

Whova Attendee User Guide for the

Sign in to Whova app



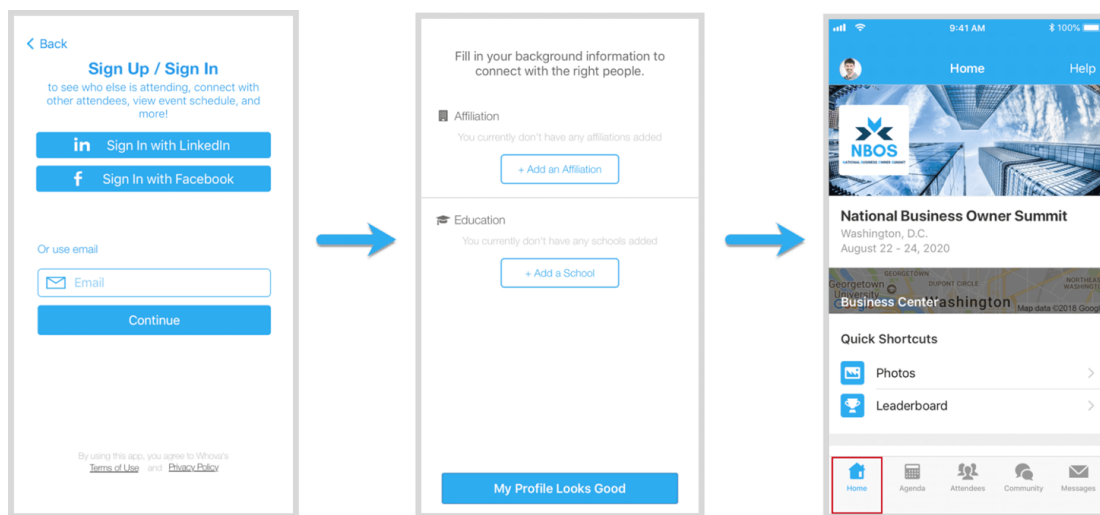
1. Enter the email address you used for event registration or use your social media account.

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

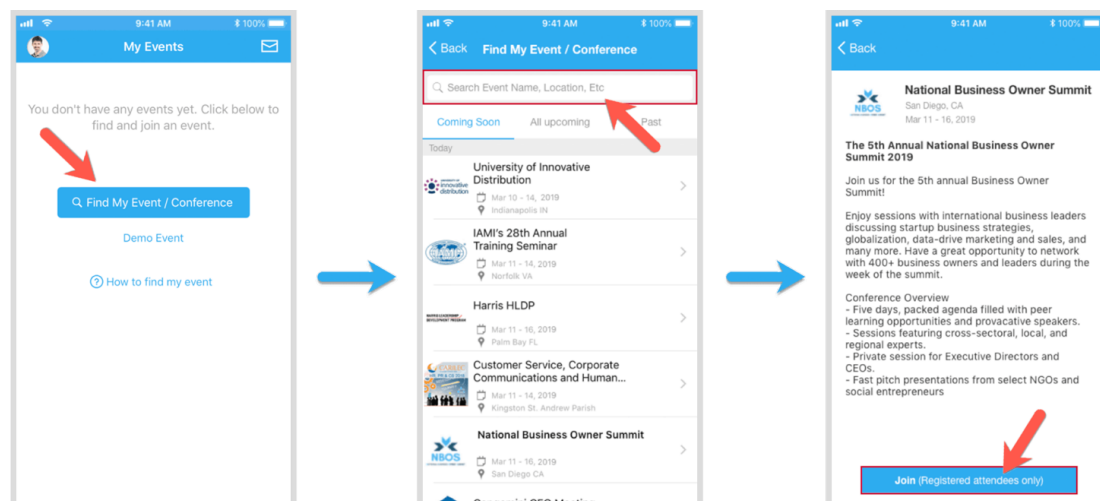
2. Create a password and type in your name

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



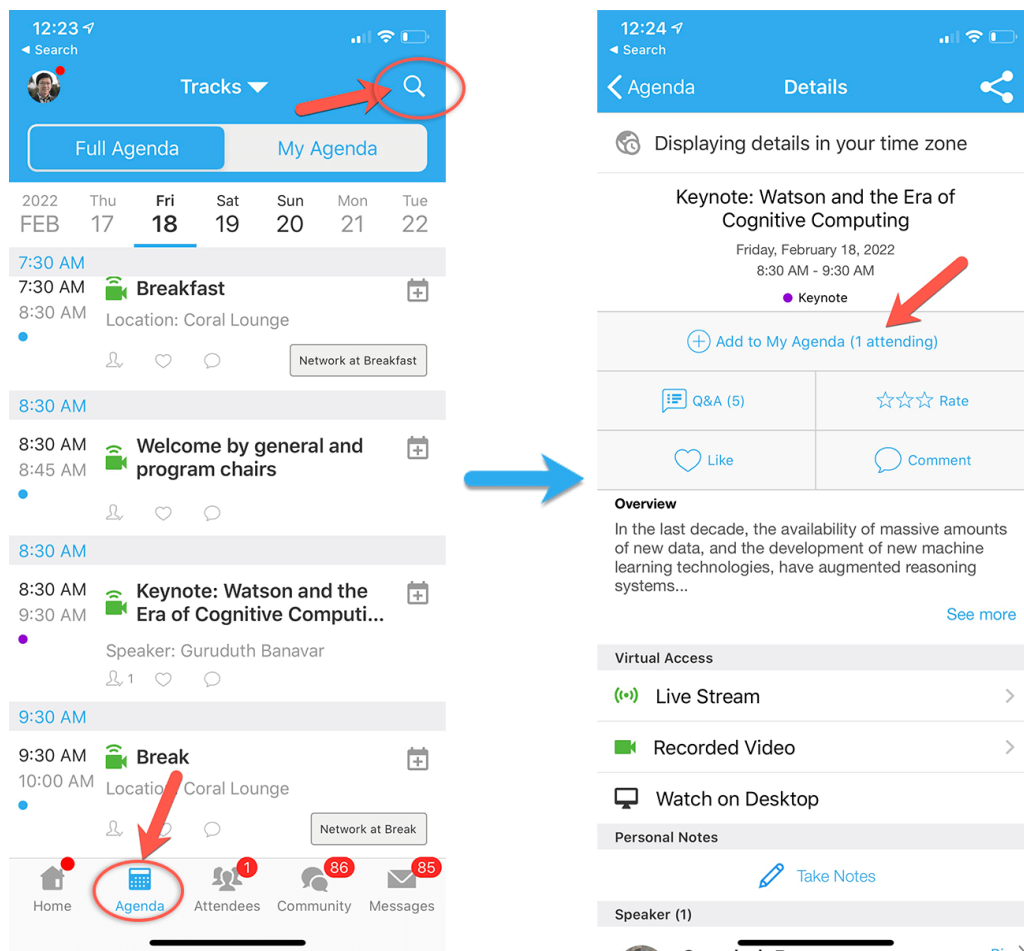
If your event doesn't show up automatically, **search** for it. Then, click the **join** button on the bottom of the event description page, and enter the **event invitation code** the organizers sent you.



View the agenda and plan your schedule

On mobile app

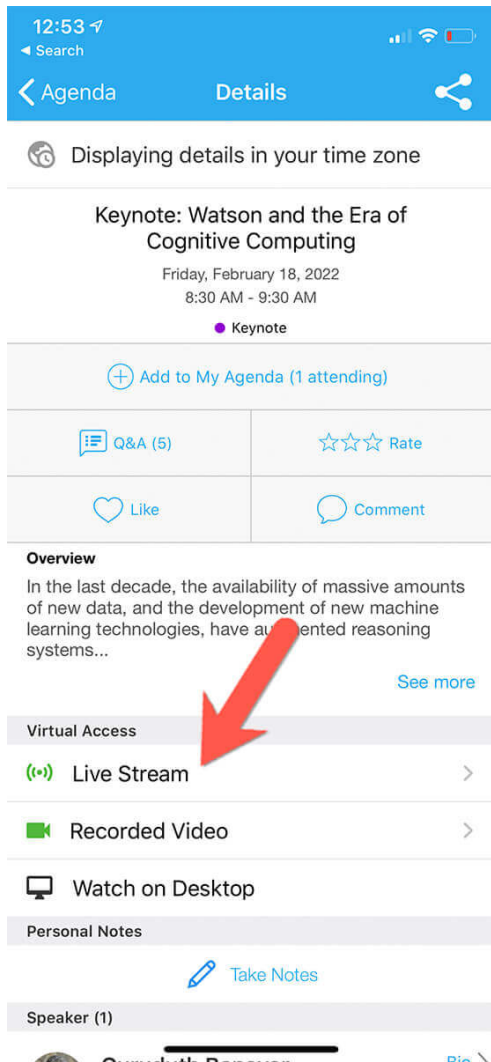
1. Find the Agenda tab at the bottom of the screen. You should see a list of sessions for that day.
2. You can move through different days by selecting the date you want to view on the calendar at the top of the agenda
3. Browse or search for sessions on the top bar.
4. Once you find the session you 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.



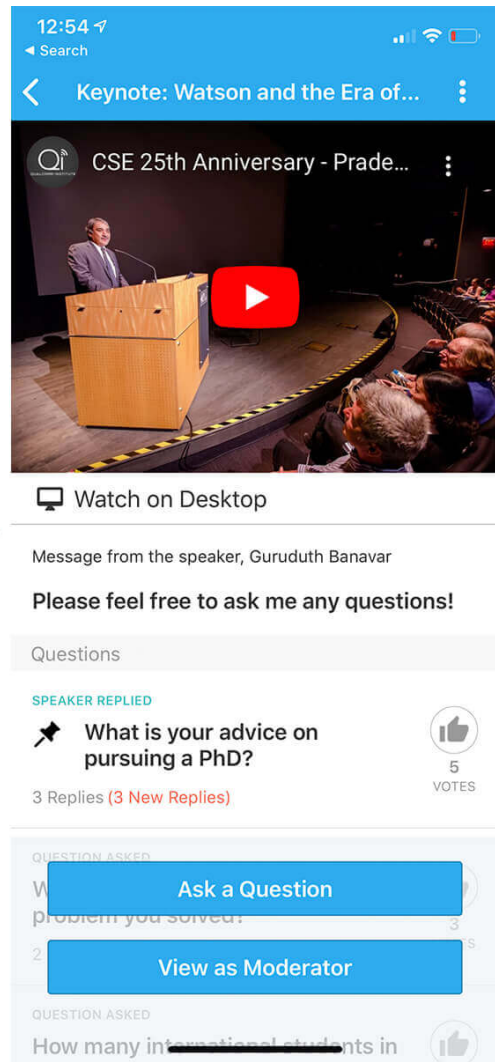
Access live streams and session videos

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.



The screenshot shows the agenda item for 'Keynote: Watson and the Era of Cognitive Computing' on Friday, February 18, 2022, from 8:30 AM to 9:30 AM. It is marked as a 'Keynote'. Below the title, there are options to 'Add to My Agenda (1 attending)', 'Q&A (5)', 'Rate', 'Like', and 'Comment'. The 'Overview' section provides a brief description of the topic. Under the 'Virtual Access' section, there are two options: 'Live Stream' and 'Recorded Video'. A red arrow points to the 'Live Stream' option. Below this, there is a 'Watch on Desktop' option and a 'Personal Notes' section with a 'Take Notes' button. The 'Speaker (1)' section lists 'Guruduth Banavar'.

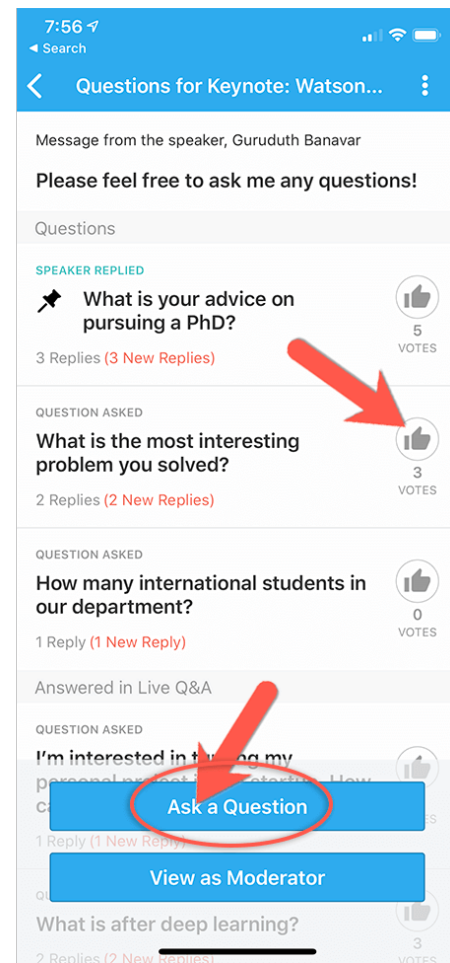
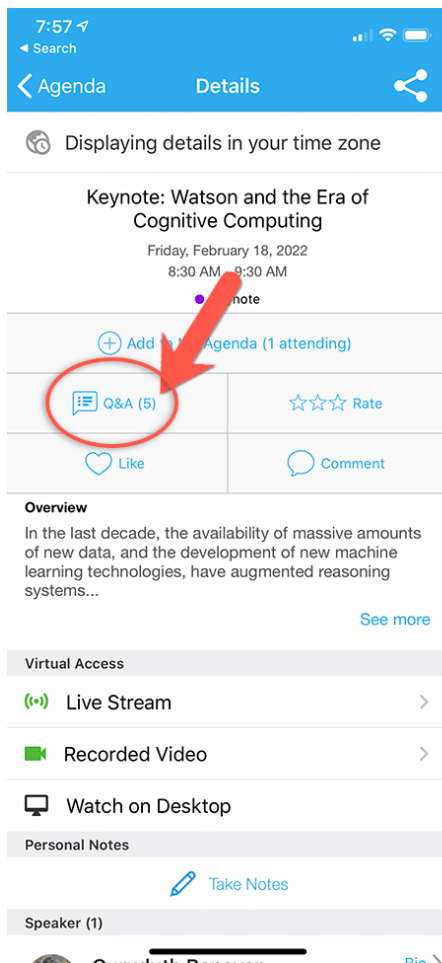


The screenshot shows the interface for watching the keynote. It features a video player with a red play button. Below the video, there is a 'Watch on Desktop' option. The 'Message from the speaker, Guruduth Banavar' section includes the text 'Please feel free to ask me any questions!'. The 'Questions' section shows a question 'What is your advice on pursuing a PhD?' with 3 replies and 5 votes. There are buttons for 'Ask a Question' and 'View as Moderator'.

Use session Q&A

On mobile app

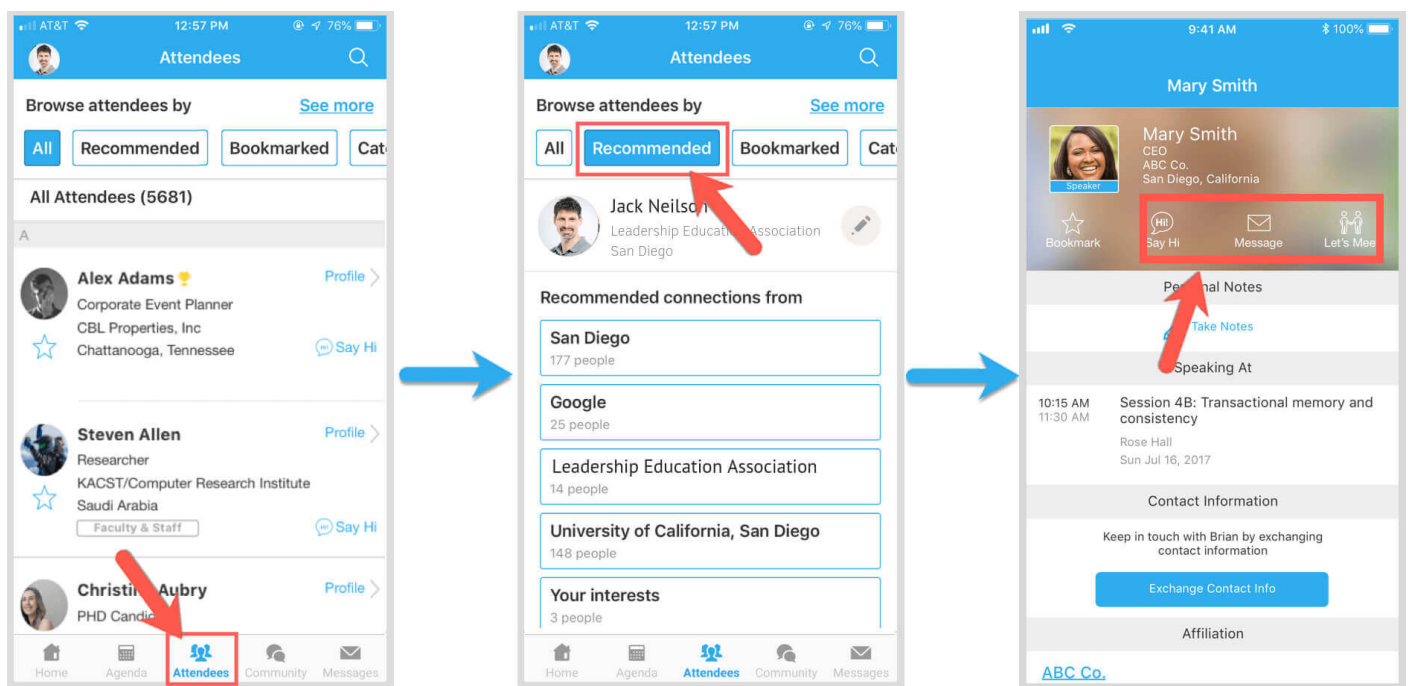
- Option 1: On the session detail page, tap the “Q&A” button; on the next page, view the existing questions, vote on the questions you are interested in, or click “Ask a Question” to ask a new one
- Option 2: On the event main page, tap “Session Q&A” button; find the session you want to ask questions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



See who is attending the event

On mobile app

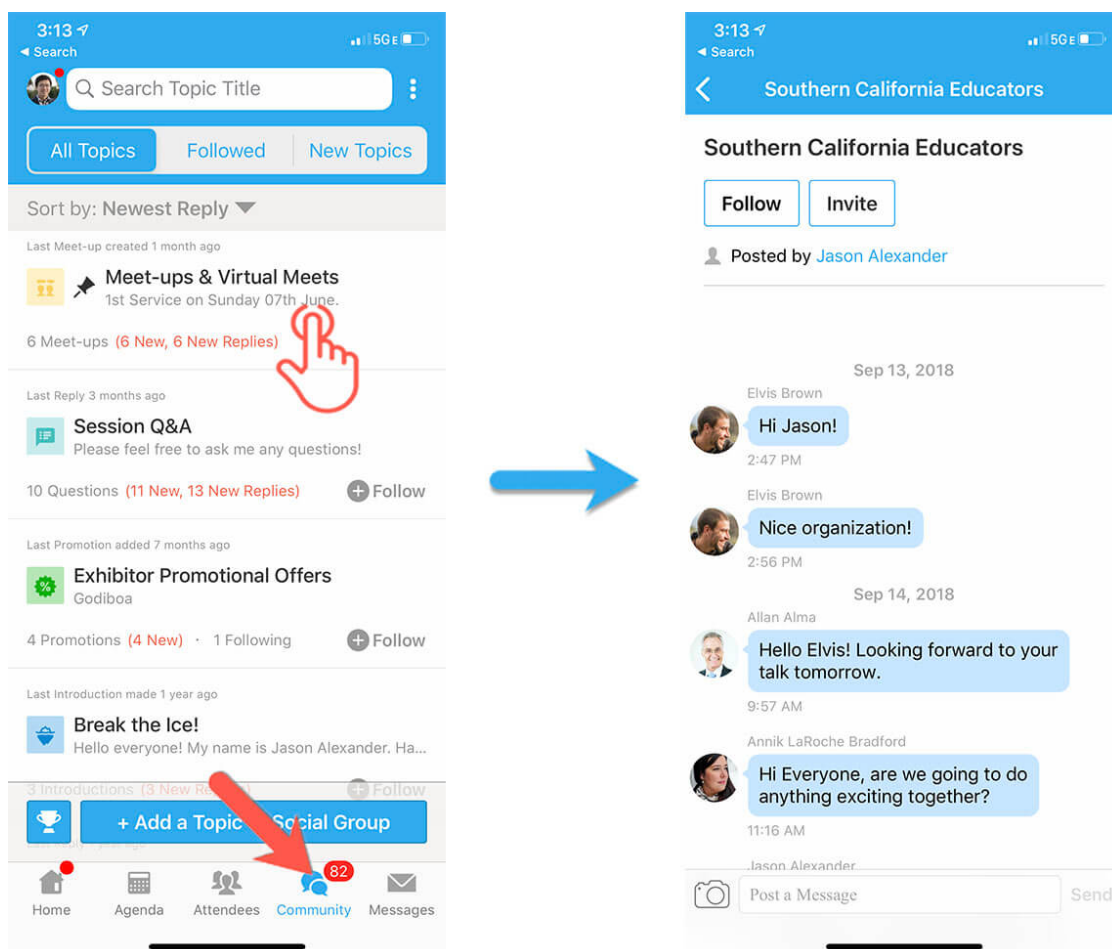
1. Click the “Attendees” tab on the bottom of the screen to browse the attendee list.
2. At the top of the page, you can search attendees by keywords such as company name or title. In their professional profiles, you can take notes or request contact information.
3. To find people with common backgrounds and interests, click the Recommended tab on the top of the Attendees list to find Whova’s recommendations about people you may be interested in networking with. Click into each item to see attendees who come from the same city or have the same affiliations, educational background, or interests as you.
4. Say Hi with one click or start a private chat by clicking the Message button. You can convert it to a private group chat by inviting more people.



Join discussion on the community board

On mobile app

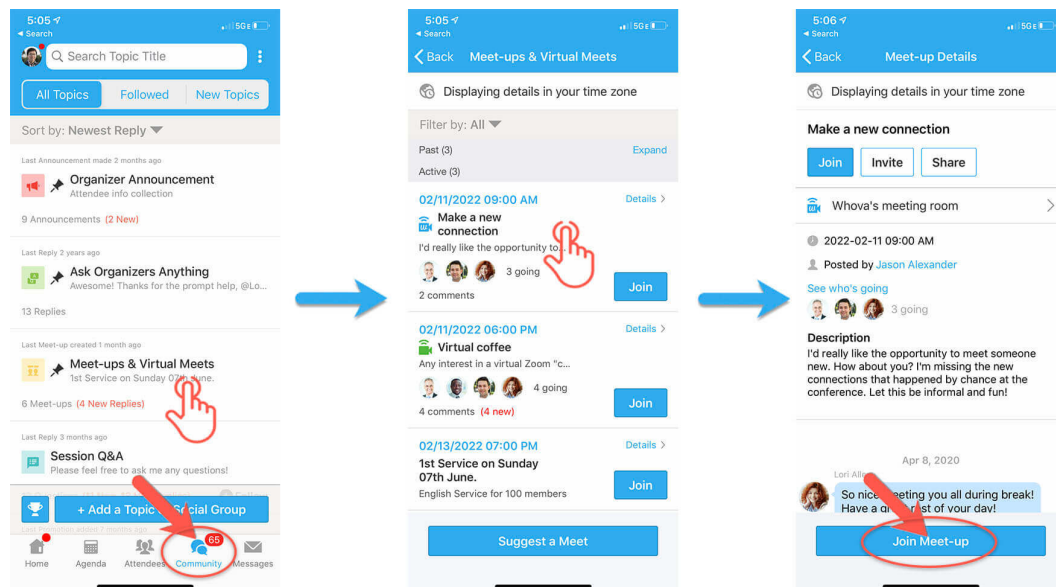
1. Click the Community tab (on the bottom of the screen and on the left hand side on desktop)
2. Create a new conversation topic, or tap the topic to join existing topics like “Meet-ups.”
3. Click Follow directly next to the topics on the Community Board that you want to stay up to date with. To find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



Start or join a virtual meetup

On mobile app

1. Go to the Community Board, and find the board for Meet-ups and Virtual Meets.
2. Find the meet-up you are interested in, join directly, or tap into it to see more details, and then tap "Join"



You can also suggest a new meetup by tapping "Suggest a Meet", and inputting the details. If you know someone will be interested, **don't forget to invite** them as well. If you have a meeting link, you can copy-paste there. Otherwise you can use **Whova's virtual meet room**, which allows up to 30 participants.

