BEST PRACTICES IN COMPOUNDING

EDUCON 2022 VIRTUAL

ATTENDEE GUIDE

Introduction

Thank you for attending *EduCon 2022 Virtual*!

Knowing and implementing best practices are the key to a well-run compounding operation. To keeping patients safe. And yes, to preserving your reputation. That's the focus of *EduCon 2022 Virtual*: Best Practices in Compounding – assuring your team has the current expertise it needs to practice with high competence and integrity. You will return to your practice motivated and ready to implement improved practices for your patients. This guide is designed to help you, an attendee of *EduCon 2022 Virtual*, have a **great online experience**.

Virtual conferences present new challenges as an attendee. In this guide, we will share tips on how to get the most from your participation. From how to prepare before the event, getting the most out of the Exhibit Hall, as well as strategies for networking and interacting with other pharmacists, pharmacy technicians, and supporters. This guide concludes with technology requirements to help avoid any potential hiccups.

> **Helpful Tip**
>
> You can participate in *EduCon 2022 Virtual* on a desktop, laptop, smartphone or tablet. The optimal experience will be accessing the event from both a computer and engaging via a smartphone or tablet.

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EDU CON 2022 VIRTUAL

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Pre-Event Preparation

At *EduCon 2022 Virtual* you can engage with exhibitors; meet education session presenters; and network via private messaging. Treat this virtual gathering as you would when attending APC's *EduCon* in person.

Reserve February 3-4, 2022 on your calendar. Carve out this time to attend and be focused on the experience. Check out the conference webpage and plan for the events you don't want to miss.

Benefits of a Virtual Conference
- Watch on-demand education at your convenience
- Anyone from around the world can attend
- Learn from the best in the comfort of your own home or office
- Connect with speakers
- Meet interesting people by checking out who is registered for the conference in the app/virtual platform

> **Helpful Tip**
>
> Mark your calendar for **February 3-4** to take advantage of all the events and networking opportunities available during *EduCon 2022 Virtual*.

Minimize Distractions

When watching an online presentation, whether on-demand to fit your schedule or a streamed presentation at a scheduled time, it is tempting to multi-task. Doing other things while watching a session or participating in a networking event can distract you from fully engaging in the event and ensuring you get the most out of your *EduCon 2022 Virtual* experience.

Not only do you want to set aside the time on your calendar, you need to carve out the mental space to attend a virtual event. If you are not used to sitting at a computer for long periods, it can be mentally draining. Take breaks, stand up, stay hydrated and stretch to keep your blood flowing. This will help you stay alert as you learn new information and interact with exhibitors and other attendees.

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Entering *EduCon 2022* Virtual

To get started, log into the Attendify app or virtual platform. The *EduCon 2022 Virtual* app and platform is only available for registered attendees. Within 2 business days of registration, your information will be added to the app/virtual platform so you will be able to create an account profile.

Access via the Attendify mobile app on smartphone or tablet

1. Download the free *Attendify* app from the App Store/Google Play.
2. Open the app, sign up/log in to create your app profile by clicking on the people icon in the top left corner. (If you have used Attendify for another event, you'll see a picture or initials for the icon.)
3. Enter the email address that you used to register for EduCon. (If you get the message *"Restricted Access. Please contact the event organizer,"* try a different email address.)
4. Provide your name and a password to sign up/log in.
5. If this is the first time using Attendify, you will receive a verification email from Attendify (support@attendify.com). After you have verified it, you will be able to join EduCon 2022.
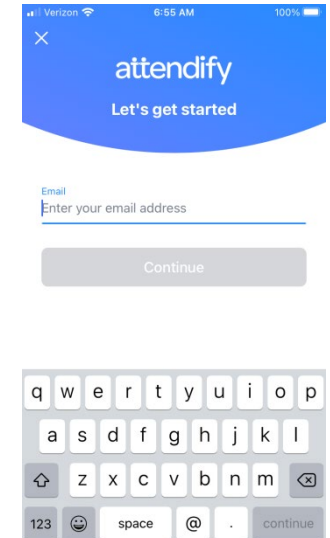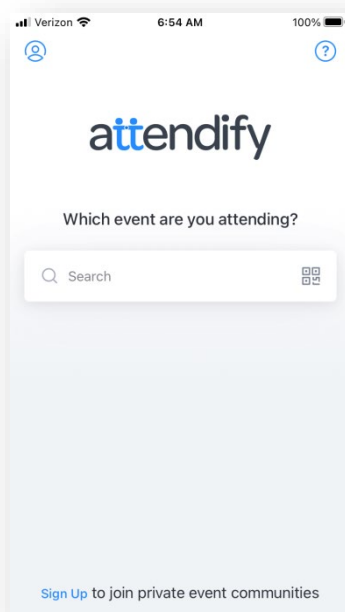
6. Use the Attendify search field to find "*EduCon 2022 Virtual*" event.

7. Tap on the EduCon icon to view the "Join" page.

8. Tap "Join" to enter *EduCon 2022 Virtual*.

If you register February 3 or February 4, please allow approximately 1 hour for your information to be added to the app so you can join the event.

EduCon 2022 Virtual

February 3 – April 8, 2022

Best practices. They're the key to a well-run compounding operation. To keeping patients safe. And yes, to preserving your reputation.

Join

When you enter *EduCon 2022 Virtual*, you will begin on the *Activity Stream* page. From the *Activity Stream*, you have three options:

1. View other attendees who have recently joined.
2. *Post, like* or *comment* on another attendee's post in the *Activity Stream*. *(This is one of the social networking options that the virtual conference offers.*)
3. Use the hamburger menu (three horizontal lines) in the upper left-hand corner to navigate to another section of the conference. (Pro-tip: You can swipe right to get to the menu as well.)
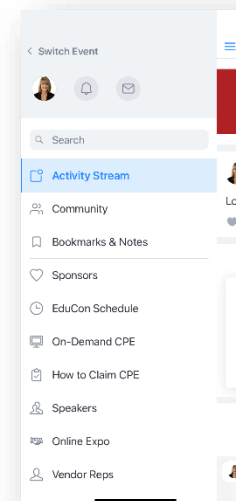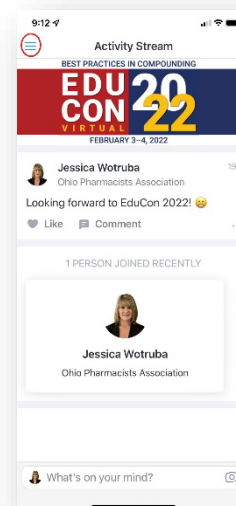
Access via the Attendify virtual platform via desktop or laptop computer

1. Using the Google Chrome browser, type http://bit.ly/educon2022. (*The site must be typed into your address bar all in lower case.)* While other browsers can be used, the virtual experience is optimal in Google Chrome browser.
2. When you open the *EduCon 2022 Virtual* platform for the first time, you will need to sign in/log in using the email that you used to register for the conference. (If you get the message *Restricted Access. Please contact the organizer,* try a different email address.)
3. First time users will create a password and verify it.

4. Create an account profile with your name, company information, etc.
5. If this is the first time using Attendify, you will receive a verification email from Attendify (support@attendify.com). After you have verified it, you will be able to join *EduCon 2022 Virtual: Best Practices in Compounding.*

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When you enter *EduCon 2022 Virtual*, you will begin at the **Town Hall**. In both the app and virtual platform, you can scroll through the menu and hover over the icons to see the following options:

Activity Stream - post comments and photos, "like" a post or photo, answer polls to win prizes

Community/*Leaderboard - connect to friends with private message/group chat and compete to be at the top of the Leaderboard

*Bookmarks & Notes- bookmark favorite sessions and take notes

Sponsors - sponsoring companies are recognized

EduCon Schedule - watch streamed CPE sessions followed by Q & A, daily Welcome Messages, Presentation of Pharmacists Mutual Scholarship, the Report for APC Stakeholders, Patron Showcases, and more

On-demand CPE - watch on-demand CPE sessions, released daily

How to Claim CPE - find detailed instructions on claiming and submitting CPE to the CPE Monitor via LecturePanda, the companion platform of EduCon 2022

Speakers - bio and contact information for APC presenters

Online Expo - connect with vendors through the exhibit chat window, private messaging and email, watch exhibit videos, check out exhibit descriptions and much more

Vendor Reps - view contact info to connect with the online expo representatives

APC Board - view the officers and Board of Directors

Foundation Board - view the members of the Pharmacy Compounding Foundation's 2022 Board

Scholarships - view the 2022 recipients of the Pharmacy Compounding Foundation and Pharmacists Mutual Compounding Scholarship

Prizes Info - view the list of prizes available for the expo drawings, how to become eligible to win, info about the sponsor prize poll, and BIG prize polls
Attendee Guide - a copy of this attendee guide for reference during the conference
FAQs - access to a copy of this attendee guide for reference during the conference, how to qualify for prize drawings and more information

*Only available in the Attendify app

Connecting with Other Attendees

You can easily view and connect with others in the virtual environment, whether it be exhibitors, Corporate Patron supporters or other attendees. Simply click on the "Chat" icon (envelope).

In the app, the "Chat" icon is located above the selections in the hamburger menu to the right of your profile photo.
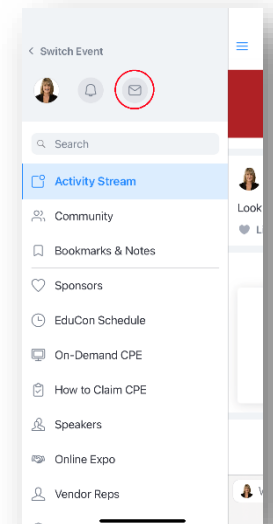
You will have two options: Direct Message or Group Chat.
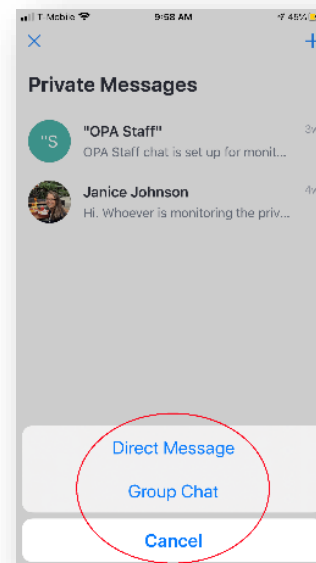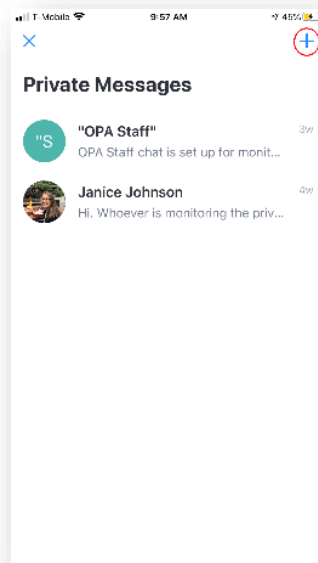
Once you have chosen your preference, select the attendee(s) who you wish to message.

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In the virtual platform, click the **"Message"** icon (speech bubble) to the left of your name in the top right-hand corner of the page.
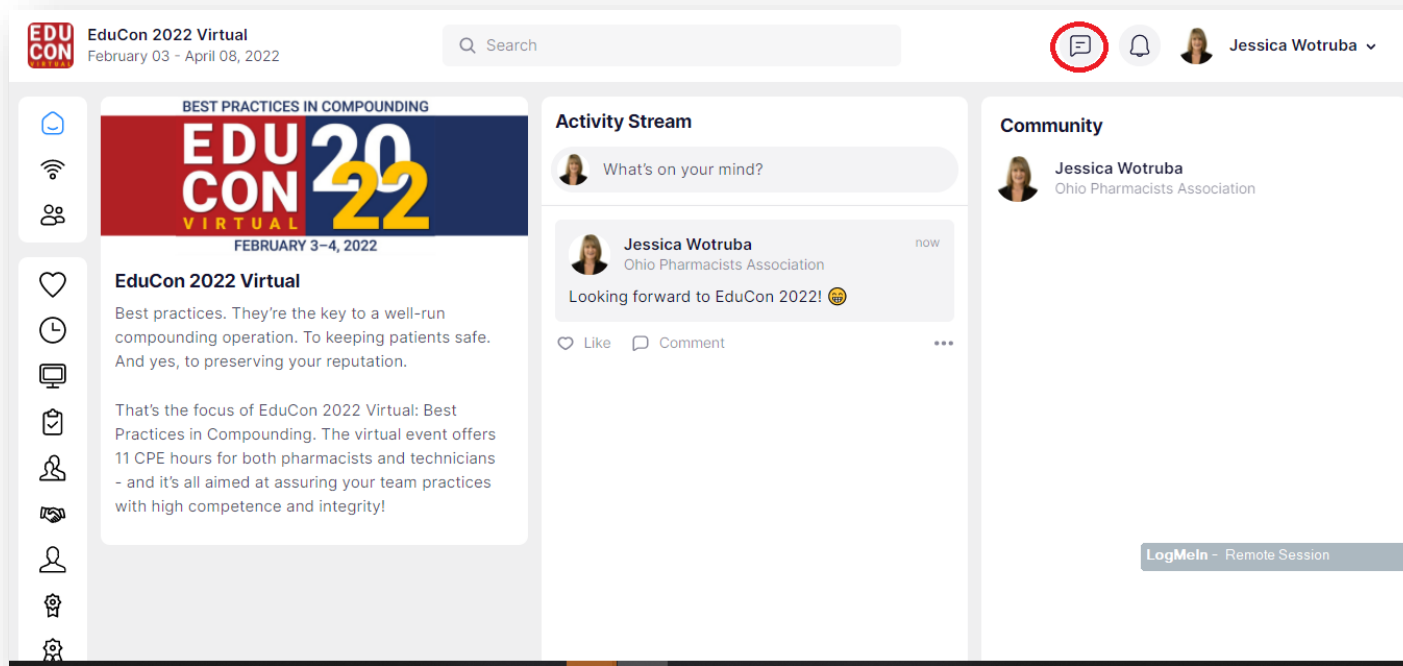
A new window will appear, click on compose and select the attendee who you wish to message. *Group chat is only available in the mobile app.*
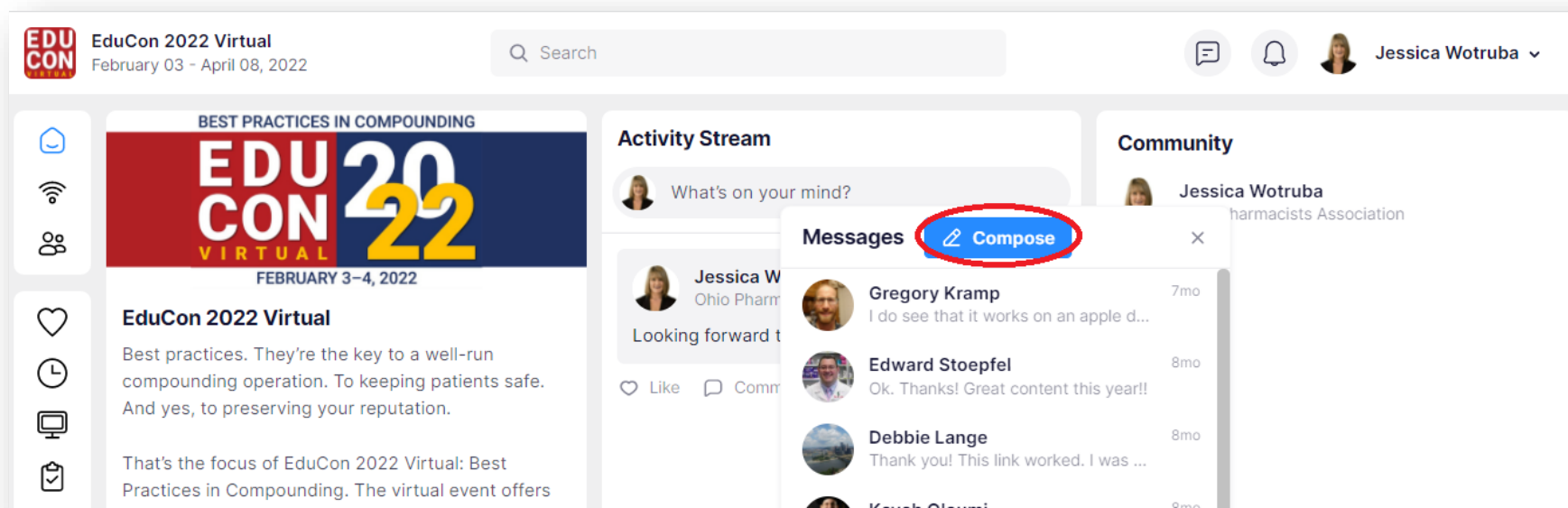
You can also initiate a private message by selecting an attendee's profile in the Attendees section. When the profile opens, select "Private Message" (app) or "Send a Message" (virtual platform).

Attendee Profile

Each attendee has an Attendee Profile populated with basic information provided during the registration process. We encourage you to update your profile with your photo, company, title, contact information, objective, bio, and/or website. Other attendees and exhibitors can view this information for post-event follow-up and communication.

In the app, you can edit your profile from the hamburger menu. There will be a circle icon in the upper left-hand corner with your initials in it. Tap on it to open your profile.
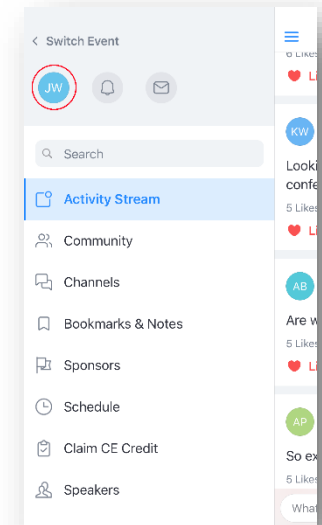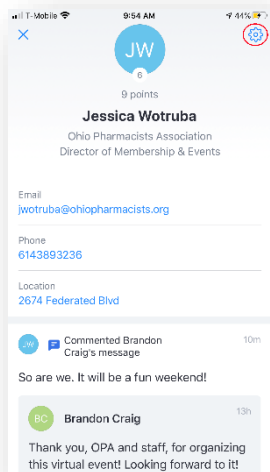
Tap on the gear icon to get to the app Settings in the upper right-hand corner.
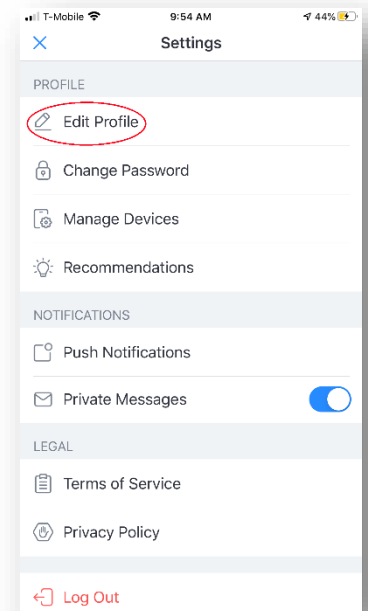
From the Settings screen, tap on 'Edit Profile' to update your profile.
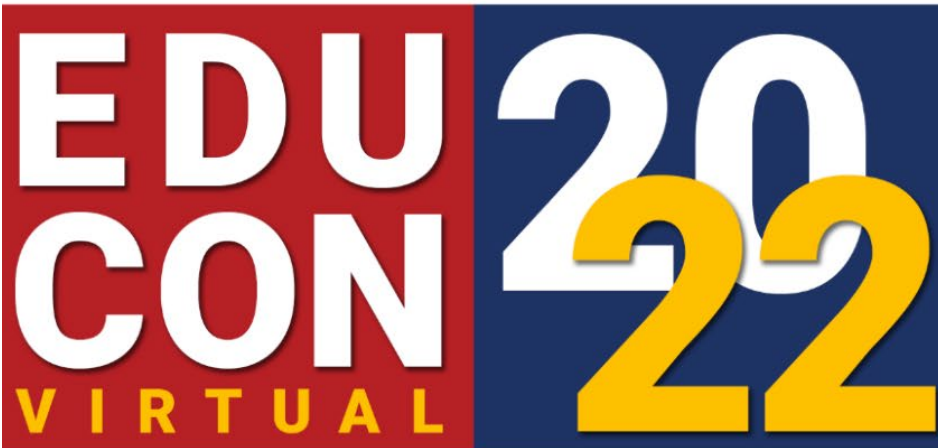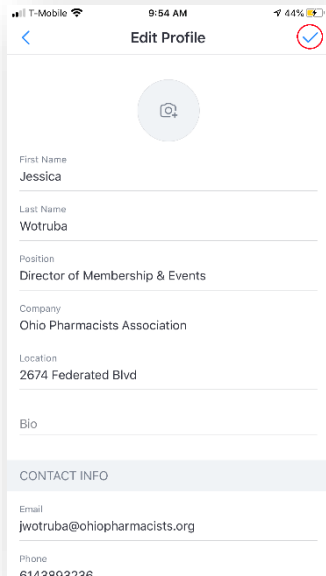
Once the changes have been made, tap the checkmark to save changes. Close the Settings and Profile pages to get back to the Activity Stream and hamburger menu.

In the virtual platform, click on your name in the upper right-hand corner. Select 'Edit Profile.'
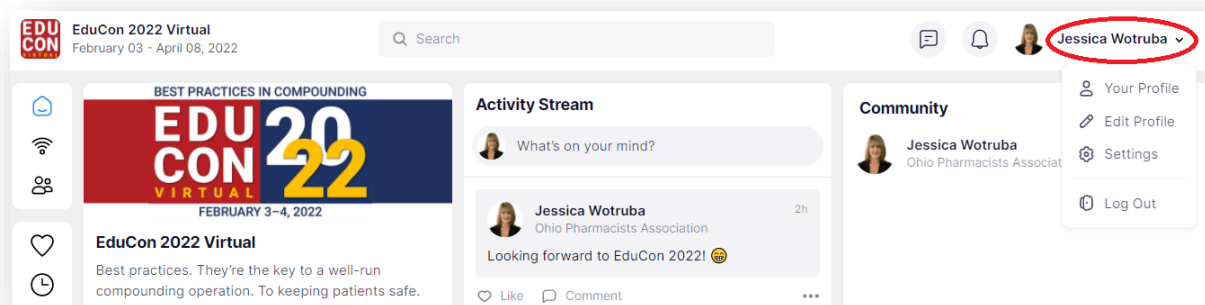
Your profile will pop up. Make any desired edits, then click Save.

Networking Options

There are a few options for connecting with others who are attending the event.

1:1 Chat
This is a message between two people, one on one. You can have multiple 1:1 chats taking place.

Group Chat (only available in the mobile app)
This is a chat between a few people. You can add people to a chat one at a time to create a small group conversation.

Activity Stream
Browse through the Activity Stream to see what people have been talking about. You can also like or post a comment for all to read.

Leaderboard (viewable in app only)

Engage. Attendees can get competitive in these fun aspects of EduCon via the Activity Stream and the Online Expo.

Earn points for the activities you engage in while participating as an attendee of *EduCon 2022 Virtual*. You earn points for participation (both app and virtual platform) in polls, posting updates to the Activity Stream, and liking or commenting on other posts in the Activity Stream. You even earn points when other attendees like your posts! Attendee point totals are tracked on the Leaderboard.

Attendees will be rewarded for interacting with exhibitors. As you move throughout the Exhibits, use the chat window to "speak" with the representatives. Watch for prize polls in the Activity Stream or in the Schedule, within the Online Expo's Chat window. To qualify for prize drawings on February 3 & 4, you must correctly answer the prize polls by 12 noon. These polls also give you points for the Leaderboard.

NOTE: Staff of APC and OPA do not qualify for prizes.

Access the Leaderboard in the app by going to the Community page. From the Community page, toggle to the Leaderboard, by clicking the dropdown next to Community.

On the bottom of the screen, select Leaderboard and you will be redirected to the Leaderboard.
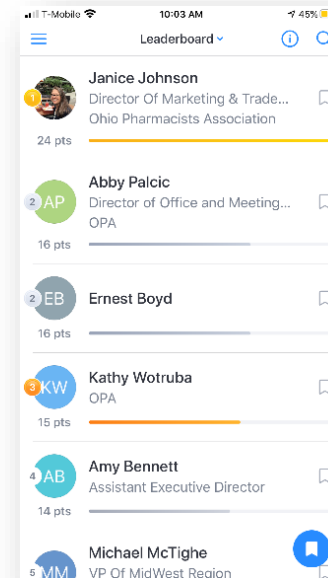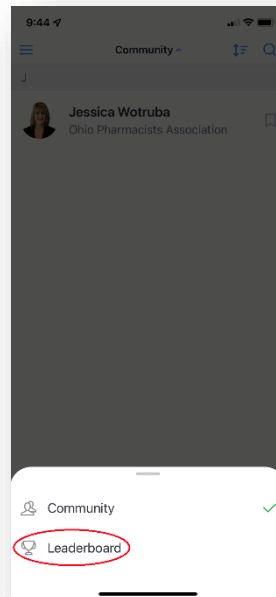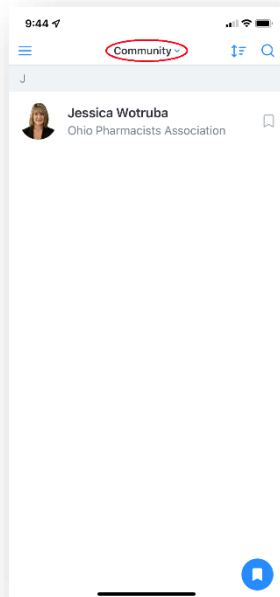
Continuing Pharmacy Education (CPE) Activities

On-Demand and Streamed (Home-Study) Activities

Each day of *EduCon 2022 Virtual*, new on-demand education sessions will be made available to attendees. On-demand sessions are pre-recorded so you can watch them at your convenience. To access an on-demand session, click on Schedule and select the activity title. These will be accessible through April 8, 2022.

Helpful Tip

You can watch and re-watch the on-demand sessions until April 8. Since they are pre-recorded, you don't have to worry about missing a slide or forgetting what the presenter said. You can rewind and watch as many times as you would like.

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How to Claim and Submit CPE

When you select the *How to Claim CPE* page, detailed instructions appear regarding access to EduCon's companion platform, LecturePanda. You will claim credit for your continuing pharmacy education (CPE) through Lecture Panda. After your credits have been claimed and submitted, they will be automatically uploaded to the CPE Monitor. *(Please allow 24 hours for the system to process.)* You will have access to LecturePanda until April 8, 2022. There are 11 hours of CPE credit available. Complete as few or as many hours as you'd like.

LecturePanda registration will be available beginning February 3, 2022.

The following instructions will help guide you through the process of registering in LecturePanda for *EduCon 2022 Virtual*.

1. Click the button below

[Click HERE to Register in LecturePanda](#)

2. After clicking 'Click HERE to Register in LecturePanda', your web browser will open a page that looks much like the one below. Click the blue *Register* button. You will be directed to a page in your web browser requesting your Membership Email. Enter the email address you used to register for the conference and click *Submit*.

3. You will be directed to select your registration type: **Pharmacist** or **Pharmacy Technician**.

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4. Next, you will be prompted to enter your full name and the email address you used to register for EduCon including your *NABP e-profile ID and birthdate (mmdd format)*. If an incorrect NABP e-Profile ID or birthdate are entered, an error message will appear until the correction is made.

   Be sure to select 'Remember Me On This Device,' then click continue.

5. Once you have successfully completed registration, you will receive a confirmation screen like the one on the following page.
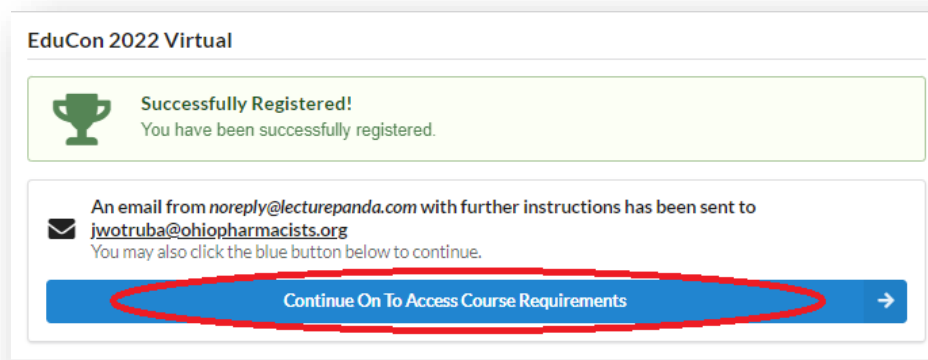
The first time you sign into LecturePanda, you will receive a confirmation email. **This email will give you a link directly to LecturePanda for submitting on-demand CPE credit.** Please update your email settings to allow email from the lecturepanda.com domain.

6. Click *Continue On To Access Course Requirements.* You will arrive on the LecturePanda landing page of *EduCon 2022 Virtual*. A screenshot follows on the next page.
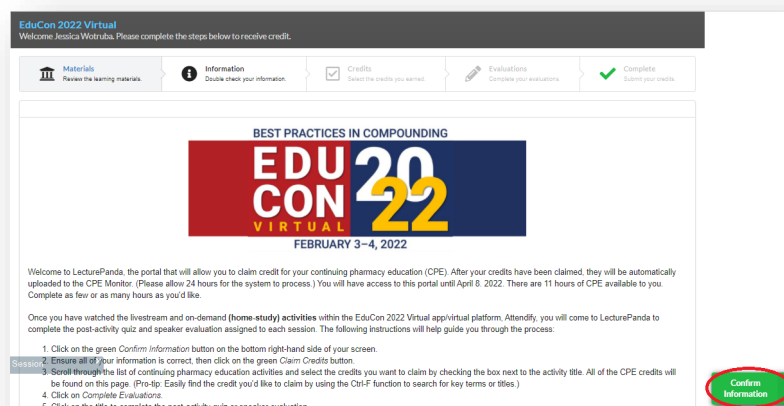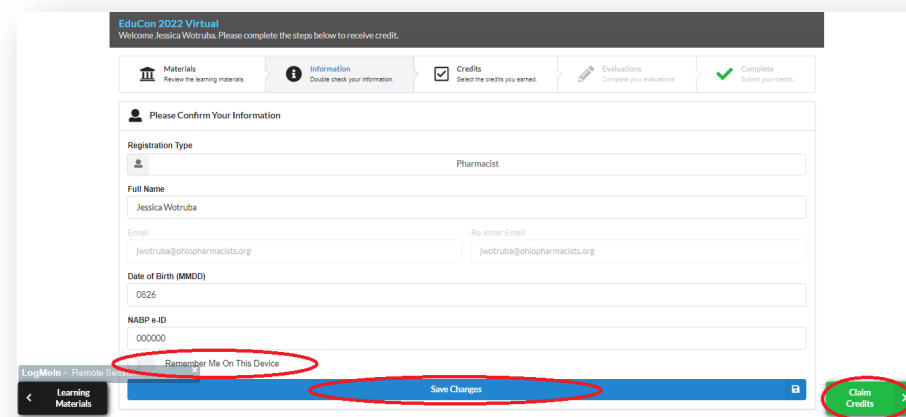
7. Click on the green *confirm Information* button on the bottom right-hand side of your screen.

8. Ensure all of your information is correct, then click the green *Claim Credits* button. Slide the button to the right for *Remember Me On This Device* to make sign-in automatic for the next program claimed during the event.

9. Scroll through the list of continuing pharmacy education activities and select the credits you want to claim by checking the box next to the activity title. All of the CPE credits will be found on this page.

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10.   Click on the title to complete the post-activity quiz or speaker evaluation. Both the quiz and speaker evaluation must be completed in order to submit credit for the CPE activity.

11.   Complete the post-activity assessment quiz and speaker evaluation for the selected CPE activity, then click on the green *Submit* button.

When you successfully complete the quiz, you will receive a message that you passed and your score. All quizzes must have a passing score of 80%. If you do not pass the quiz, you will receive a message containing your score and the rationale for your answers. Click on the *Correct Errors to Continue* button to correct your answers. You can retake the quiz until you pass.

12. Select the next CPE activity quiz and speaker evaluation you'd like to access.

13. Once all the speaker evaluations and post-activity assessment quizzes are completed, click on the green *Complete Evaluations* button to give feedback using the EduCon event evaluation. Upon completion of the EduCon event evaluation, the green *Submit Credits* button will appear like the one below.
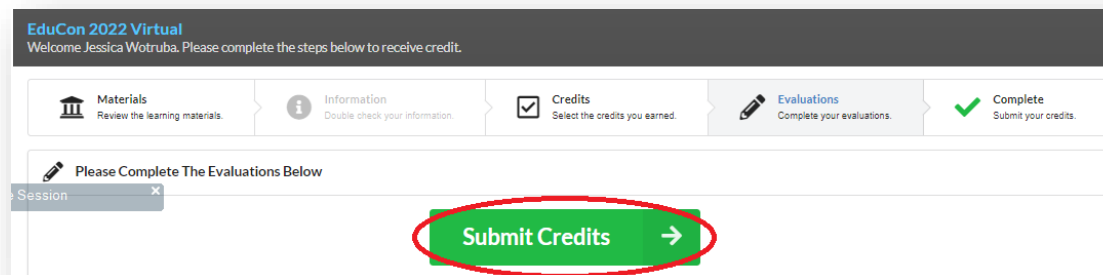
14. Click on the *Submit Credits* button to allow LecturePanda to upload your CPE credits to the CPE Monitor. After the credits have been submitted, you will receive a message of completion.

Note: You will also receive reminder notifications from LecturePanda to complete your credits until you have submitted credit for your sessions or until the event closes on

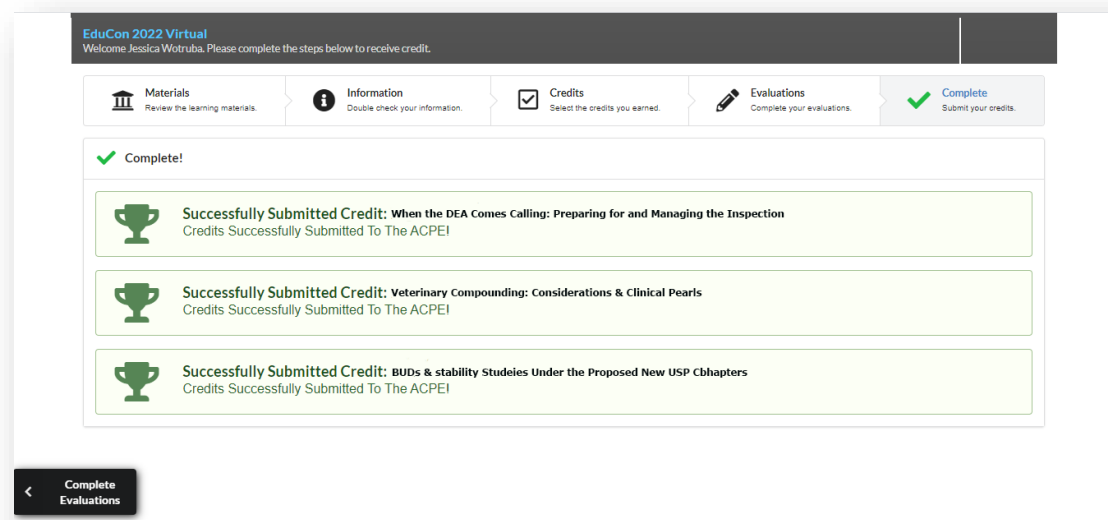April 8, 2022.

Engage. Win.

By attending *EduCon 2022 Virtual* you can win some fantastic prizes! Attendees will be rewarded for interacting with exhibitors and engaging on the Activity Stream and the Online Expo of the Schedule page.

As you move throughout the Exhibits page, look for hidden codes in exhibitors' listings. Watch for prize polls in the Activity Stream or in the Schedule on the Online Expo's Chat window. To qualify for prize drawings on February 3 & 4, you must correctly answer the prize polls by 12:00 noon. The Virtual Prize Drawing offers new prizes and ways to win. Special thanks to our exhibitors, Corporate Patrons and sponsors for supporting this event!

Thank You to our Sponsors!

We want to give a special shout-out to all the sponsor companies of *EduCon 2022 Virtual*. We could not offer this event without the support of our sponsors. As an attendee, you will see sponsor signage throughout the event. We encourage you to click on these sponsor profiles to learn more about the companies who support the compounding pharmacy and their latest innovations.

Thank you!

Technology Requirements

PC (http://bit.ly/EduCon 2022 Virtual)

Processor: 1 GHz
Hard Drive: 32 GB
Memory (RAM): 1 GB
Sound card with speakers
Internet Access: 10Mbps download

Supported Browsers- Latest version
*Chrome
Firefox
Edge
Safari - *Attendees who want to join a livestream session in Safari will need to use the "Open in Zoom App" option.*

*Attendify performs best using Chrome, attendees can view livestream sessions within the app

Windows - 7.0 or later
macOS – 10.9 or later

Mobile Device (Smart Phone or Tablet)

Android OS – version 5.0 or later
iOS – version 10.0 or later
Internet Access: 10Mbps download or 3G or 4G LTE

[Download the app via App Store](#)

[Download the app via Google Play](#)

Conclusion

We hope this guide helps you better understand how to navigate *EduCon 2022 Virtual* and helps you plan and prepare to have a **great experience** at this year's virtual event.

This attendee guide will be available in the FAQs section of the mobile app/virtual platform.

If you have any questions prior to, during, or after the event, please do not hesitate to contact the Ohio Pharmacists Association. During the event, contact OPA at 614-389-3236, opa@ohiopharmacists.org or send a chat to "OPA Staff" in app/virtual platform (chat feature only available February 3-4, 2022). The OPA and APC staff will be available to assist you.