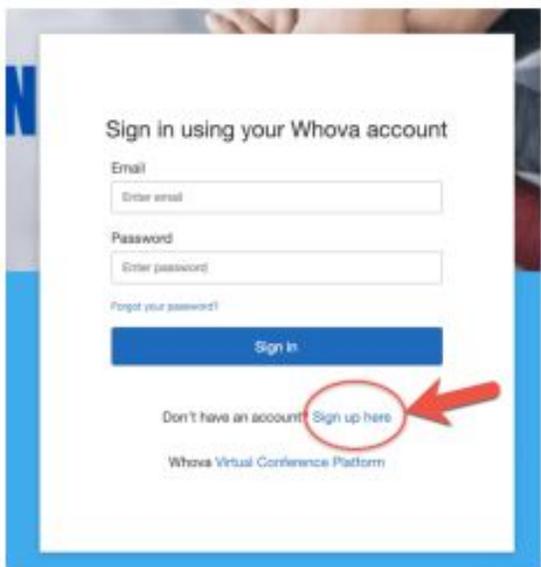


## WHOVA ATTENDEE DESKTOP USER GUIDE

### Sign in to Whova

1. You will receive an email from Whova on **March 8, 2021** with instructions for logging into the site. The link looks like <https://whova.com/portal/webapp/xxxx/>. Click “Sign up here” if you don’t have an account yet and fill in your email and password. Make sure to use the email address you used when registering for the event. You will not be asked to pay anything to sign in. When logging in, you will automatically be taken to the conference main page.
2. Edit your profile. Other attendees will use this to network with you if you choose to be included in the attendee list.





## View the Agenda and Plan Your Schedule

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, click 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.

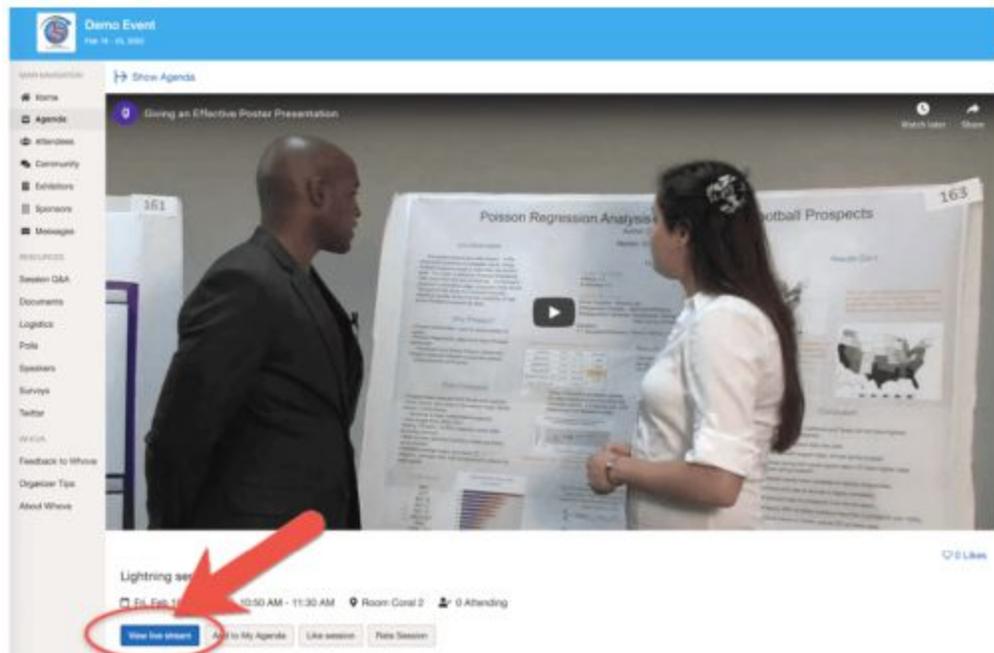
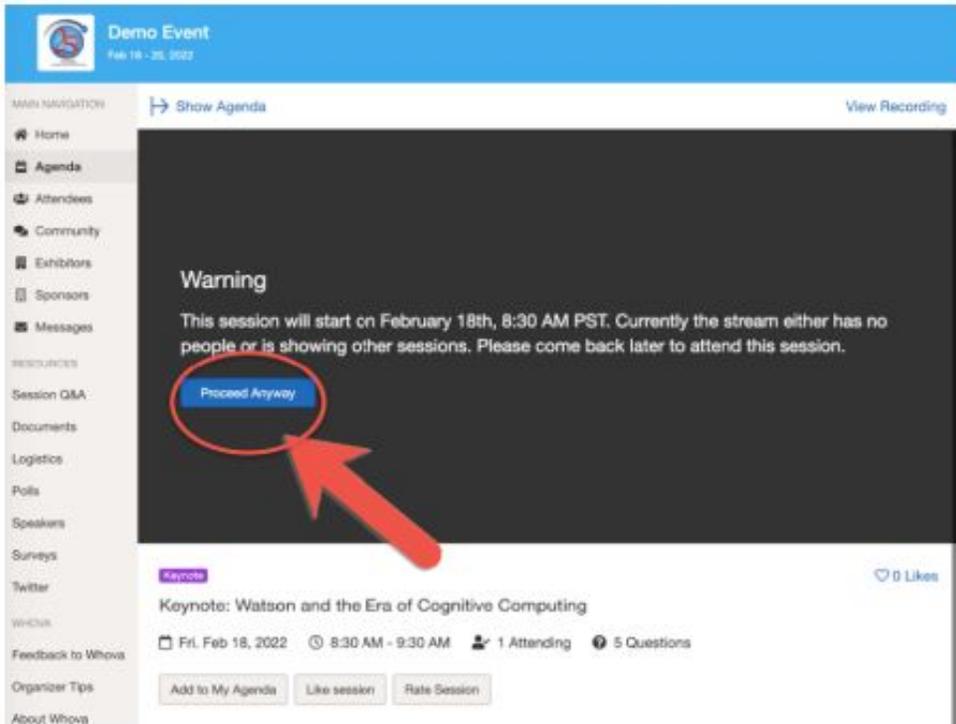
The screenshot shows the 'Demo Event' interface for the dates Feb 18 - 20, 2021. On the left, a 'MAIN NAVIGATION' sidebar includes links for Home, Agenda, Attendees, Community, Exhibitors, Sponsors, Messages, and a 'RESOURCES' section with links for Session Q&A, Documents, Logistics, Polls, Speakers, Surveys, and Twitter. The 'Agenda' link is circled in red with an arrow pointing to it. The main content area features a search bar and a calendar navigation for 'Full Agenda' and 'My Agenda'. The calendar shows Friday, Feb 18, and Saturday, Feb 19. Below the calendar, two sessions are listed for Friday, Feb 18:

- 7:30 AM**  
Meal and drinks  
Breakfast  
7:30 AM - 8:30 AM  
Coral Lounge  
Buttons: View Session, Add to My Agenda
- 8:30 AM**  
Meal and drinks  
Welcome by general and program chairs  
8:30 AM - 8:45 AM  
Buttons: View Session, Add to My Agenda

The 'Add to My Agenda' button for the 8:30 AM session is circled in red with an arrow pointing to it.

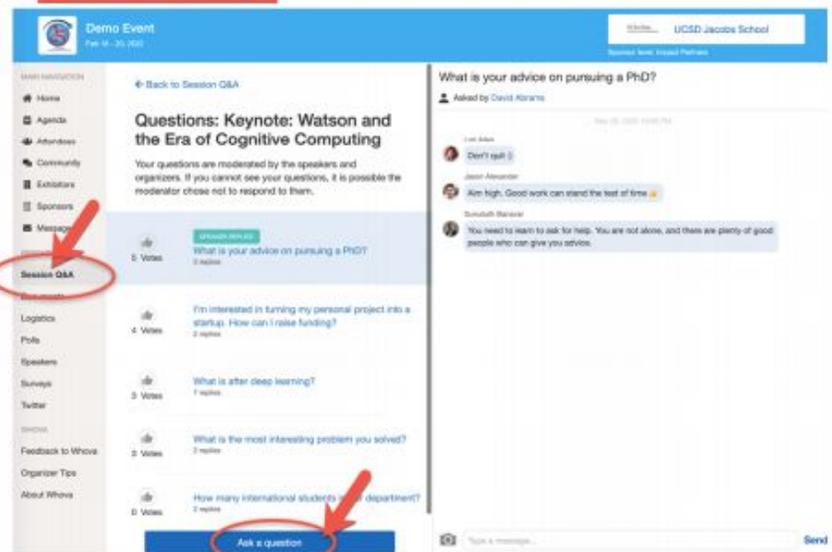
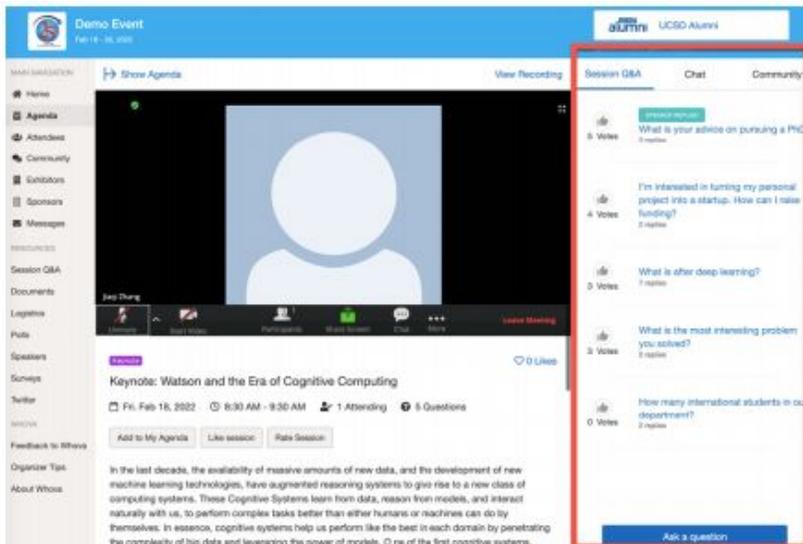
## Access Live Streams and Session Videos

1. From the agenda list, click the session you want to watch.
2. If the streaming screen directly shows up, click “Proceed” to start watching the stream.



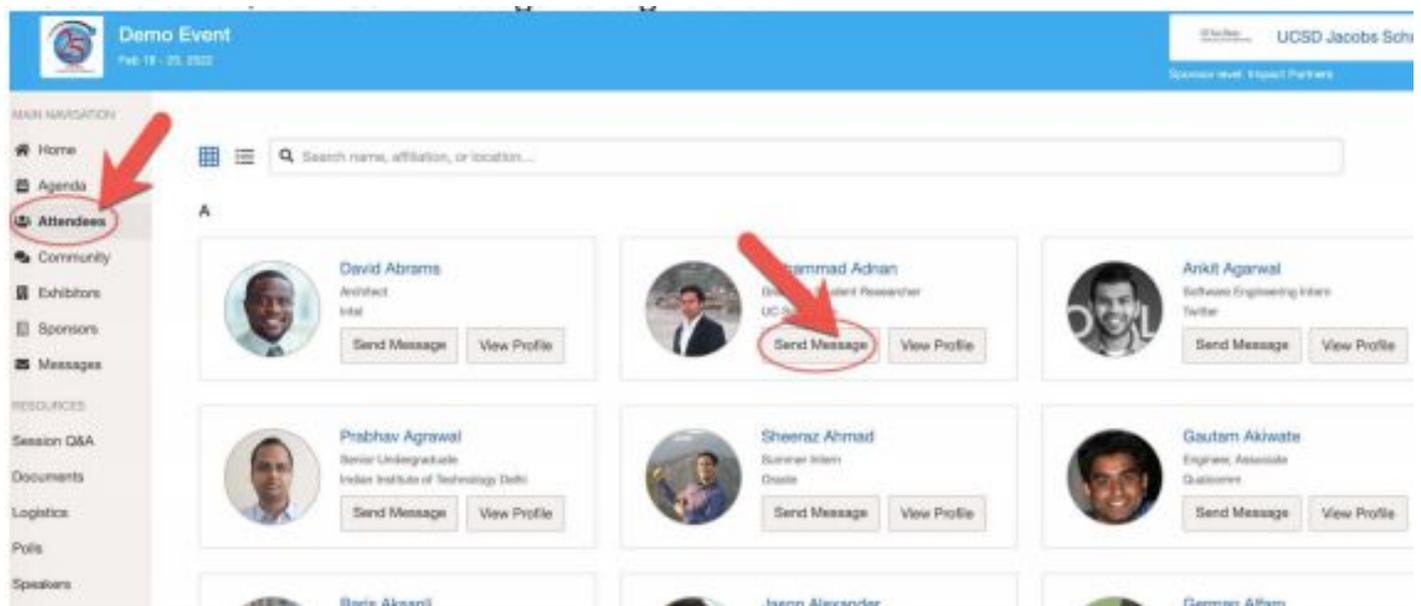
## Ask Questions Using the Whova Q&A Module

1. You can access three tabs on the right side of the virtual session: Session Q&A, Chat, and Community. You can submit questions for the speakers through Session Q&A, participate in ongoing discussions with the other attendees viewing the session through Chat, and browse the Community Board where members can engage in general asynchronous chat topics and live meet-ups.
2. You can also access the “Session Q&A” tab on the left-hand sidebar underneath Resources. Here you can browse the ongoing Q&A for individual sessions.
3. Speakers in live sessions will respond to questions after their session. Speakers in pre-recorded sessions (including posters) will respond to questions before and after sessions. The session Chat and Q&A will remain after the conference has ended (until June 25, 2021) to see answers to your questions.



## See Who is Attending the Event

1. When you sign in for the first time, you will be asked: “Would you like to network with other attendees by listing yourself in the attendee list?” a. If you answer yes – you will be able to view the Attendees tab and will be included in the attendees list. b. If you answer no – you will not be able to view the Attendees tab and will not be included in the attendees list.
2. To view other attendees: Click the “Attendees” tab on the left side of the screen under “Main Navigation”.
3. At the top of the page, you can search attendees by keywords such as company, name, or title.
4. To start a conversation, click “Send Message” to begin a chat.



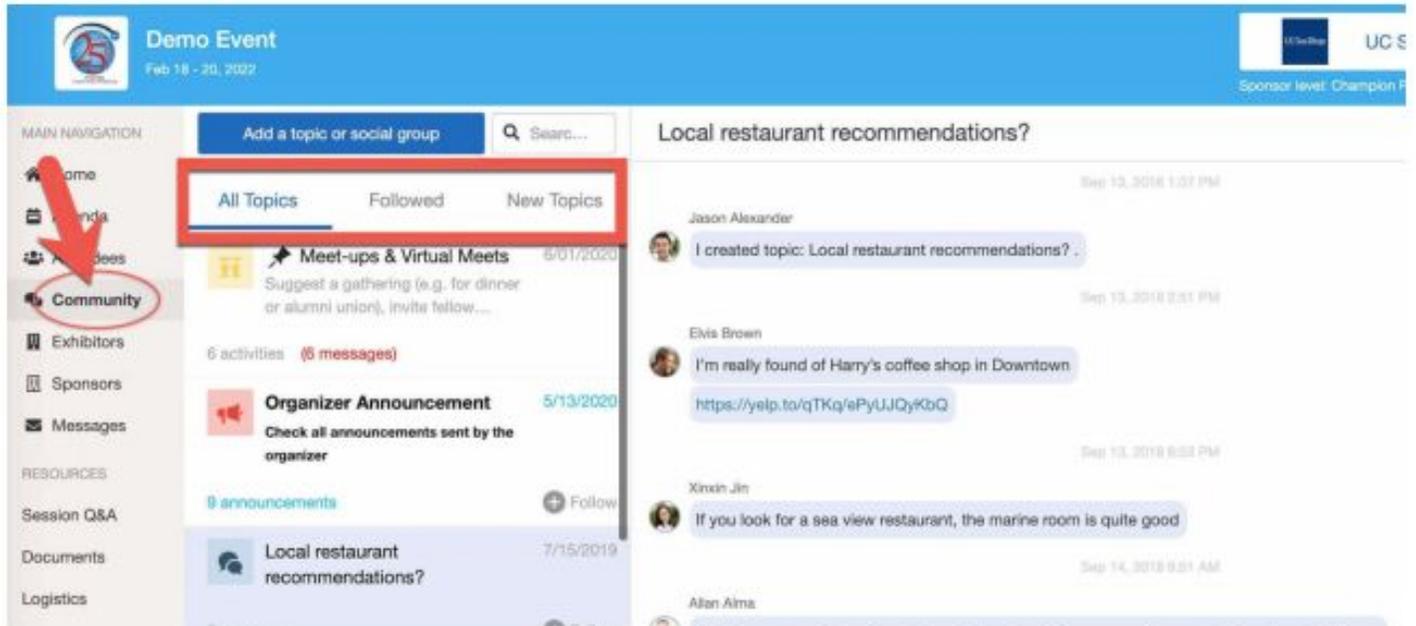
The screenshot displays the 'Attendees' page for a 'Demo Event' (Feb 18 - 25, 2021) at UCSD Jacobs Sch. The interface includes a main navigation menu on the left with 'Attendees' selected. A search bar at the top allows filtering by name, affiliation, or location. The main area shows a grid of attendee profiles, each with a 'Send Message' button circled in red. A red arrow points to the 'Attendees' tab, and another red arrow points to the 'Send Message' button for Muhammad Adnan.

Name	Title	Affiliation	Buttons
David Abrams	Architect	Intel	Send Message, View Profile
Muhammad Adnan	Director, Intel Researcher	UCSD	Send Message, View Profile
Ankit Agarwal	Software Engineering Intern	Twitter	Send Message, View Profile
Prabhav Agrawal	Senior Undergraduate	Indian Institute of Technology Delhi	Send Message, View Profile
Sheeraz Ahmad	Summer Intern	Oracle	Send Message, View Profile
Gautam Akiwate	Engraver, Assistant	Qualcomm	Send Message, View Profile
Ibrahim Akouli			
Jasraj Alexander			
German Alfaro			



## Join Discussion on the Community Board

1. Click the Community tab on the side menu to the left of the screen.
2. Create a new conversation topic or click the chat to join existing topics like “Organizer Announcements”.
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 are following, choose between three tabs near the top of the topics list section: All Topics, Followed, and New Topics.
4. Check the Community board for conference updates and to ask questions.

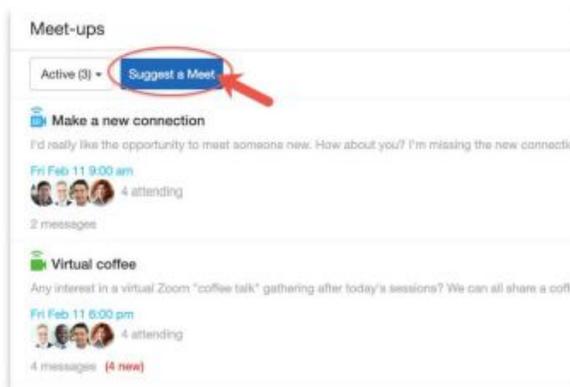
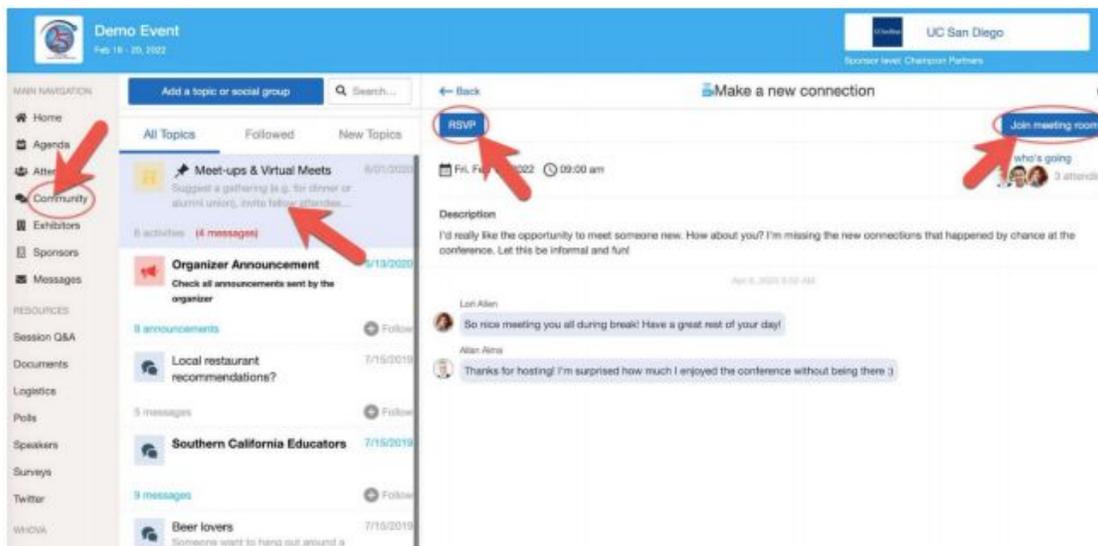
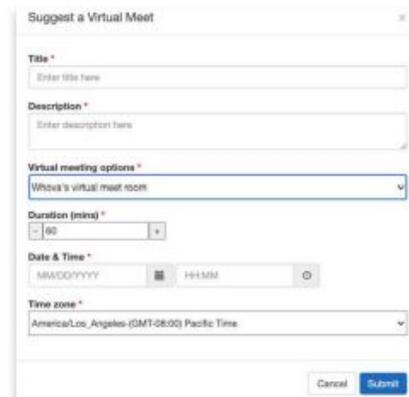


## Start or Join a Virtual Meetup

1. Go to the Community Board and find the board for Meetups and Virtual Meets.
2. Find the meeting you are interested in, join directly, or click into it to see more details.
3. When the meetup starts, click “Join Meeting Room” to start chatting!
4. You can also suggest a new meetup by clicking “Suggest a Meet” and inputting the details.

Live sessions in Channels 1-5 will be given a designated “Channel Meet-up” to use for live discussion following presentations. Channel Meet-ups are limited to 30 people. If you receive an error message, the Meet-up is full and you will be unable to enter until others leave. If you want to communicate with presenters, please use the session’s chat/Q&A areas to do so. You can also send messages to speakers through the “Speaker” tab in the left navigation menu.

Virtual Meets can be created by members or presenters to hold live discussions or receptions. Members will need to use their own Zoom or other virtual conferencing software to do so. SfAA is unable to provide moderators for these community meet-ups. Please refer to this [quick reference guide](#) for moderation tools within Zoom meetings and find [tips](#) for moderating here. As these virtual meet-ups are created, they will appear under the “Meet-ups and Virtual Meets” tab.

The 'Suggest a Virtual Meet' form contains the following fields:

- Title \***: Enter title here
- Description \***: Enter description here
- Virtual meeting options \***: Whova's virtual meet room
- Duration (mins) \***: 60
- Date & Time \***: MM/DD/YYYY HH:MM
- Time zone \***: America/Los\_Angeles (GMT-08:00) Pacific Time

Buttons for 'Cancel' and 'Submit' are located at the bottom right.