

Whova Attendee User Guide

Sign in to Whova

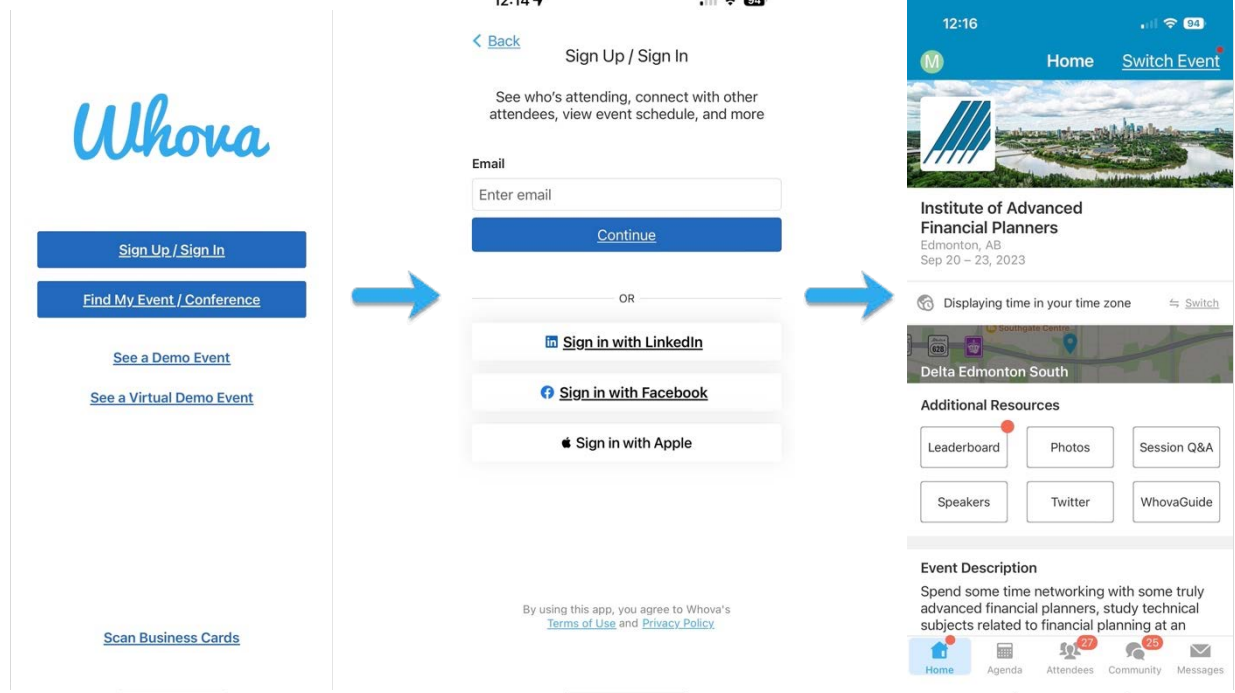
On mobile app

1. Enter the email address you used for event registration or use your social media account.



To automatically log in to your event, please make sure to use the email you used when registering for the event.

2. Create a password and type in your name
3. Edit your profile. Other attendees will use this to network with you. So make it look nice
4. The app will take you to your event page automatically if the organizers have updated the app with your registration information



On web portal



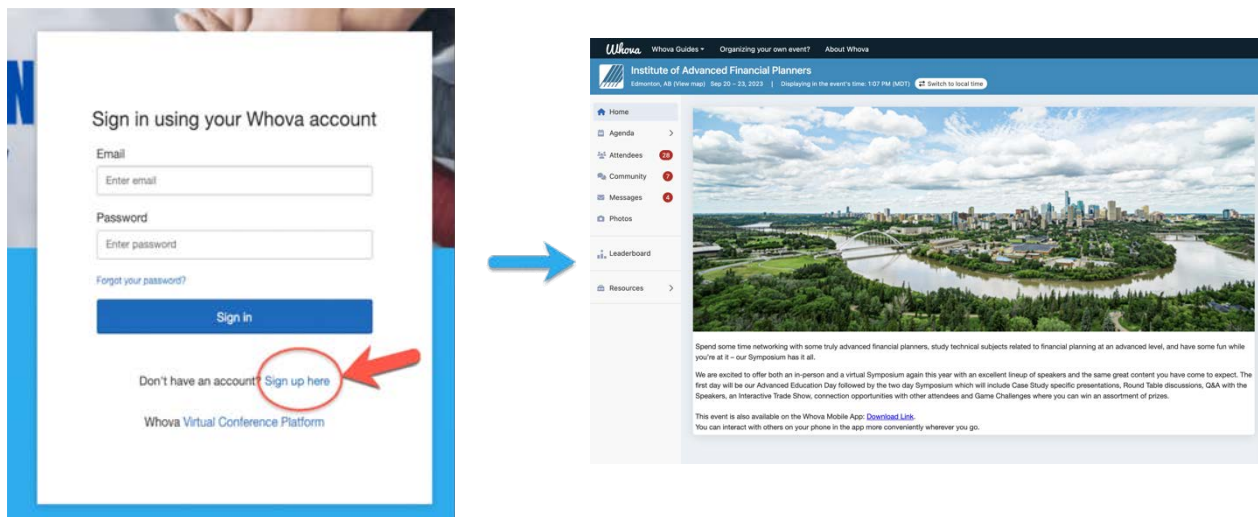
If your event has live streaming for sessions, we suggest that you use Chrome browser for the web portal. Some streaming software may have compatibility issues with other browsers.

1. Enter the following URL into your web browser to open the page.
https://whova.com/portal/webapp/ias_202301/
2. Click “Sign up here” if you don’t have an account yet, and fill in your email and password.



Please make sure to use the email you used when registering for the event. Otherwise it won’t allow you to join the event.

3. The app will automatically take you to the event main page.

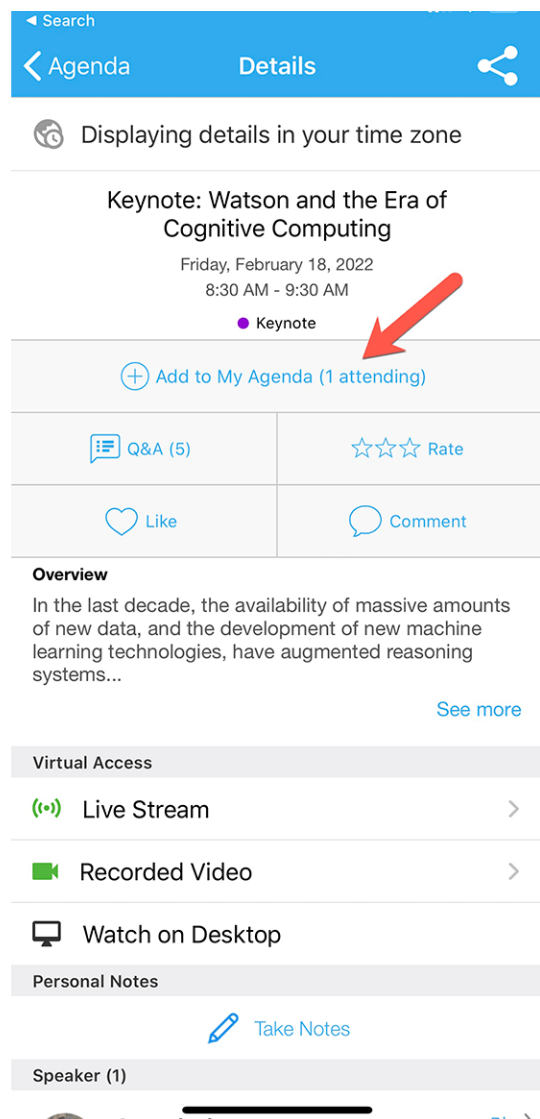
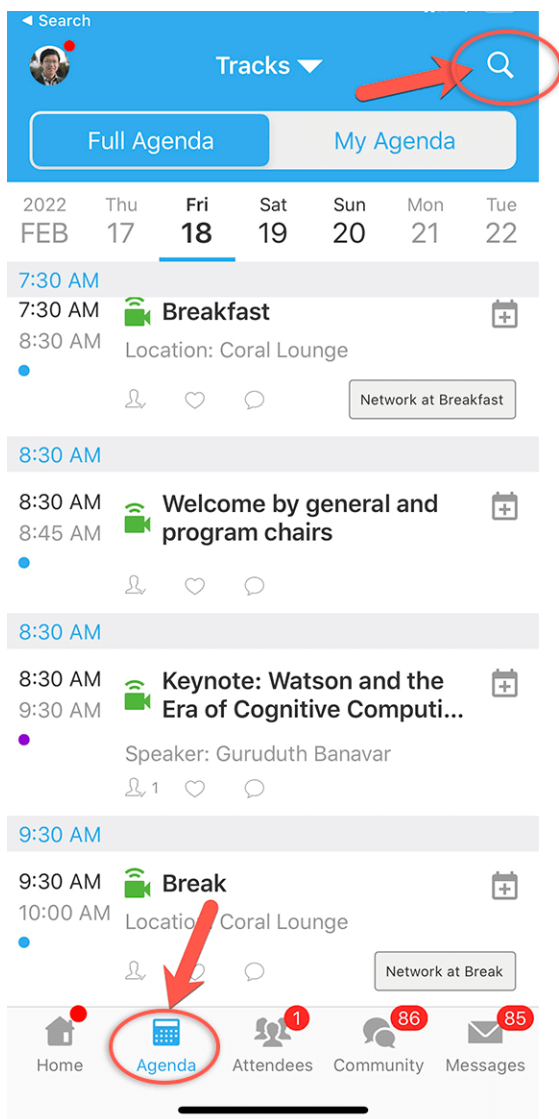


View the agenda and plan your schedule

On mobile app

1. Find the Agenda tab at the bottom of the screen. You should see a list of sessions for that day.

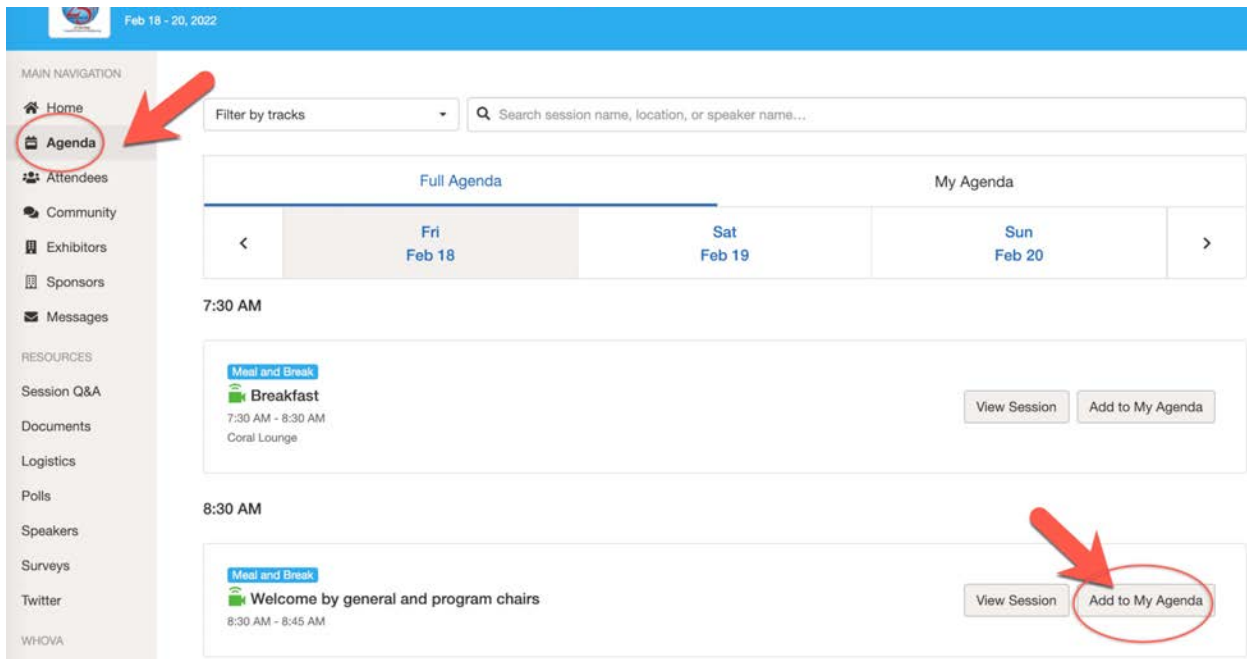
2. You can move through different days by selecting the date you want to view on the calendar at the top of the agenda
3. Browse or search for sessions on the top bar.
4. Once you find the session you want to access, tap on it.
5. If the session is live, it will begin playing immediately upon entering. Otherwise, a message will indicate the scheduled start time.
6. If the session hasn't occurred yet, you can click Add to My Agenda to put the session on your own personal agenda and set a reminder.





On web portal

1. Find the Agenda tab on the side of the screen. You should see a list of sessions for that day.
2. You can move through different days by selecting the date you want to view on the calendar at the top of the agenda
3. Browse or search for sessions on the top bar.
4. Once you find the session you want to access, tap on it.
5. If the session is live, it will begin playing immediately upon entering. Otherwise, a message will indicate the scheduled start time.
6. If the session hasn't occurred yet, you can click Add to My Agenda to put the session on your own personal agenda.

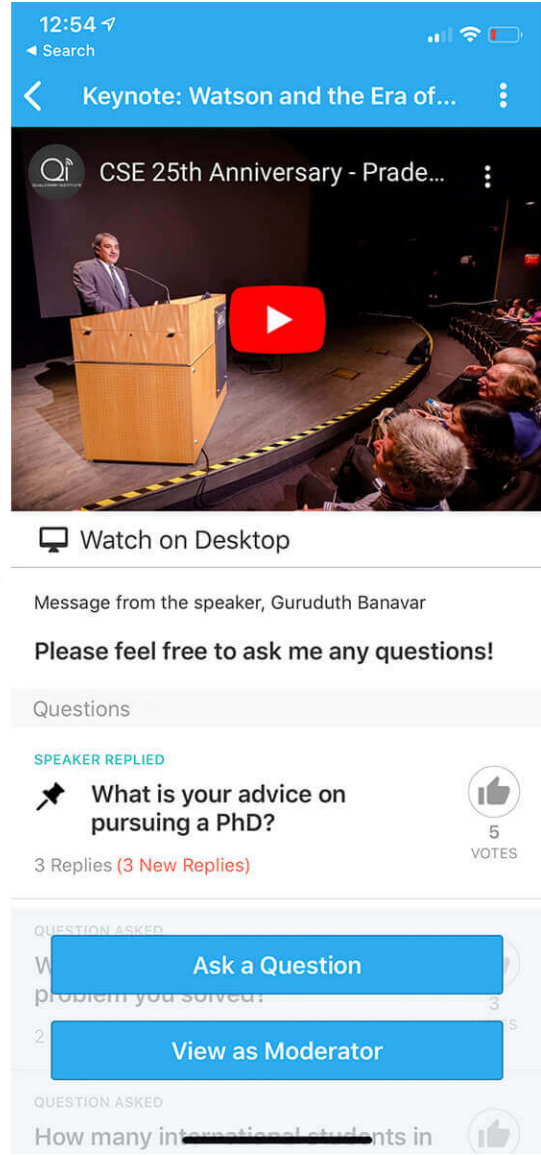
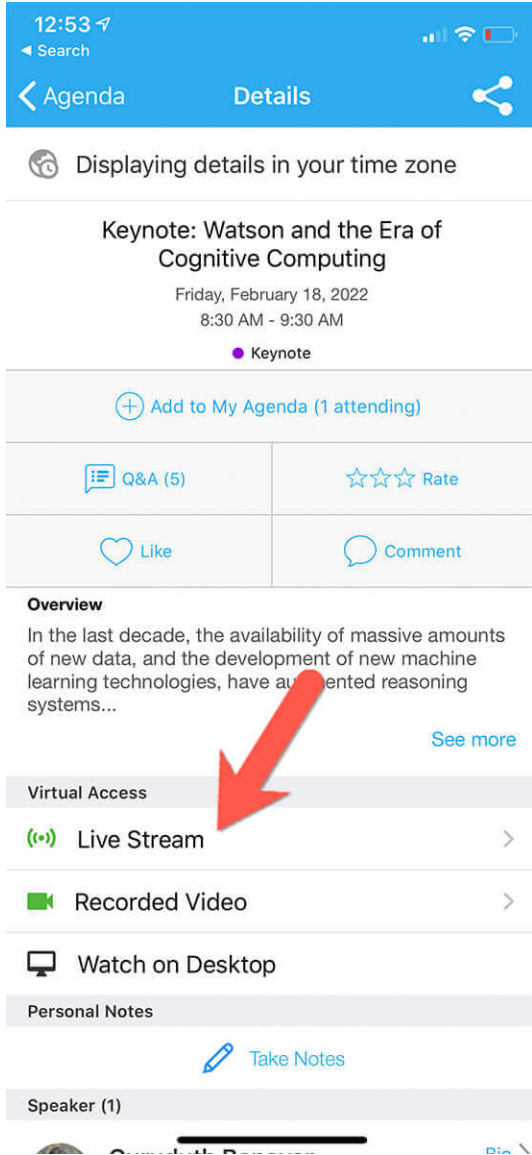


The screenshot displays the web portal interface for the agenda. On the left, a 'MAIN NAVIGATION' sidebar includes 'Home', 'Agenda' (circled in red with a red arrow), 'Attendees', 'Community', 'Exhibitors', 'Sponsors', and 'Messages'. Below this is a 'RESOURCES' section with links for 'Session Q&A', 'Documents', 'Logistics', 'Polls', 'Speakers', 'Surveys', and 'Twitter'. The main content area features a date range 'Feb 18 - 20, 2022' and a search bar. A calendar shows 'Fri Feb 18', 'Sat Feb 19', and 'Sun Feb 20'. Two sessions are listed: 'Breakfast' (7:30 AM - 8:30 AM) and 'Welcome by general and program chairs' (8:30 AM - 8:45 AM). The 'Add to My Agenda' button for the second session is circled in red with a red arrow pointing to it.

Access live streams and session videos

On mobile app

You can watch videos and livestreams directly through the agenda item. Once you've accessed the agenda item, click on one of the options beneath Virtual Access: either Live Stream or Recorded video.

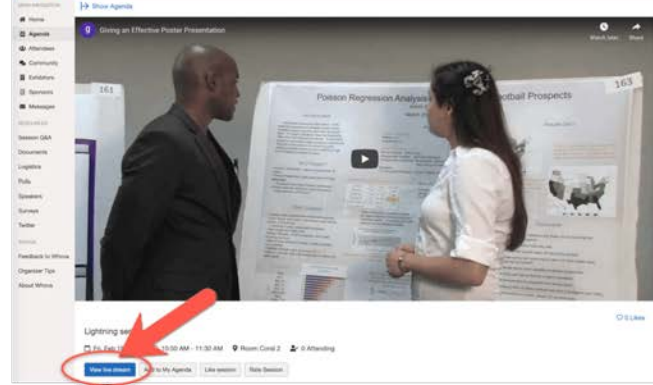
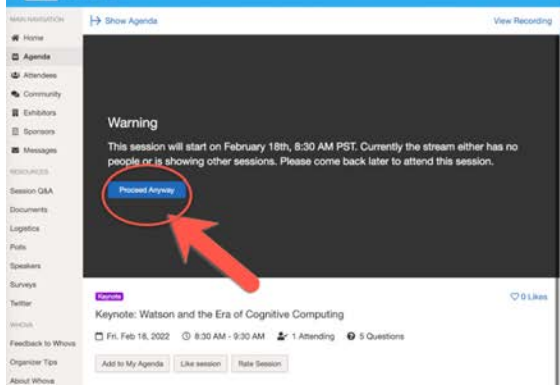


On web portal



We suggest you use the Chrome browser to join the session streaming. Some streaming software may have compatibility issues with other browsers.

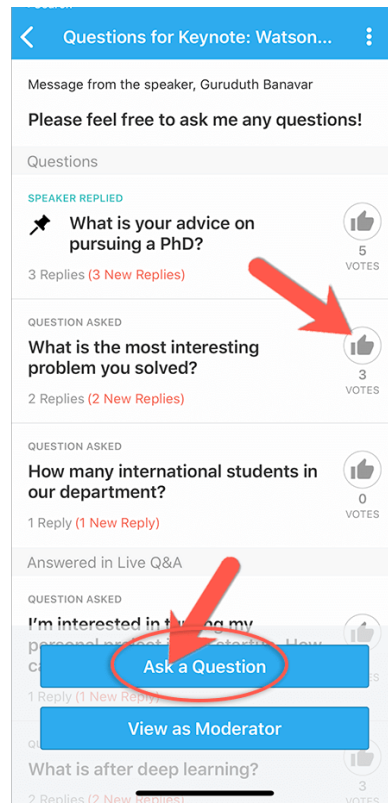
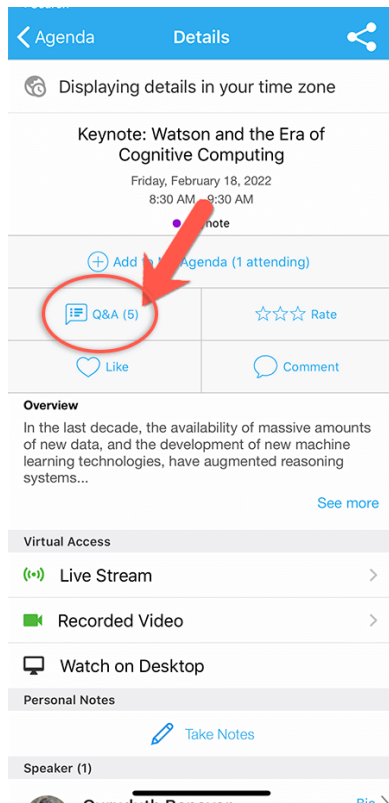
1. From the agenda list, click the session you want to watch the stream or video. There is a green camera icon for the sessions with streaming or video.
2. If the streaming screen directly shows up, click "Proceed" to start watching the stream. Otherwise click "View livestream" button to open a separate streaming page to watch.



Use session Q&A

On mobile app

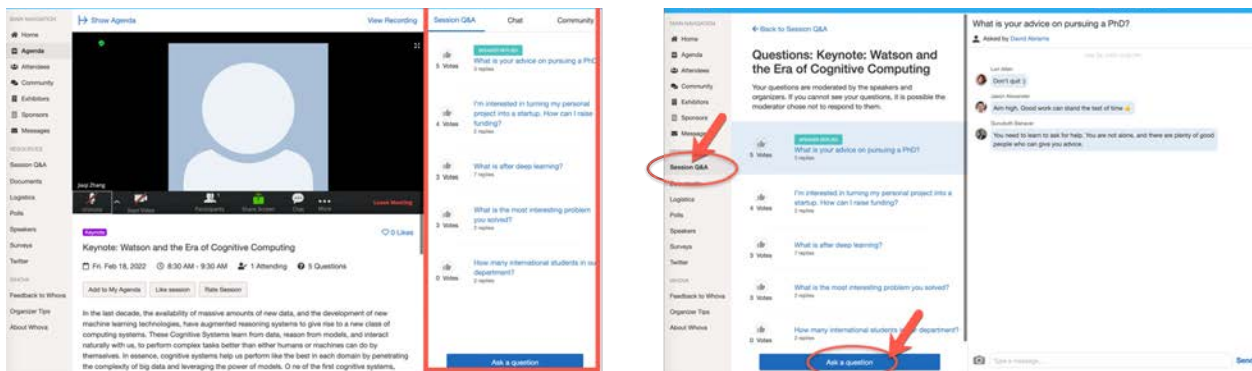
- Option 1: On the session detail page, tap the “Q&A” button; on the next page, view the existing questions, vote on the questions you are interested in, or click “Ask a Question” to ask a new one
- Option 2: On the event main page, tap “Session Q&A” button; find the session you want to ask questions in, and tap on it.





On web portal

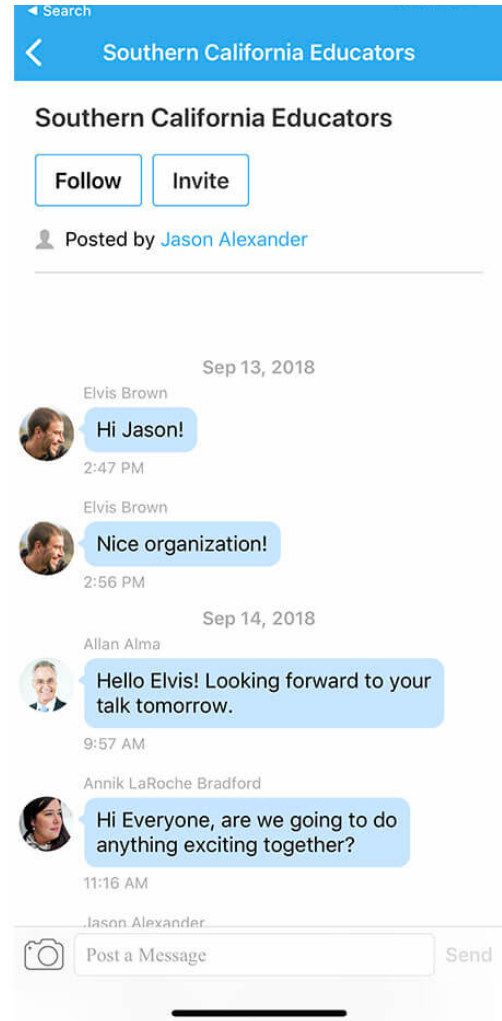
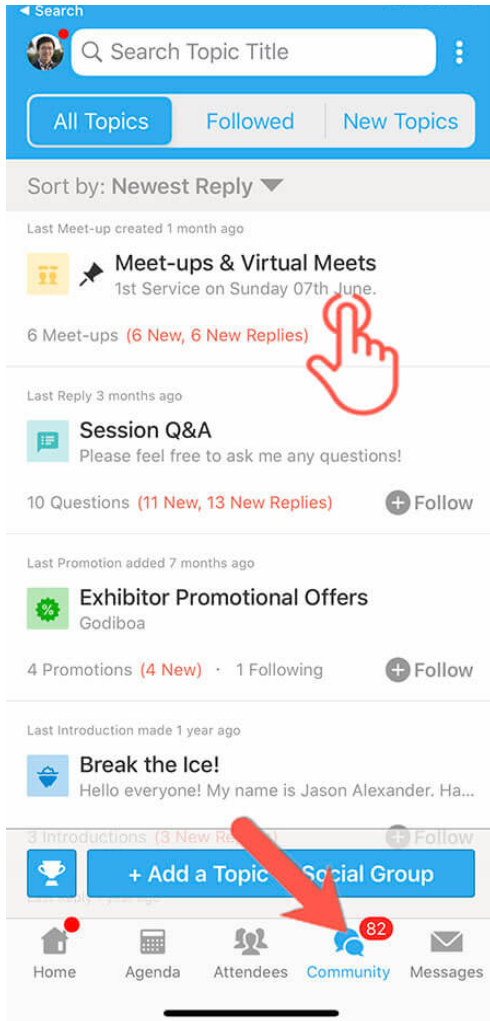
1. Option 1: You can access three tabs on the right hand side of the virtual session: Session Q&A, Chat, and Community. You can submit questions for the presenter through Session Q&A, participate in ongoing discussions with the other attendees viewing the session through Chat, and browse the Community Board function through Community
2. Option 2: You can use this function through the “Session Q&A” tab on the left hand sidebar underneath Resources.



Join discussion on the community board

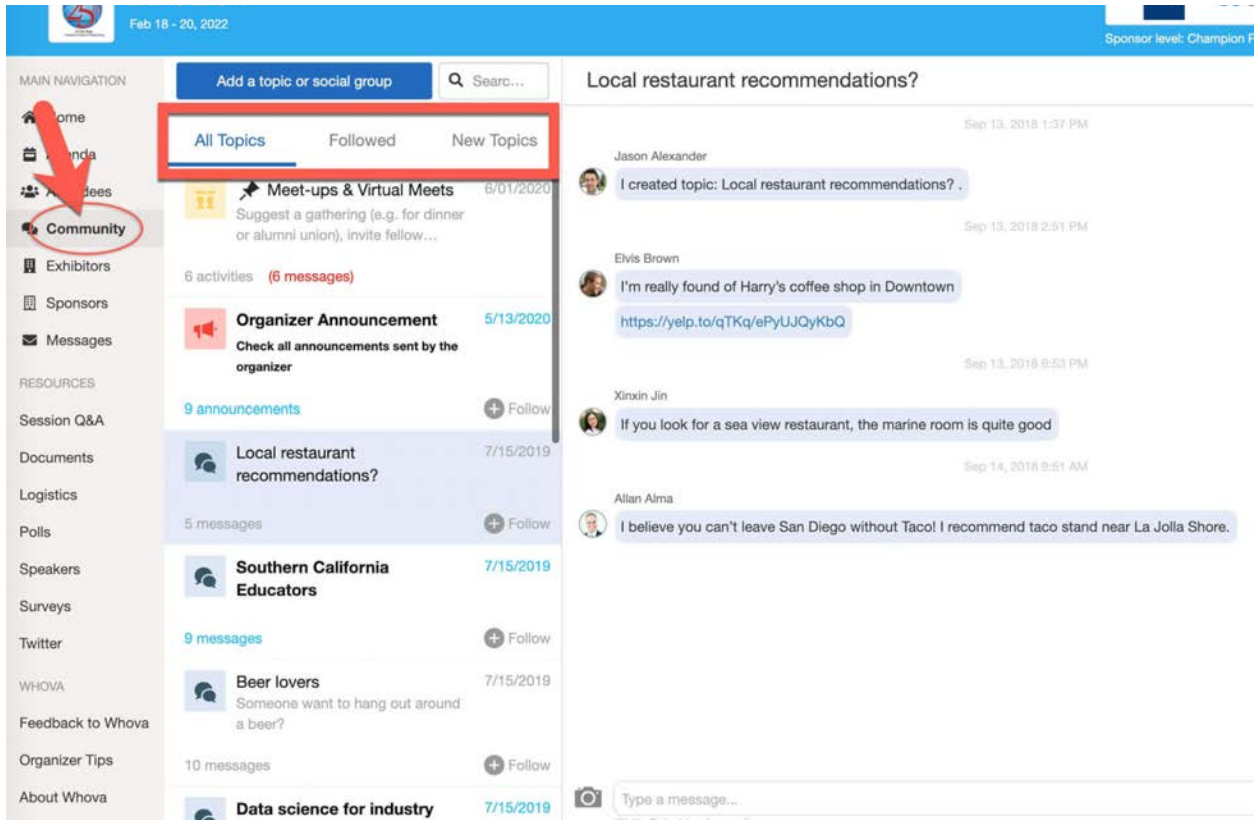
On mobile app

1. Click the Community tab (on the bottom of the screen and on the left hand side on desktop)
2. Create a new conversation topic, or tap the topic to join existing topics like “Meet-ups.”
3. Click Follow directly next to the topics on the Community Board that you want to stay up to date with. To find the topics you’re following, choose between three tabs near the top of the page: All Topics, Followed, and New Topics.



On web portal

1. Click the Community tab on the side menu to the left of the screen
2. Create a new conversation topic, or use existing topics like “Meet-ups.”
3. Click Follow directly next to the topics on the Community Board that you want to stay up to date with. To find the topics you’re following, choose between three tabs near the top of the topics list section: All Topics, Followed, and New Topics.



The screenshot displays the Whova platform interface. At the top, the date is 'Feb 18 - 20, 2022' and the sponsor level is 'Champion F'. The main navigation menu on the left includes 'Home', 'Agenda', 'Attendees', 'Community' (highlighted with a red circle and arrow), 'Exhibitors', 'Sponsors', 'Messages', 'Session Q&A', 'Documents', 'Logistics', 'Polls', 'Speakers', 'Surveys', 'Twitter', 'WHOVA', 'Feedback to Whova', 'Organizer Tips', and 'About Whova'. The central panel shows a list of topics under the 'All Topics' tab, which is highlighted with a red box. The topics include 'Meet-ups & Virtual Meets', 'Organizer Announcement', 'Local restaurant recommendations?' (selected), 'Southern California Educators', 'Beer lovers', and 'Data science for industry'. The right panel shows a message thread for 'Local restaurant recommendations?' with messages from Jason Alexander, Elvis Brown, Xinxin Jin, and Allan Alma. A search bar and 'Add a topic or social group' button are at the top of the main content area.