



2020 Connecticut Legal Conference

Monday, September 14 – Wednesday, September 16
9:00 a.m. – 5:00 p.m.

Accessing the Virtual Platform for the First Time

To access the virtual 2020 Connecticut Legal Conference, go to: www.virtualeventplace.com/2020CLC.

Click the **LOGIN** or **SIGN UP** button.

On the **Login for Existing Users** tab, click the **Forgot Password?** hyperlink and enter your email address that you used when you registered for the conference.

You will receive an email with your password to log in to the site. Note: This email will be coming from info@virtualeventplace.com.

When you first log in, you will be prompted to change your password.

Once you change your password, in the upper right, click on **My Virtual Events**. Then click on **2020 Connecticut Legal Conference**. This will bring you to the lobby of the event.

If you are having any trouble accessing the virtual event, please be sure you are using the email address that you used to register. If you need help, call (844)469-2221 during business hours or email CBACLE@ctbar.org. If you registered after September 8, there will be a delay in getting access to the platform, so call (844)469-2221 or email CBACLE@ctbar.org to speed up the process.

Logging into the Event Ahead of Time

We recommend that you log in prior to the event to explore the site and familiarize yourself with the virtual conference platform so that the day of your conference is a breeze.

Where to Access Your Session

To access your conference session, navigate to **Sessions** from the lobby or by selecting **Sessions** from the top menu navigation. Locate the session you are interested in and click on **More Info**. Approximately 15 minutes before the session begins, you will see a button that says **Attend Webcast**. When you click on it, a new window will open with the session presentation. Individual Zoom links will not be provided for each session. All sessions will be launched here.

If you need a reminder of which sessions you pre-registered for, you can find this information in your CBA profile [here](#). You can attend any session you want and do not need to notify staff of this change. Unlike the in-person conference, you do not need to have pre-registered for a session to attend it on the day of the conference. Pre-registration for the virtual event will assist with issuing CLE credits. If you did not pre-register, you will still receive credit if you complete the verification code forms under the **Networking Lounge and Resources** tab.

Where to Access Your Session Materials, Verification Codes, and Feedback Forms

To access your conference session materials, navigate to **Networking Lounges and Resources** from the top menu navigation. Click on the URL corresponding to your registration type e.g., 3 day, Sept. 14, Sept. 15, Sept. 16. Once in the Resource Lounge, click on the red **Resources** button. On the Resources page, click the buttons corresponding to the items you wish to view, either **Conference Materials** or [Verification Codes and Feedback Forms](#).

There are Four Main Sections of the Platform

Lobby – Here you can chat with fellow attendees or find your way to other areas of the virtual platform.

Sessions (Or Auditorium in the Lobby) – This is where you will find all the sessions, their titles, descriptions, and presenters. Locate the session you are interested in and click on **More Info**. Just prior to a session starting, you will see a button that says **Attend Webcast**, which will open a new window for the session. If you missed a session or want to go back and view it again, you can also access the videos on-demand, which become available in the days following their original time.

Networking Lounge and Resources – This is another great place to chat with your fellow attendees, either as a large group or 1:1.

The session materials, verification code forms, session surveys, and the conference survey can also be found in a networking lounge.

Exhibit Halls – Explore all the exhibitors and their booths in the exhibit halls. You can watch videos that they have provided, download informational materials, and chat directly with someone from their company. If a representative is unavailable at a booth, you have the option to “leave a business card” with your contact information.

How to Use the Chat Function

Chat is available in each area of the event as well as each exhibitor booth. You can chat with everyone in the room using text, or have private one-on-one text, audio, or video chats!

Chat to all - Use the text bar at the bottom of the chat window to type a message. Simply hit send and your message will be public and visible to all.

TIP: To tag someone in your message, simply use the @ symbol to search for their name. The chat will automatically populate names of those who are in the same chat.

Private Text Chat (1:1) - To have a private text conversation, select the person you would like to chat with from the left-hand side of the screen. When you click their name, a private message window will pop up. From here you can engage by text, audio, or video.

Audio and Video calls - To make a 1:1 audio or video call, follow the steps above to pull up who you would like to connect with. Once you are in your private chat window, you will be able to see a phone icon (voice only) and a video camera icon (video call). Click on the corresponding icon to initiate your call.

TIP: Use the group or private text chat to confirm someone has time and is ready to connect by phone or video.

How to Update Your Profile

Before you begin chatting with the conference attendees, be sure to update your profile. In the upper right-hand corner, click on **My Profile** next to the avatar icon. You can enter any contact information you wish to share and upload your headshot under the **My image** tab. You can also enter some more information in the **About Me** section if you wish.

Where to Go for Help

During the Conference - In the upper right-hand corner of the platform, click on **Helpdesk**. There, you can find many frequently asked questions, as well as the contact phone number and email for support. Additionally, there is a chat box in the lower right-hand corner of the platform that you can use during normal conference hours for any additional issues you may have.

Before the Conference - Call (844)469-2221 during business hours or email CBACLE@ctbar.org.

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Watch the Video Tour of the Virtual Connecticut Legal Conference [here](#).