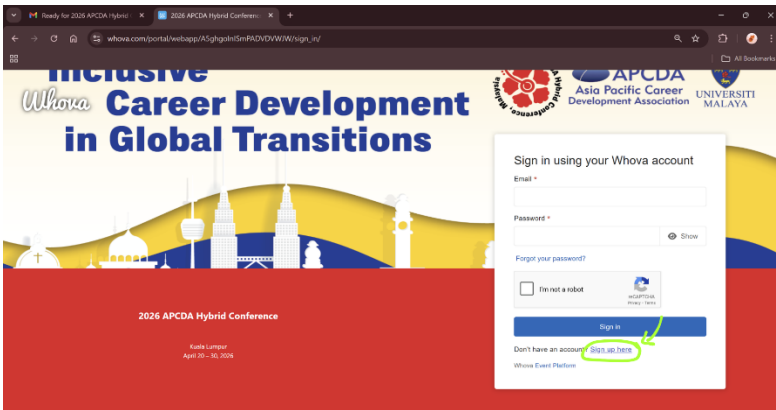


Whova Conference Software Instructions (WebApp)

Sign in to Whova

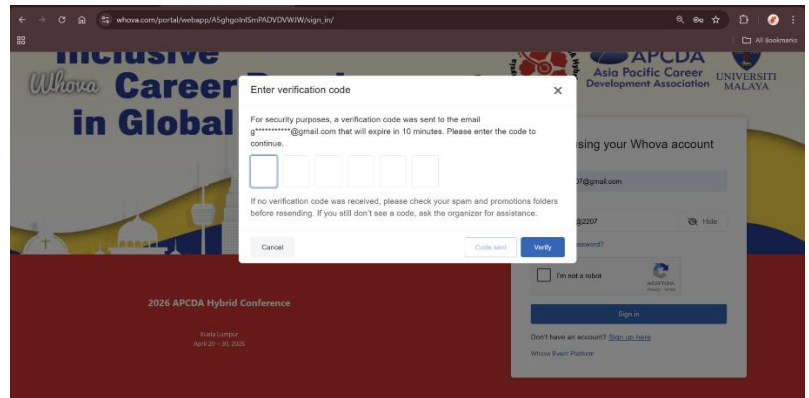


After completing your registration on APCDA's website, organizers will add your account to Whova, the software we are using for our conference. You will receive an invitation email and a link to access Whova's WebApp. We recommend using Google Chrome browser to open Whova on a computer.

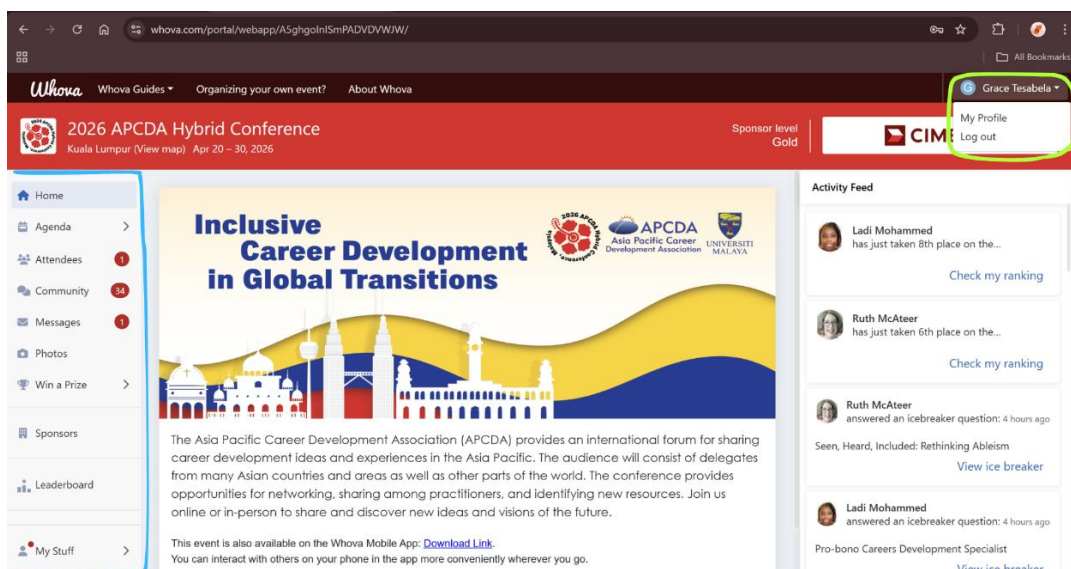
Clicking the link will take you to our conference website. If you previously attended an event that used Whova, you already have a Whova account. Please use the same email address and password to enter our conference. **If this is your first time to use Whova, click "Sign up here"** (circled in green). "Sign up here" asks you to fill in your name, email address, and a password for your new Whova account.

After you click on the sign in/sign up button, check your e-mail for a 6-digit verification code. Enter the code and click "Verify" as a final step to sign into Whova.

After signing in, you will see the home page of our conference shown below.

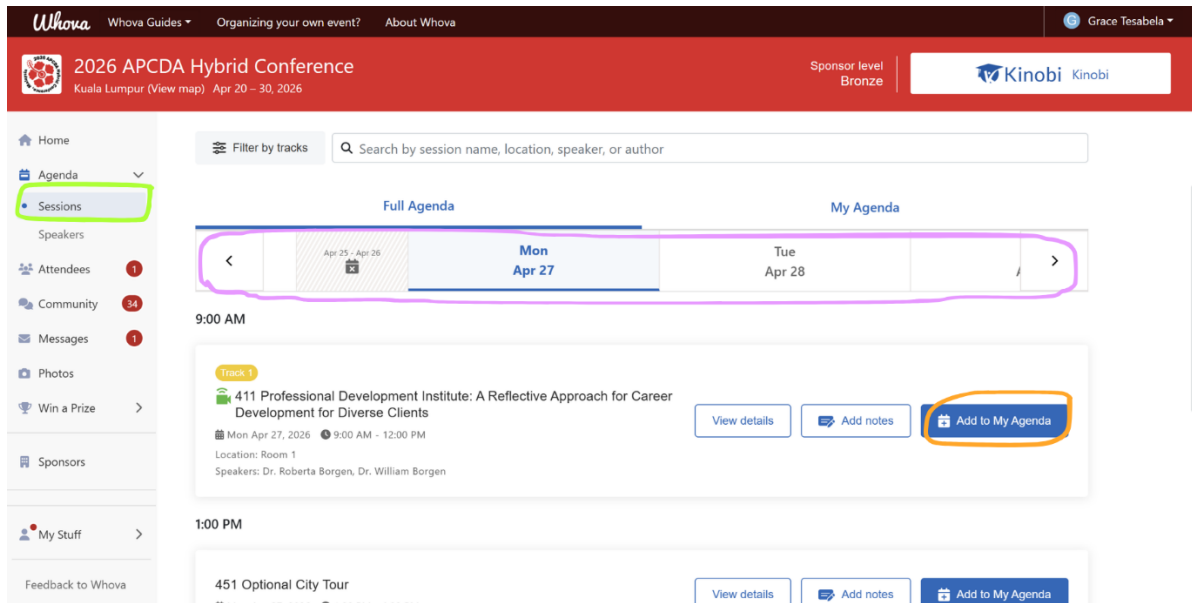


The Main Menu is in the left column. The menu remains on the left and clicking on a menu item causes the middle of the screen to change. We will explore the menu options later. On the top of the screen is the event name, location, and dates. On the top right are the Conference Sponsors. Above them is your name. Please begin by putting your cursor over you name and selecting "My Profile" to change your Name, Profile picture, Interests, Affiliation (your Company name and Job title), Location, Bio, Social account links, and other information about yourself.



How to View the List of Sessions

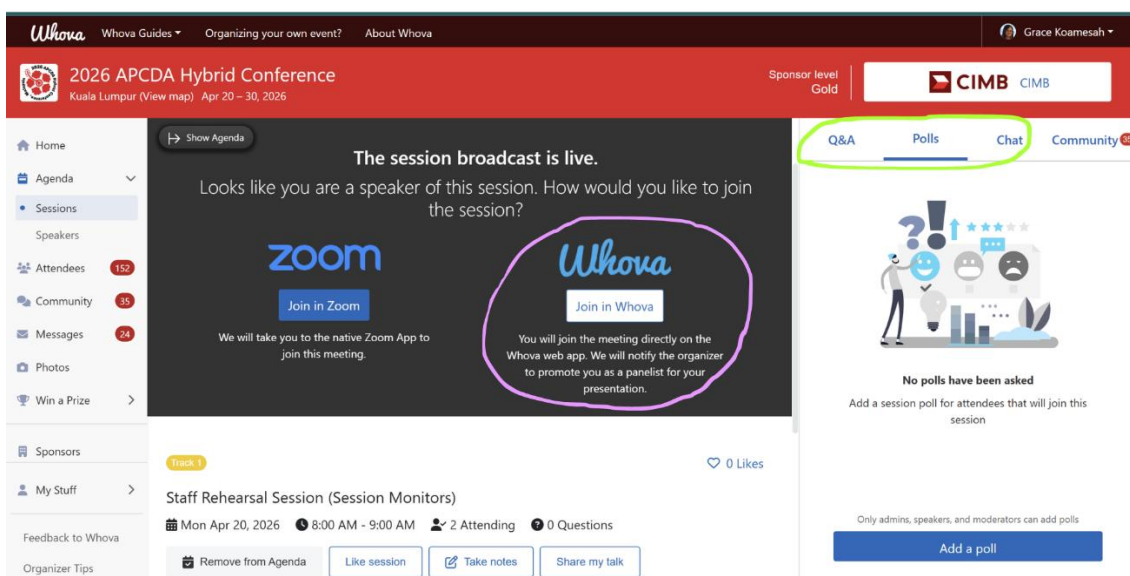
Click on the menu item called “Agenda” to display the list of sessions in the middle of the screen. Clicking on Agenda causes 2 options to be displayed: Sessions and Speakers. “Sessions” displays a list of every session available at our conference, and “Speakers” shows the list of all speakers/presenters in the conference. Navigate through the Agenda by picking the dates (circled in purple). Before the conference starts, use “Add to My Agenda” to add specific sessions to your personalized agenda. You can see the list of sessions you picked in “My Agenda”.



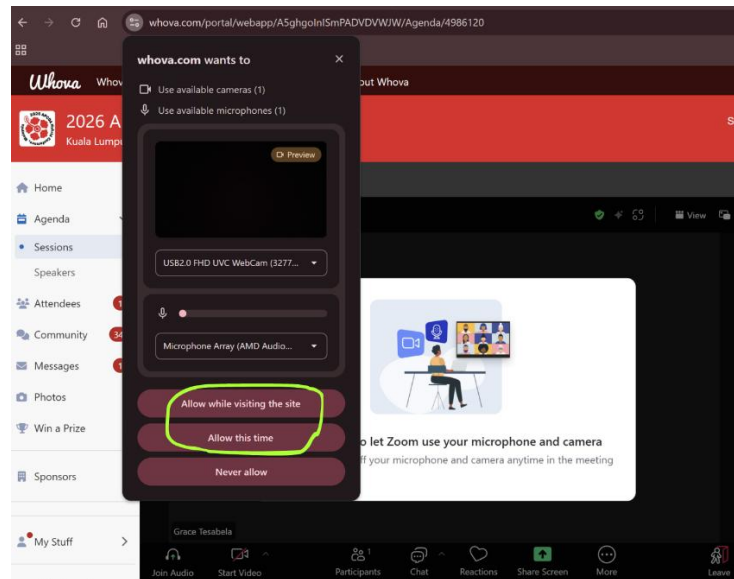
When you want to view a session, click “View Session” to open a display window in the middle of your screen. Choose “Join in Whova” so that you can join the live session while using Whova’s engagement tools (circled in green on the right). You can post questions under Q&A, answer Polls, and use the Chat box to add comments on the presentation or greet other attendees.

Note that “Community” offers options for interaction with other attendees and is not related to the session you are watching. This “Community” displays in the right column while you are watching a session (and bored) while the “Community” on the Main Menu closes the session you are watching and uses the middle part of the screen for interaction options.

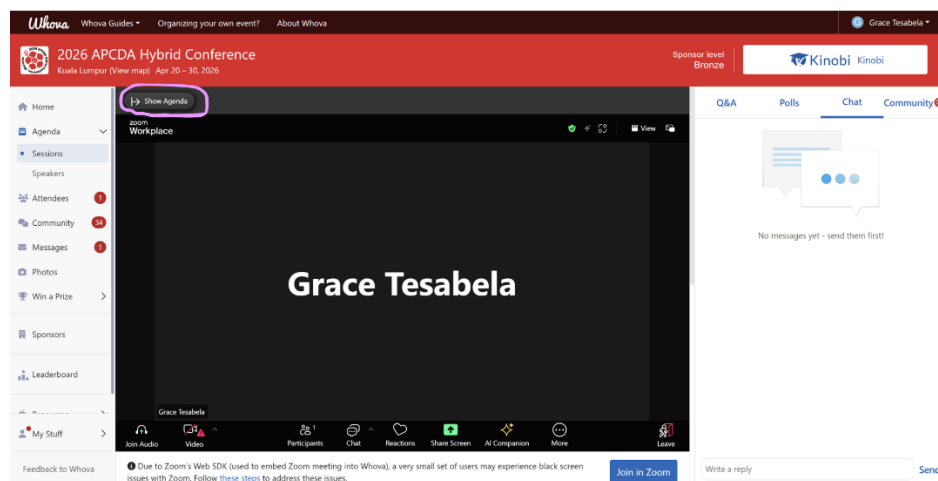
Details about the session are listed below the session. You can like a session, take notes, and Rate a Session by filling in the session feedback survey after the session ended. If you are a Presenter, use the “Share My Talk” button to share Whova’s graphics to help promote your session to social media accounts.



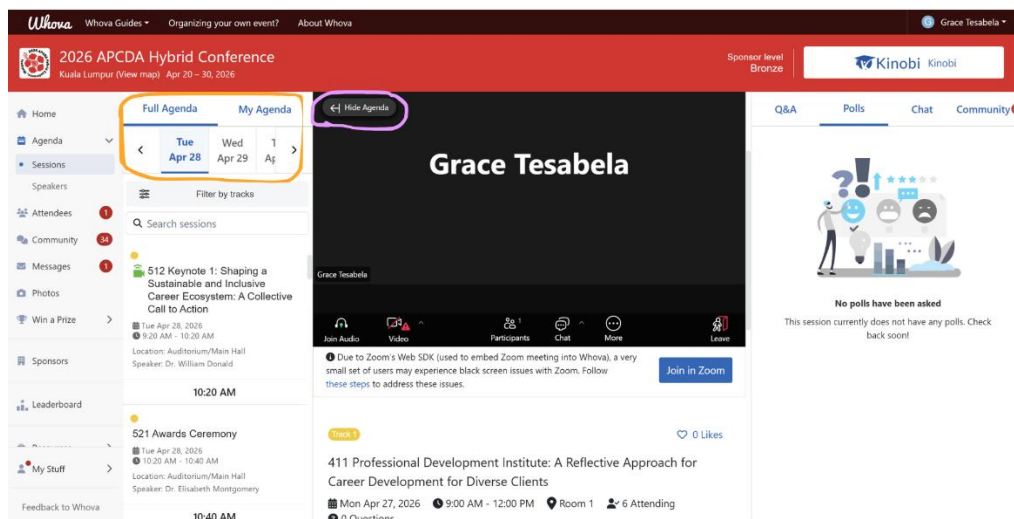
Before joining the session, the browser will ask permission to access your audio camera and microphones. Click on either **Allow while visiting site** or **Allow this time** so that you have the ability to turn on your video, to hear the speakers and to activate your mic to speak.



Below is a screenshot showing a live session in the center. The usual Zoom controls appear at the bottom of the session. One extra option is the **Show Agenda** button which is circled in purple.



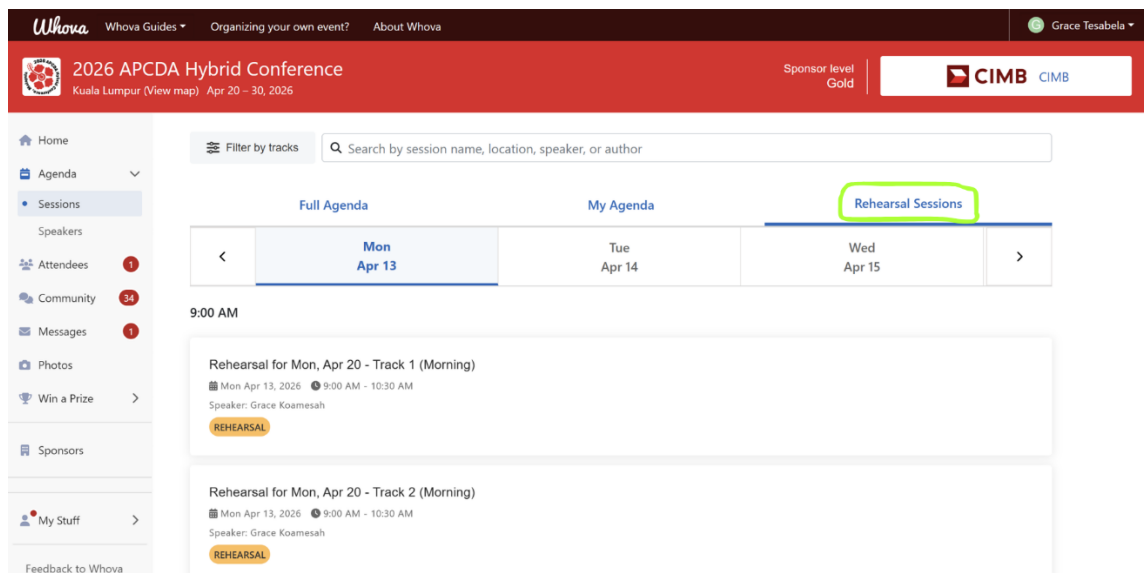
When you click on **Show Agenda**, a new column will appear to show the full agenda so you can quickly find a different session. You can view sessions in different dates by clicking on the < or > button in the green circle. This feature is intended to allow you to find a different session if the one you are watching is not satisfying. Choose **Hide Agenda** to make this column disappear.



Warning: While attending one session, if you click on other Main Menu options or other sessions, the session you were watching will automatically close.

About Rehearsal Sessions

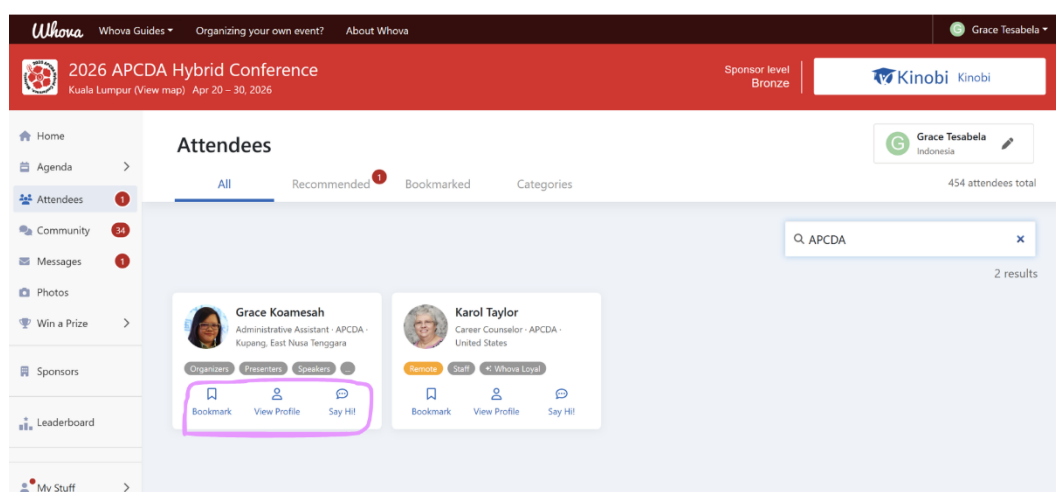
Presenters are encouraged to attend a Rehearsal session to familiarize yourself with how the sessions work within Whova. You can find these sessions in Rehearsal Sessions as shown in the green circle below. Pick the dates of the scheduled rehearsal by clicking on the < or > buttons.



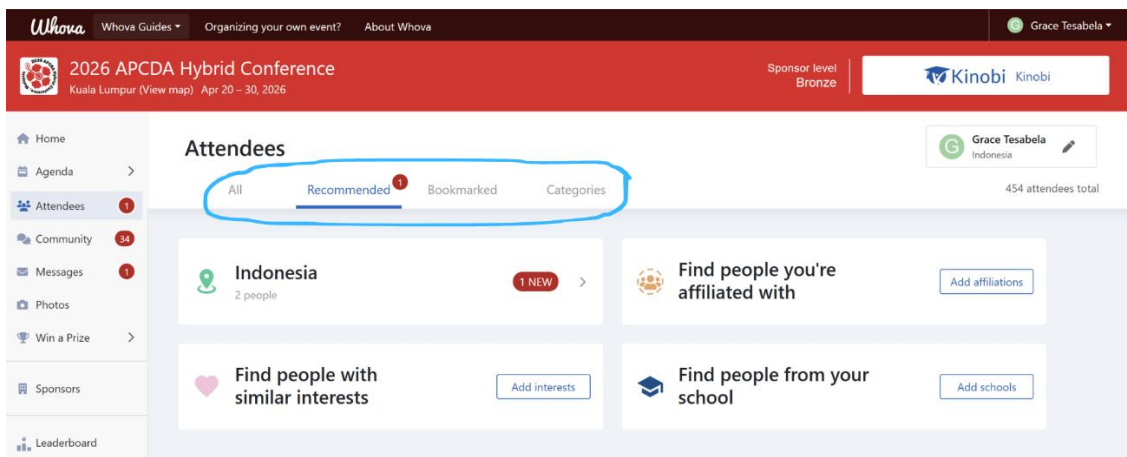
Networking in Whova

Attendees

Click "Attendees" at the left side of the screen to see the list of all attendees that registered for the event (this includes presenters, sponsors, and conference organizers). At the top right, you can view your own profile, click on the pencil button to customize it. As shown in the purple circle, there are three actions: (1) Bookmark a person to view them in a shorter list, (2) View Profile to see more detailed information about the person, and (3) Say Hi to send a personal message.



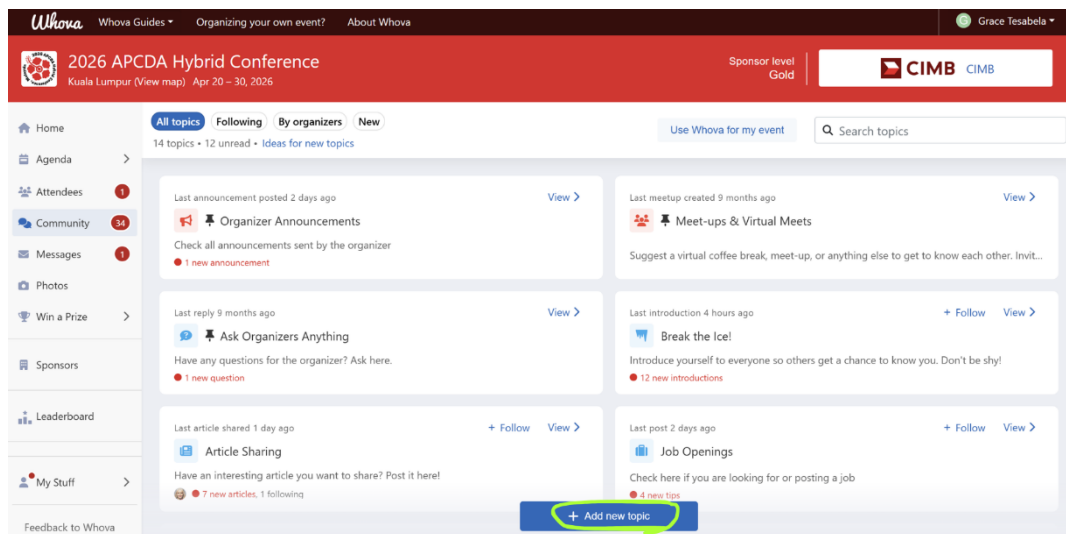
The software "recommends" other attendees that have something in common with you, such as people who are living in the same location, working for the same company, etc. You can find them under the "Recommended" tab. These recommendations are based on your answers to the Profile questions. The more you complete your profile, the easier it gets to find other attendees with similarities to you.



There are two other tabs under Attendees. Under the “Bookmarked” tab, you can see the list of people that you bookmarked previously. The “Categories” tab groups people based on their roles at the conference. You can tell which attendee will be joining the conference in person or remotely, or find speakers, sponsors, and organizers of the event.

Community

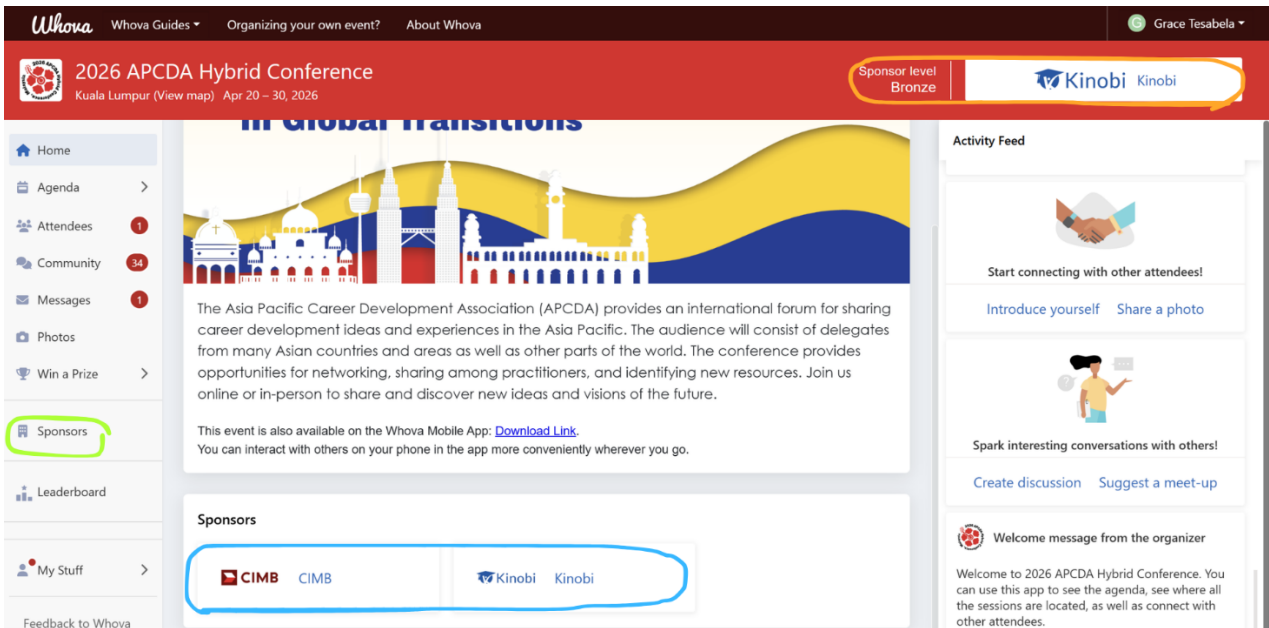
The Community tab helps with networking. Anyone can set up a group chat by posting a “New Topic” (the blue button below). You can also read announcements from organizers, ask for organizers assistance during the event, and join an in-person or virtual meetup with other attendees.



Please also explore the Messages, Photos, and Win a Prize options.

Sponsors' Virtual Booths

Our sponsors are visible at the top of the home page circled in orange. Sponsor banners rotate every 5 seconds. The blue circle at the bottom shows where the banners of all sponsors can be found. Clicking on these banners – either the one on top or at the bottom – will take you to the sponsor's website. If you want to see the sponsor's virtual booth in Whova, click on "Sponsors" on the left, as shown in the green circle.



Below is shown a sponsor's booth. Sponsors will be listed in order based on their tier (Gold, Silver, then Bronze). In the middle, you can see the details of the company such as the company name, video, logon, primary contact, website, descriptions, and handouts. A Chat function is also available – use this to communicate with sponsors in their booth. Keep in mind that the chat is public, therefore can be read by anyone who visited the booth.

