

2025 LOC Spring Conference

May 1-2 | The Mill Casino, North Bend

Conference App Tutorial

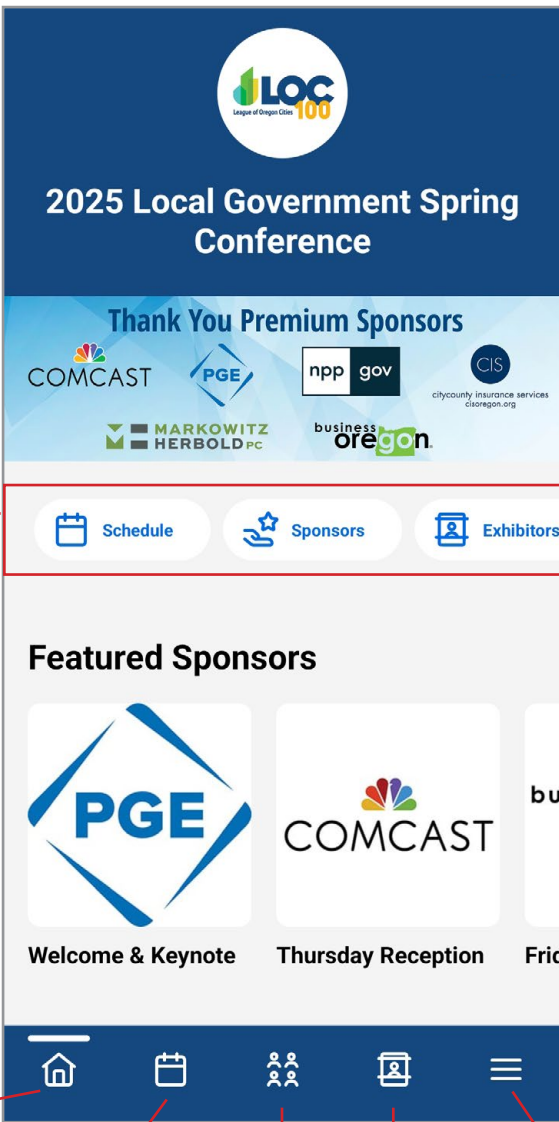
Log In Required to Access the App

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 conference registration table.

Home Screen



The screenshot shows the app's home screen. At the top is a dark blue header with the LOC 100 logo and the text "2025 Local Government Spring Conference". Below this is a light blue section titled "Thank You Premium Sponsors" featuring logos for Comcast, PGE, npp gov, CIS, Markowitz Herbold PC, and business oregon. A red-bordered horizontal bar contains three shortcut buttons: "Schedule", "Sponsors", and "Exhibitors". The main content area is titled "Featured Sponsors" and displays large logos for PGE and Comcast, with event titles "Welcome & Keynote" and "Thursday Reception" below them. At the bottom is a dark blue navigation bar with five icons: Home, Schedule, Community, Exhibitors, and More Information. Red lines connect these labels to their respective icons and the shortcut buttons.

Shortcut buttons (swipe left to see all):

- Schedule
- Sponsors
- Exhibitors
- Speakers
- Attendees

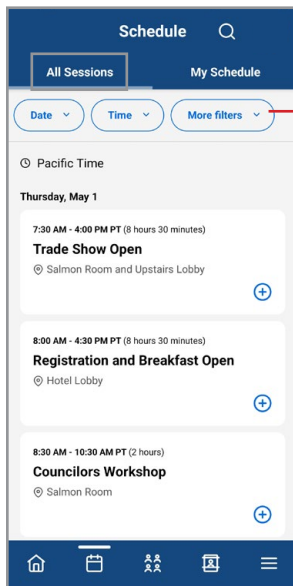
Navigation Bar Labels:

- 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.

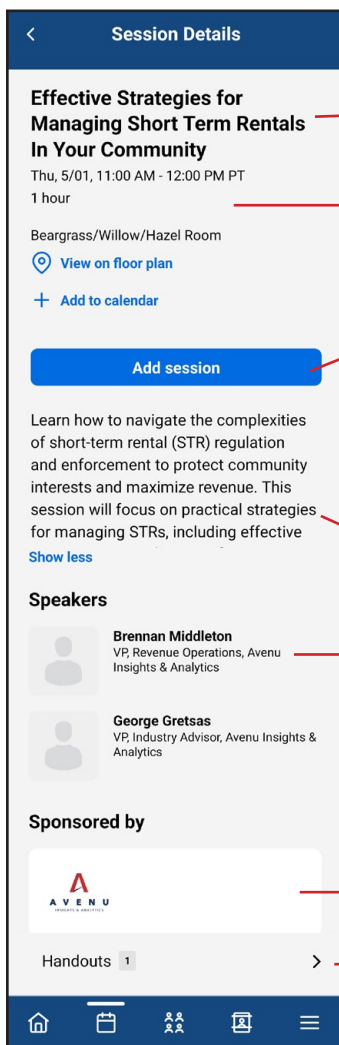
This screen shows the time and locations of all sessions and events. The listing can be filtered by date, time, speaker or location.



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

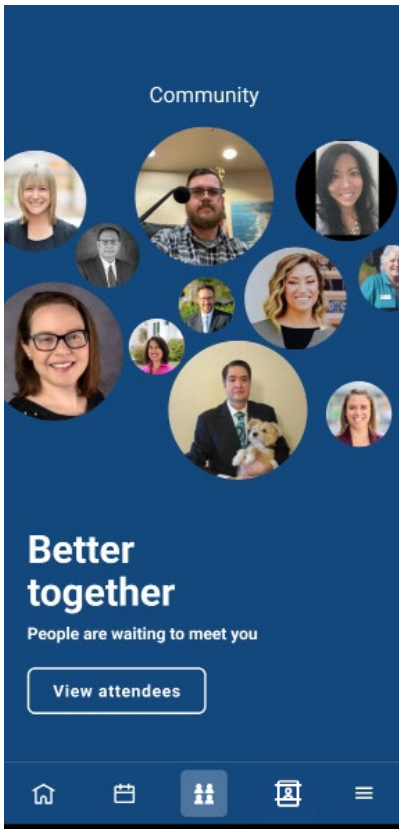
Speakers – swipe left to see all speakers. Tap on a speaker to view their profile.

Session Sponsor – 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




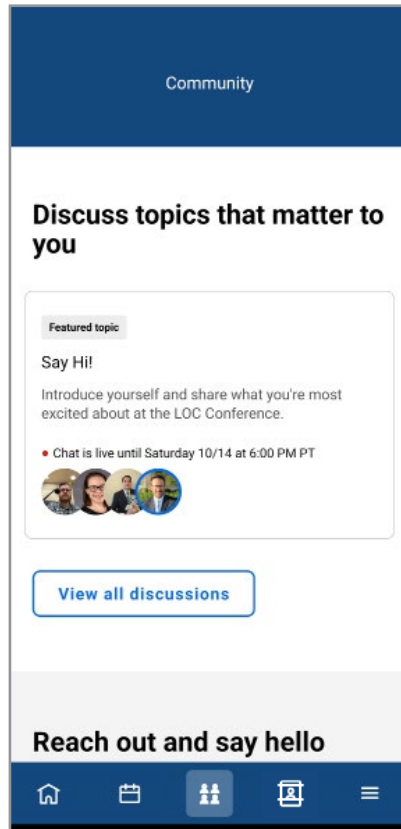
View Attendees

Tap to view a list of conference attendees.

Tap on an attendee to view their profile page.

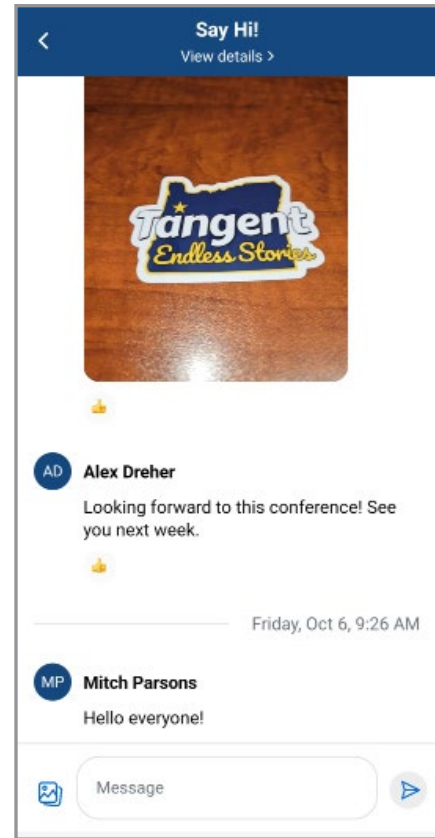
Tap  to add the attendee as a connection.

Tap  to send a direct message.

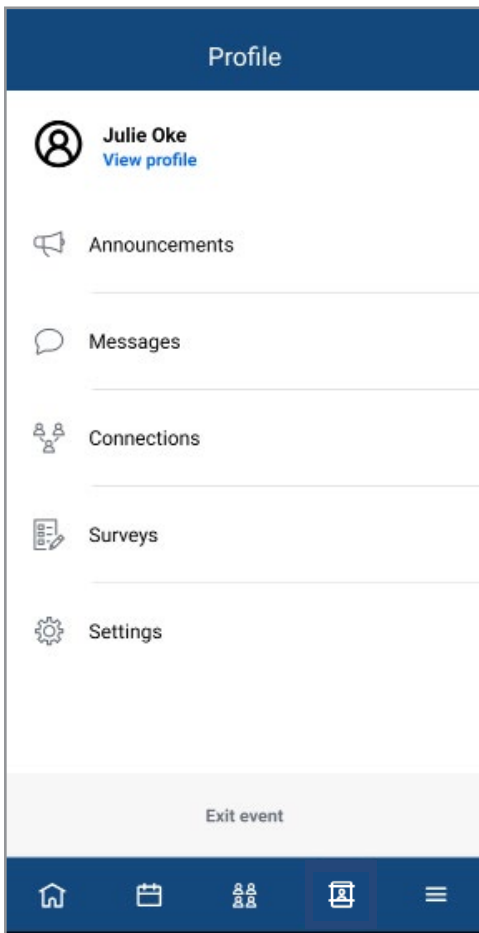


View Discussions

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



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

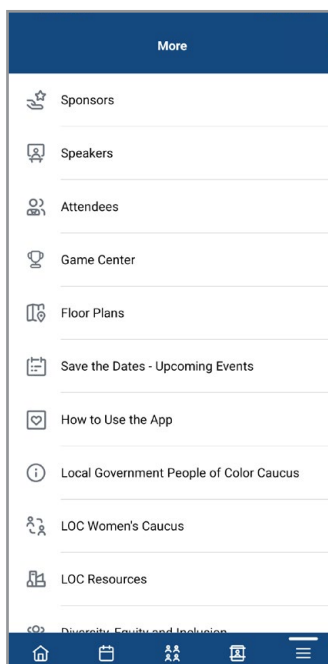
Links to app notifications, direct messages and attendee connections

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.

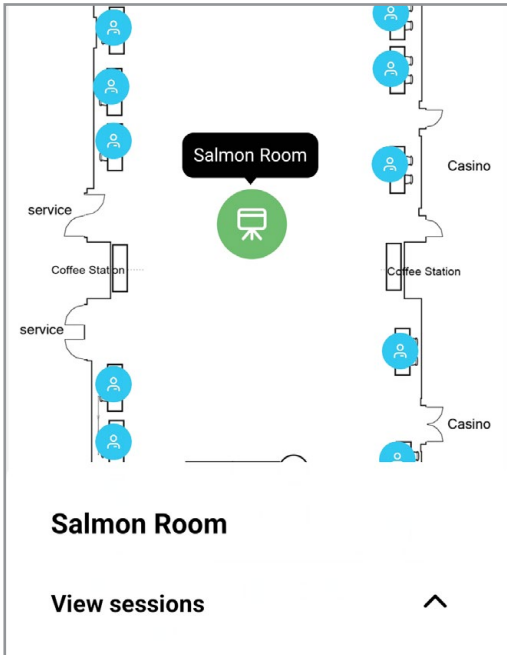


More Information

Shortcuts to other parts of the app

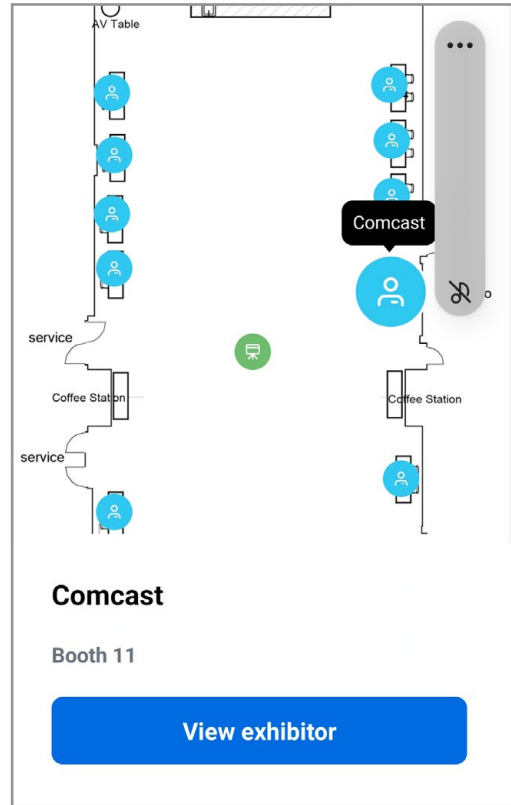
Additional information pages on the event and LOC.

Floor Plans



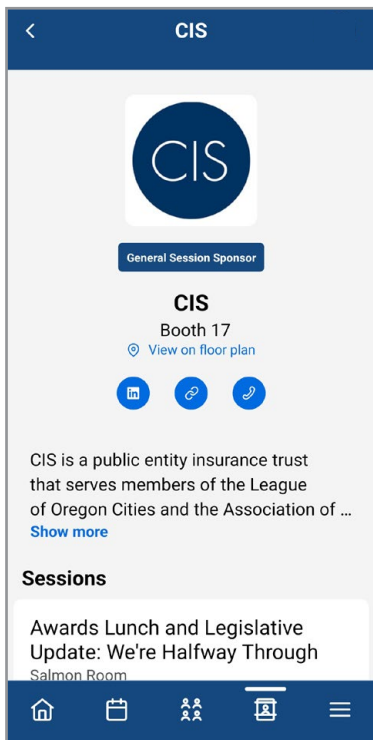
The Mill Casino Maps

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.

For questions, email loc@orcities.org, or visit the conference registration desk.