99ᵗʰ Annual Conference

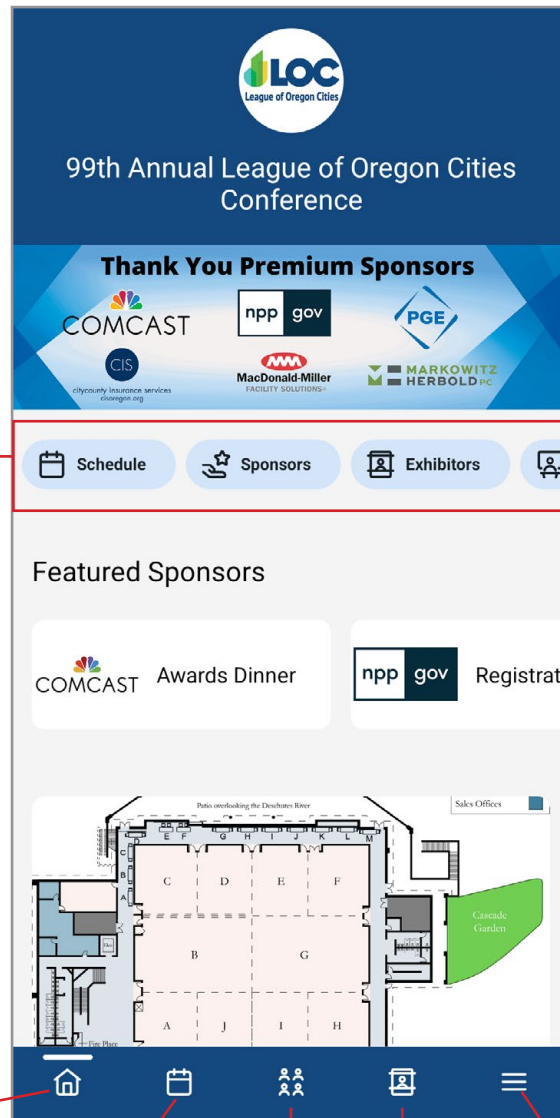**October 17-19 | The Riverhouse, Bend**

Conference App Tutorial

Log In Required to Access the App

When you open the app, you will be prompted to log in using the email address used for registration. A verification code will be sent to that email – be sure to check your spam folder if you don't receive the verification code.

If you don't open the app for 24 hours, you will need to log in again and request a verification code.

For questions, email loc@orcities.org, or visit the Ask LOC booth during the conference.

Home Screen

Shortcut buttons (swipe left to see all):
- Schedule
- Sponsors
- Exhibitors
- Speakers
- Attendees

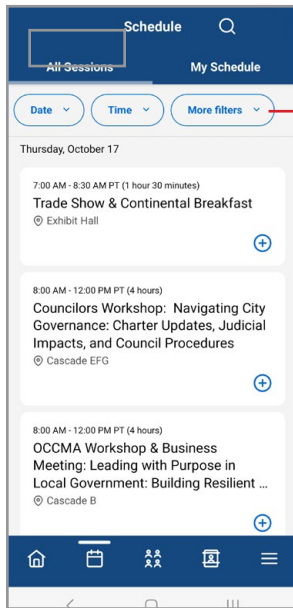**Home**

Schedule

Community

Exhibitors

More Information

Schedule

When you tap Schedule, the default view is My Schedule. Tap on **All Sessions** at the top to see the full schedule.
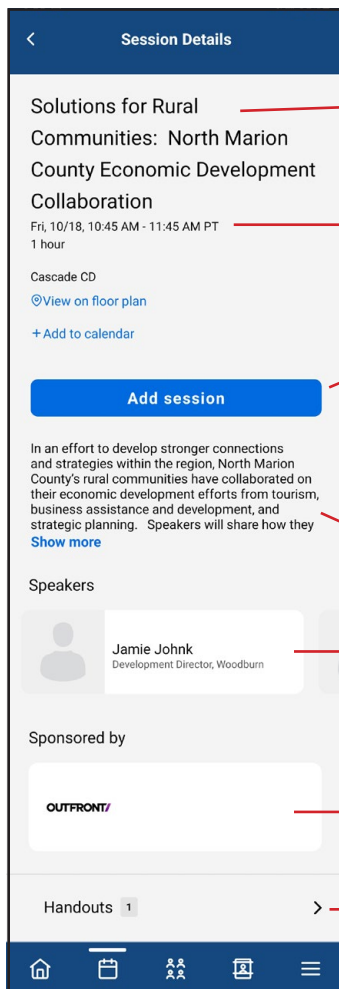
This screen shows the time and locations of all sessions and events. The listing can be filtered by date, time, speaker or location.

Filters

Tap the ⊕ to add a session to **My Schedule**. **Note: adding a session to My Schedule in the app DOES NOT register you** for paid events that require pre-registration. To register for a paid event, please visit the registration desk.

Tap a session to view the session detail page.

Session Title

Time & Location – tap View on floor plan to find the location on the map.

Add session to My Schedule

Note: adding a session to My Schedule in the app DOES NOT register you for paid events that require pre-registration. To register for a paid event, please visit the registration desk.
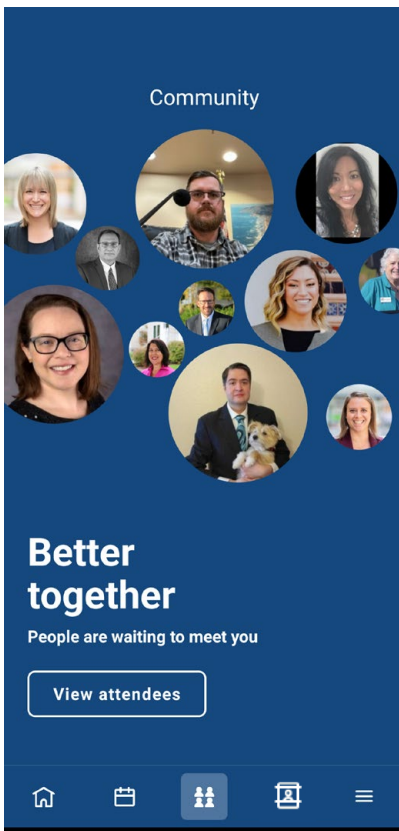
Session Description

Speakers – swipe left to see all speakers. Tap on a speaker to view their profile.

Session Sponsors – tap on a logo to view the sponsor profile page

Handouts – tap to download handouts *(if provided before the event)*
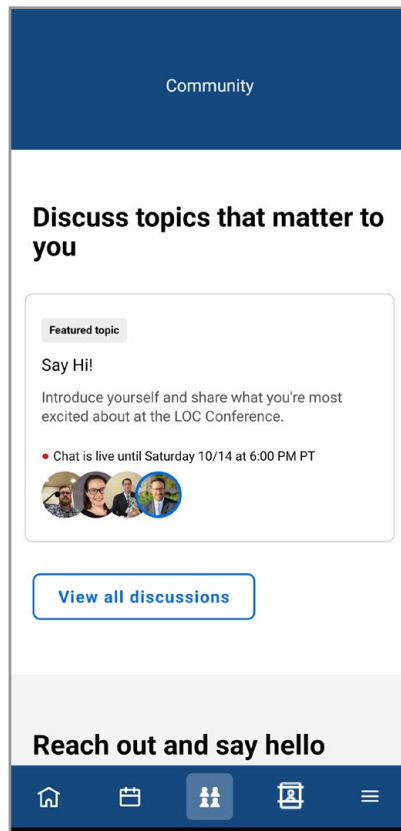
Community

Connect with other attendees

Better together

People are waiting to meet you

View attendees

Discuss topics that matter to you

Featured topic

Say Hi!

Introduce yourself and share what you're most excited about at the LOC Conference.

• Chat is live until Saturday 10/14 at 6:00 PM PT

View all discussions

Reach out and say hello

Reach out and say hello

Get the conversation started with your connections!

David Drotzmann
Mayor,
Hermiston

💬 **Message**

Looking f[...]
el[...]

Check out [...]
conn[...]

V
conn[...]

View Attendees

Tap to view a list of conference attendees.
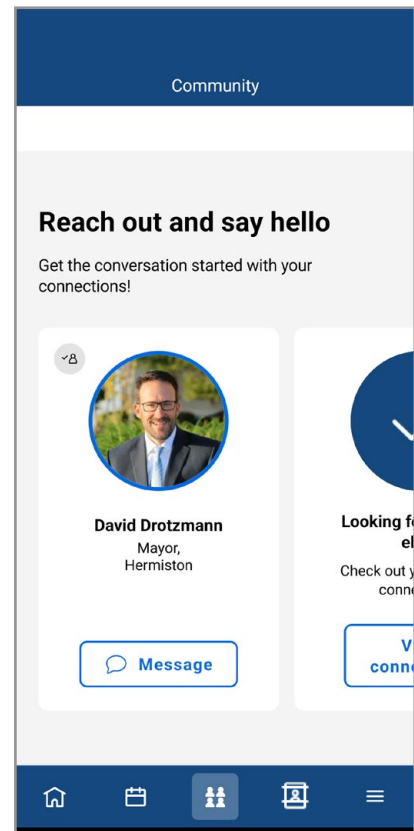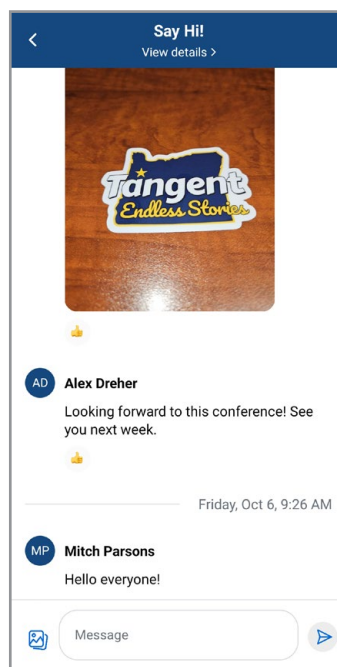
Tap on an attendee to view their profile page.

Tap ⊕ to add the attendee as a connection.

Tap 💬 to send a direct message.

View Discussions

Tap a discussion to chat with colleagues. Post a message and/or a photo. Tap and hold on a message to reply or react.

< **Say Hi!**
View details ›

👍

AD Alex Dreher

Looking forward to this conference! See you next week.

👍

Friday, Oct 6, 9:26 AM

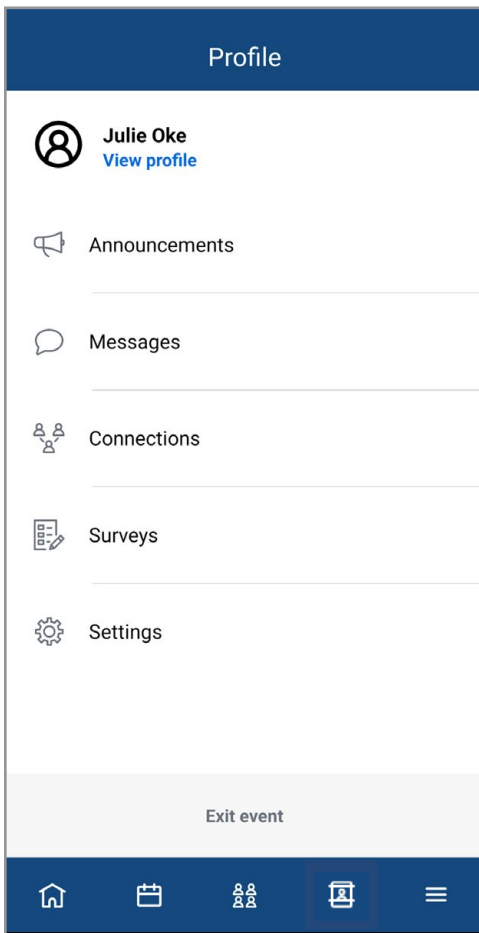**MP** Mitch Parsons

Hello everyone!

Message ➤

Make Connections

Attendees you have added as a connection appear here.

Tap Message to send a direct message.

Profile

View Profile

Tap View profile to view and update your profile.

Tap the pencil icon in the top-right. Here, you can edit your visibility settings, add a profile photo, your personal information, social media links, professional interests and headline. When you're done, tap Save.
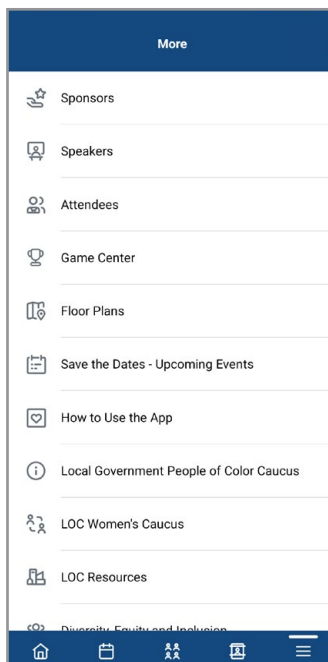
Announcements, Messages, Connections

Links to app notifications, direct messages and attendee connections

Surveys

Provide your feedback on sessions you add to My Schedule, plus an event survey will be available at the end of the conference.

Settings

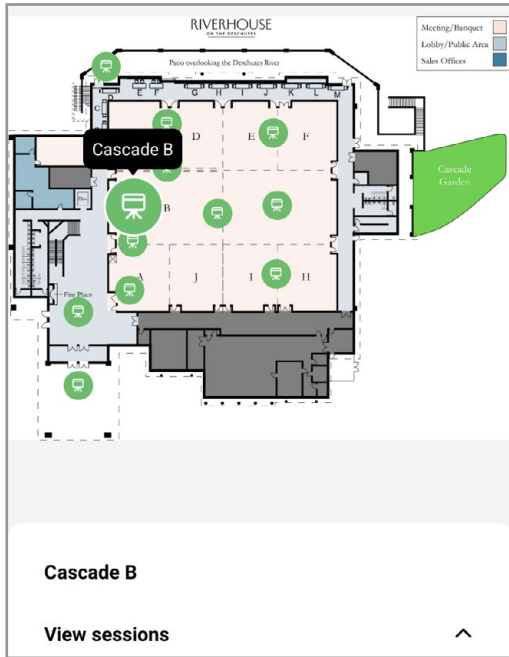Change your privacy and push notification settings.

More Information
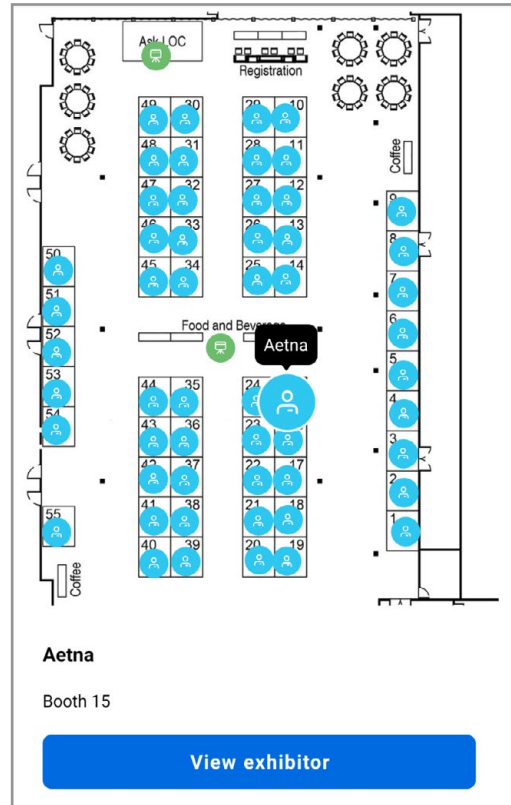
Shortcuts to other parts of the app

Additional information pages on the event and LOC.
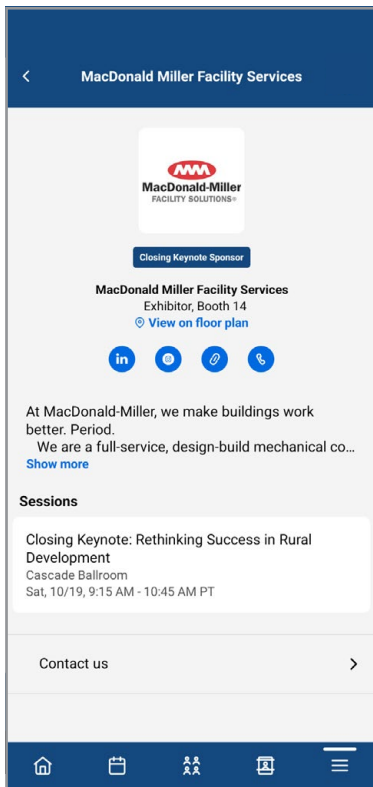
Floor Plans

Riverhouse Map

Tap on a green location pin to see the name of the room/location. View sessions happening in that location.

Trade Show Map

Tap on a blue booth pin to see the exhibitor name and location. Tap View Exhibitor to go to their profile page.
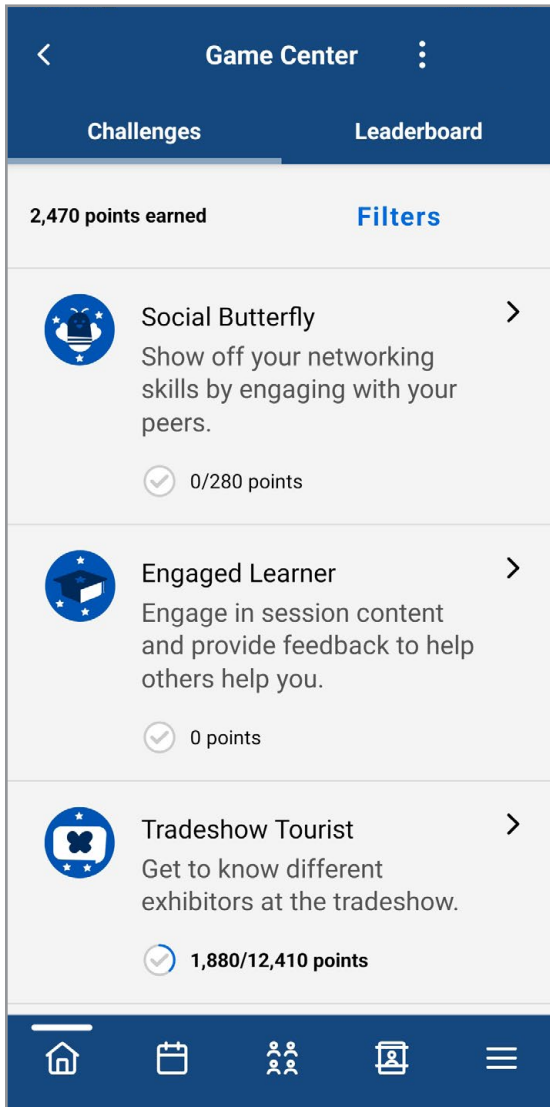
Sponsor and Exhibitor Profiles

View booth location, company description, social media, website and phone number.

See sponsored sessions.

Connect with them by sending a message via the Contact Us link.

Game

Play the app game by completing challenges and exploring the app.

Game Center

Challenges   **Leaderboard**

2,470 points earned   **Filters**

Social Butterfly ›
Show off your networking skills by engaging with your peers.

✓ 0/280 points

Engaged Learner ›
Engage in session content and provide feedback to help others help you.

✓ 0 points

Tradeshow Tourist ›
Get to know different exhibitors at the tradeshow.
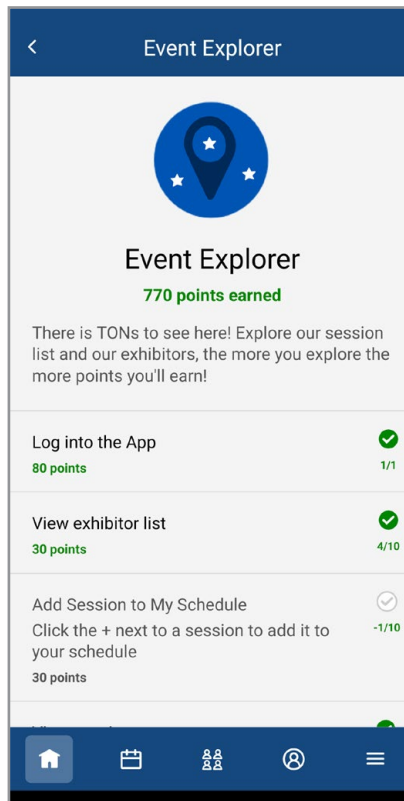
✓ 1,880/12,410 points

Challenges

Tap on the challenges to see the tasks associated with each challenge.

A green check mark indicates the task has been completed. Some tasks can be performed multiple times.

Event Explorer

770 points earned

There is TONs to see here! Explore our session list and our exhibitors, the more you explore the more points you'll earn!

Log into the App
80 points   ✓ 1/1

View exhibitor list
30 points   ✓ 4/10

Add Session to My Schedule
Click the + next to a session to add it to your schedule
30 points   ✓ -1/10

Leaderboard

View the attendees with the most points on the Leaderboard.

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