in a public chat with other attendees who are logged in.

Set up your Pheedloop Profile

The screenshot shows the 'Set up your Pheedloop Profile' interface. On the left is a dark blue sidebar with a user profile for Terry Bondurant and navigation links: Lobby, Sessions, Exhibit Hall, Networking, Account, Help, and Logout. The main content area is divided into two columns. The left column is the 'Profile' section, which includes tabs for 'Exhibitor' and 'Staff'. It contains fields for Organization (American College of Apothecaries), Title (Senior Director of Operations), About Me (a bio paragraph), Profile Picture (with a 'Choose file' button and a 'Browse' button), Website (https://acainfo.org/), Twitter, LinkedIn (https://www.linkedin.com/in/terrybondurant/), and Meeting Link (e.g. Calendly). There are also toggle switches for profile visibility and notification settings. The right column is the 'Change Password' section, which includes fields for New Password and Confirm New Password, and a 'Files' section for uploading PDF files.

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

“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.

The screenshot displays the PCCA Sessions page. On the left is a navigation menu with options: Lobby, Sessions, Exhibit Hall, Networking, Account, Help, and Logout. The main content area shows a list of sessions. The first session, 'Coffee with Colleagues', is highlighted with a red circle around its search and filter buttons. Below it are 'Opening Session' and 'The Future of Pharmacy: Maximizing Gains from COVID Advocacy'. The session details for 'The Future of Pharmacy' are shown on the right, including the title, UAN (0201-9999-21-001-L04-P/T), date and time (Thursday February 25th, 8:30 - 10:45 AM), credits (2.0), and format (ACA, CE Session). A large banner for PCCA is visible below the session details. On the far right, there is a public session chat window.

This is a close-up of the session details for 'The Future of Pharmacy: Maximizing Gains from COVID Advocacy'. A red circle highlights the plus icon to the left of the session title. The details include the speakers: Lucinda L. Maine, PhD, RPh, B. Douglas Hoey, RPh, FACA, MBA, and Scott J. Knox, MS, PharmD, FASHP. The date and time are listed as FEB 25 8:30 - 10:45 AM, and the format is ACA, CE Session. The PCCA logo is at the bottom.

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.

The screenshot displays a virtual session interface. At the top, a navigation bar includes the PCCA logo, a 'Hide All' button (circled in red), and icons for session status (2), a list, a plus sign, and a bell. Below the navigation bar, the session title 'The Future of Pharmacy: Maximizing Gains from COVID Advocacy' is shown, along with the UAN: 0201-9999-21-001-L04-P/T, the date and time 'Thursday February 25th, 8:30 - 10:45 AM (America/Chicago)', and the credits 'Credits: 2.0 | ACA | CE Session'. A video player shows a 'THANK YOU TO OUR CE SESSION SPONSOR' message. Below the video, a speaker profile for Scott J. Kroger, MS, PharmD, FASHP, is displayed with a 'Learn More' link (circled in red). The 'Description' tab is selected, showing the session is sponsored by PCCA and lists learning objectives. The 'Files' tab is also visible, showing a file named 'Session 1: The Future of Pharmacy: Maximizing Gains from COVID Advocacy'. On the right side, a chat box is visible with the message 'No one has started chatting here yet. Leave a message to be the first!' and a 'Write a message...' input field.

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 indicated that “The session will be starting soon” or thanks the session sponsor. You may need to allow audio for your computer.

Similar to the lobby, on the right side is the chat box. While in a session, 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.**

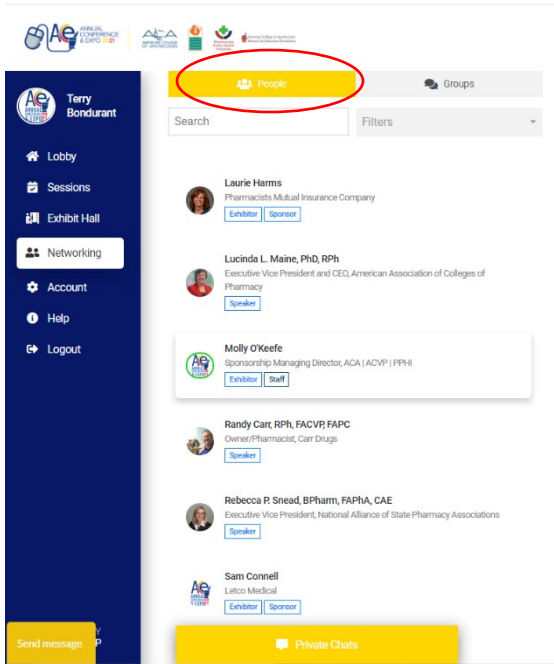
At the end of each session that is approved for CE credit, a code will appear on the screen. You will need to write this down to use to unlock the corresponding evaluation for that session in Lecture Panda. Please note that codes are not case sensitive.

Exhibit Hall

The screenshot displays the 'Exhibit Hall' interface for the ACPA Annual Conference & SPCO 2021. The top navigation bar includes logos for ACPA, SPCO, and Topi-CLICK. The left sidebar shows the user profile (Terry Bondurant) and navigation links (Event Admin, Lobby, Sessions, Exhibit Hall, Networking, Account, Help, Logout). The main content area features a search bar, a 'Map View' button, and a list of exhibitors: Letco Med, PCCA, Pharmacists Mutual Insurance Company, PrescribeWellness, and Topi-CLICK. Each exhibitor has a 'Contact' button and a 'Join Live' button. A 3D isometric illustration of the exhibit hall with yellow booths and a person is shown on the right.

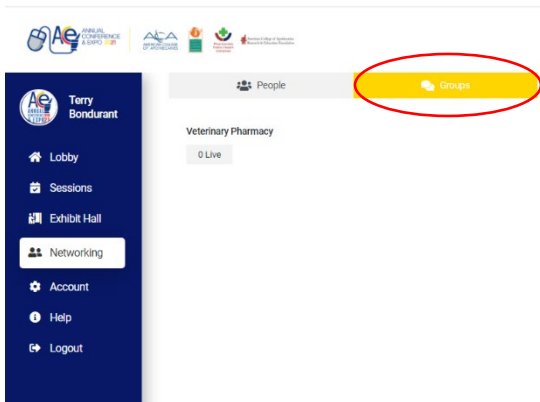
Moving on to the "Exhibit Hall," this is the space where you can learn more about and interact with our event exhibitors. Click on the booths learn more about the exhibitors, and access features including chat and one-on-one video calls with our premium exhibitors.

Networking



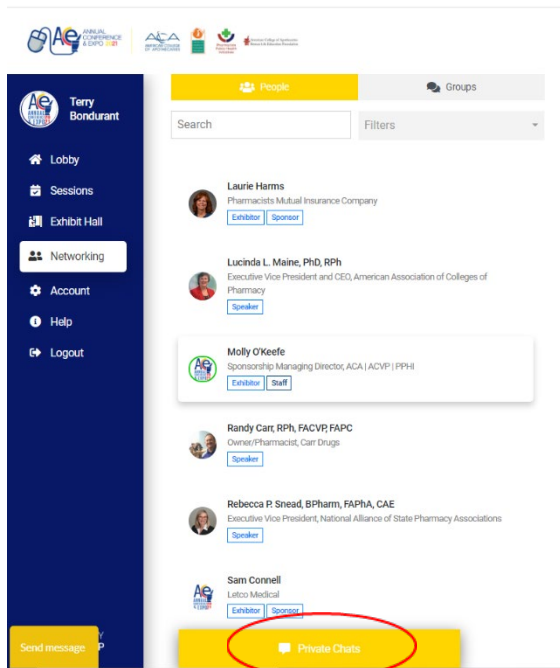
The “Networking” tab is where you'll be able to see all of the attendees and connect with them.

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, and it will include tags such as "Speaker" and "Exhibitor."



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 screenshot shows a virtual conference interface. On the left is a dark blue navigation menu with options: Event Admin, Terry Bondurant (profile), Lobby, Sessions, Exhibit Hall, Networking, Account, Help, and Logout. The 'Help' option is highlighted. The main area displays a list of speakers and exhibitors, including Lauren Feeback, Laurie Harms, Lucinda L. Maine, PhD, RPh, Molly O'Keefe, Randy Carr, RPh, FACVP, FAPC, and Rebecca P. Snead, BPharm, FAPhA, CAE. A yellow bar at the bottom contains a 'Send message' button (circled in red), a 'Private Chats' button, and a 'Receive a certificate?' button. A 'Help & Instructions' panel is open on the right, containing the following text:

Need to contact the event staff?
Click the "LIVE SUPPORT" or "send message" box in the bottom left corner.

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. 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.

Attendees are required to complete an evaluation form at the completion of the program. CE will be uploaded automatically to the CPE monitor when attendees submit their credits through Lecture Panda. CE credit is only applied to those sessions you attend and/or watch on demand.

After completing the course evaluation form for each session, click the large green "Submit credits" button and confirm that the status of your credit(s) is "complete." Your CPE credit should appear in CPE Monitor within 24 hours. We strongly recommend that all CE activities be completed within 14 days of the end of the conference. **You must submit your CE through Lecture Panda by April 23, 2021 in order to receive credit for the live sessions.**

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!