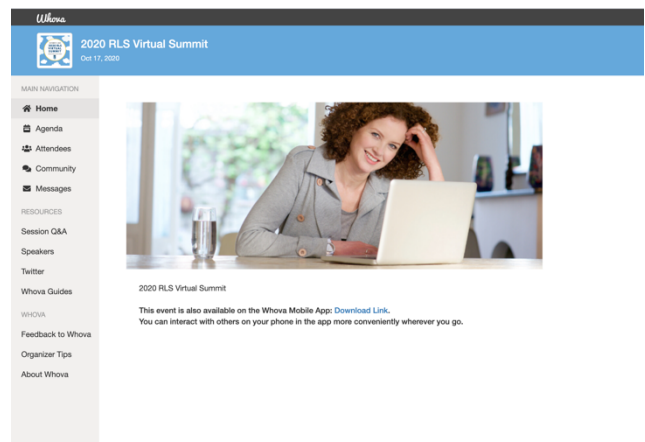
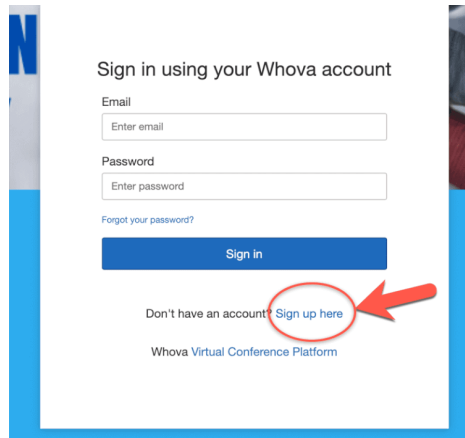


How to Use Whova on a Desktop

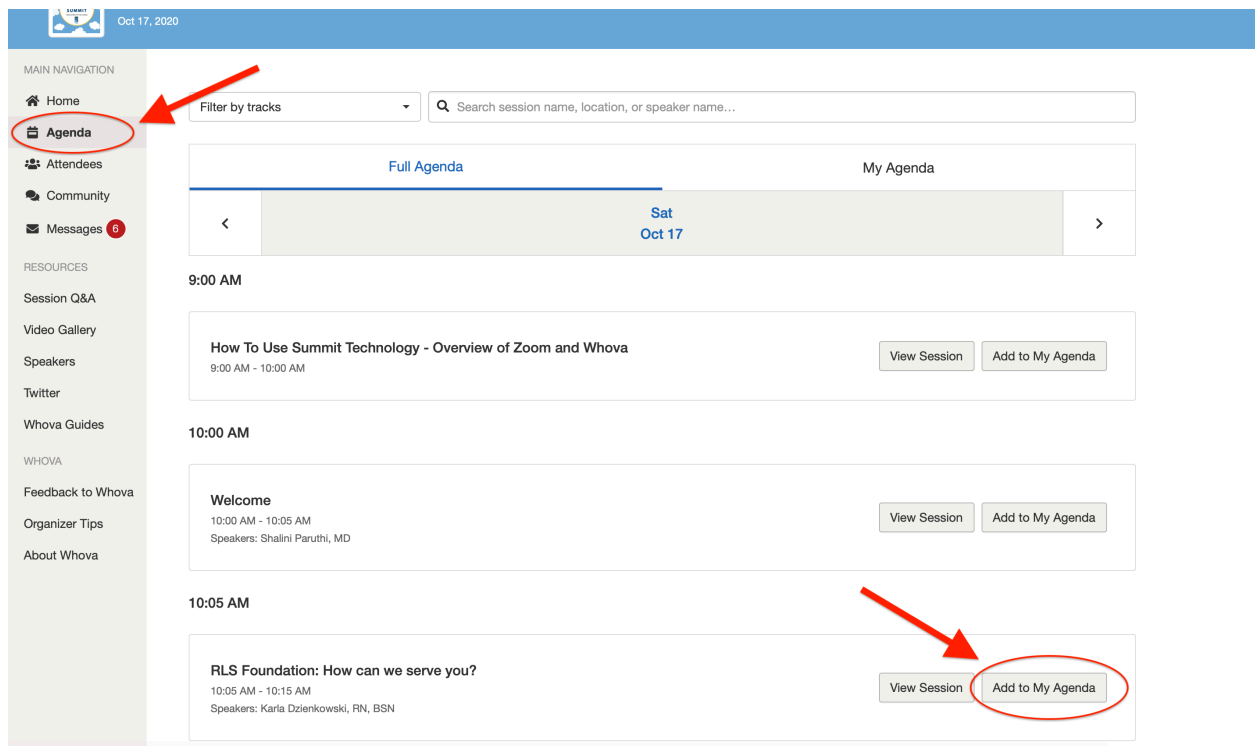
We suggest that you use **Chrome browser** for the web app to avoid compatibility issues with other browsers.

1. Get the webapp link for your event from the event organizer and open the page. The link looks like “https://whova.com/portal/webapp/xxxx/”
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 Summit. 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

1. Find the Agenda tab on the side of the screen. You should see a list of sessions for the day.
2. Once you find the session you want to access, tap on it.
3. If the session is live, it will begin playing immediately upon entering. Otherwise, a message will indicate the scheduled start time.
4. If the session hasn’t occurred yet, you can click Add to My Agenda to put the session on your own personal agenda.

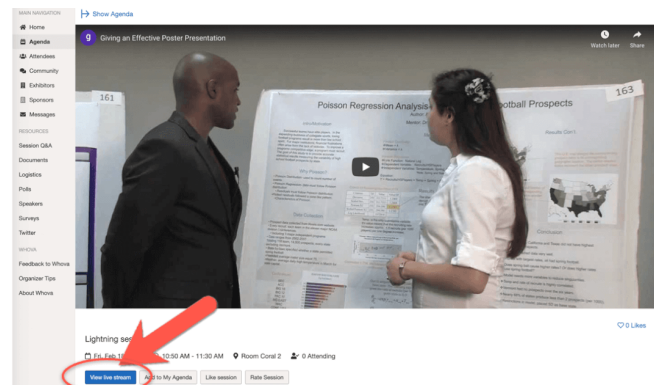
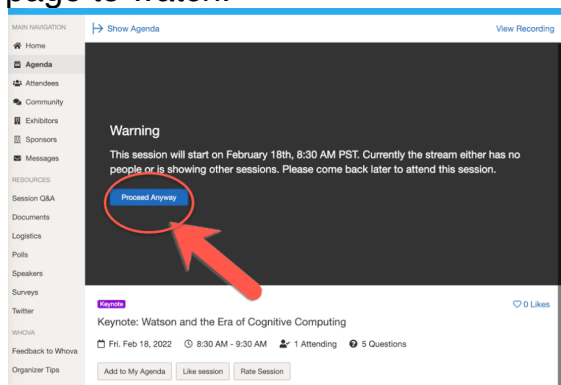


Access live streams and session videos



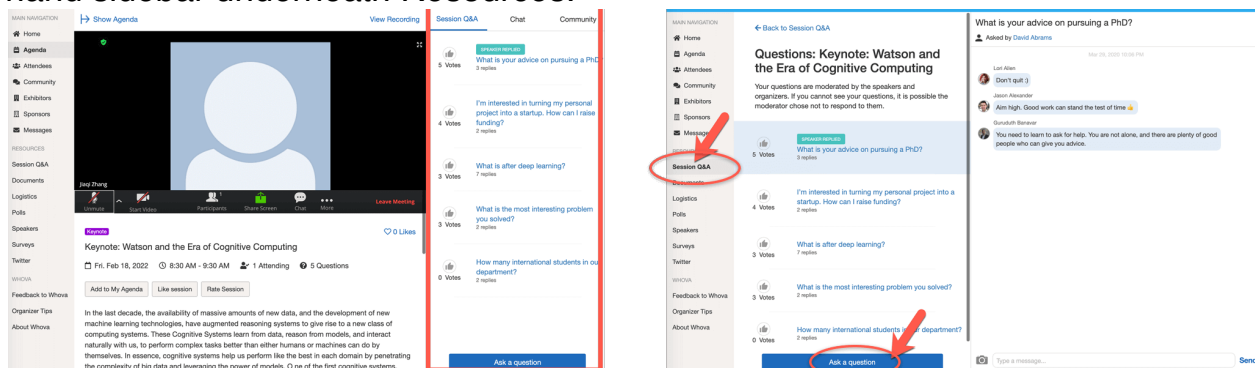
We suggest you use the Chrome browser to join the session streaming. Some streaming software may have compatibility issues with other browsers.

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.



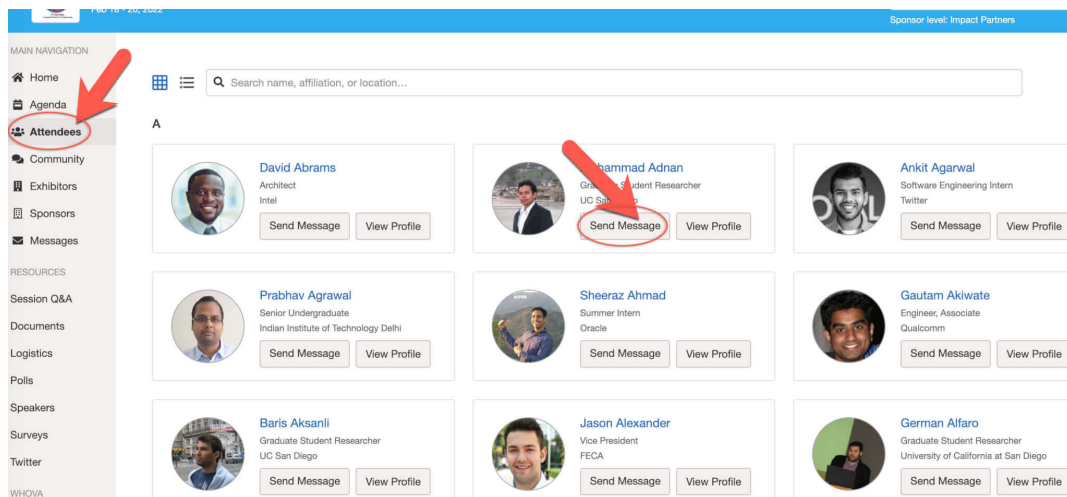
Use session Q&A

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.



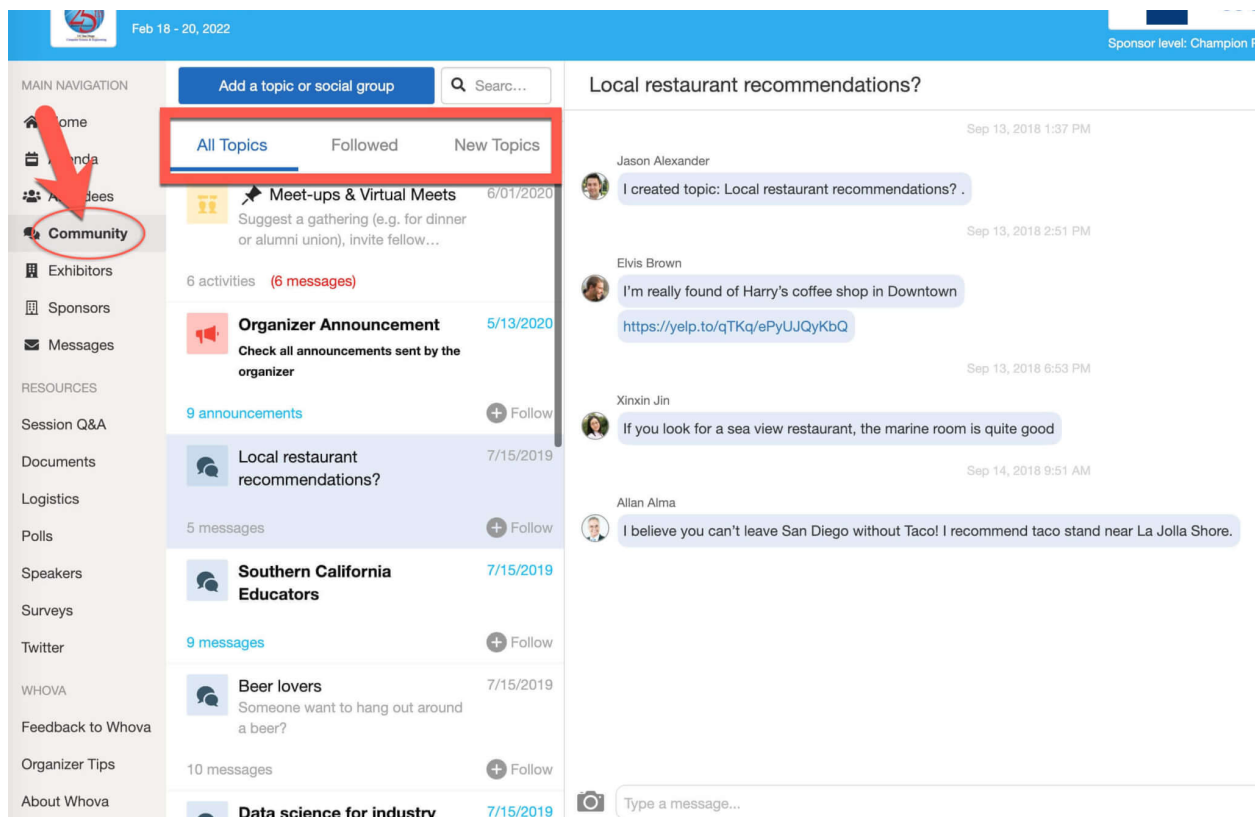
See who is attending the event

1. Click the “Attendees” tab on the left side of the screen under Main Navigation.
2. At the top of the page, you can search attendees by keywords such as company name or title.
3. To start a conversation, click Send Message to begin a chat.



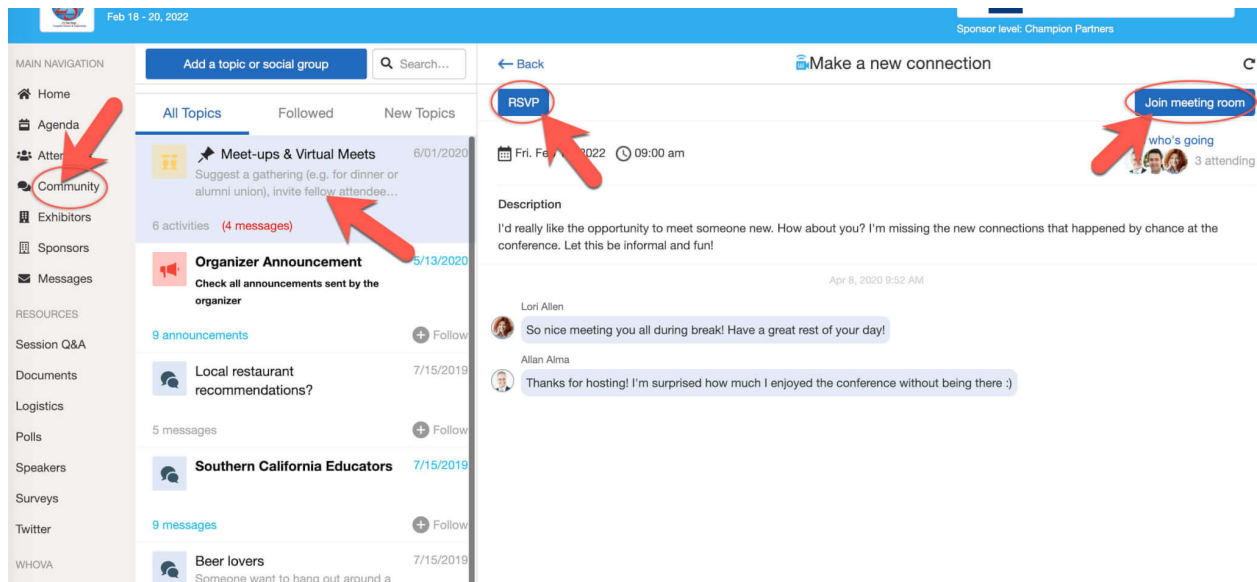
Join discussion on the community board

1. Click the Community tab on the side menu to the left of the screen
2. Create a new conversation topic, or 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.



Start or join a virtual meetup

1. Go to the Community Board, and find the board for Meet-ups and Virtual Meets.
2. Find the meetup you are interested in, join directly, or click into it to see more details, and then click “RSVP”
3. When the meetup starts, click “Join meeting room” to start chatting!



You can also suggest a new meetup by tapping “Suggest a Meet”, and inputting the details. If you have a meeting link, you can copy-paste there. Otherwise you can use **Whova’s virtual meet room**.

The 'Suggest a Meet' form is shown with the following fields and options:

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

Buttons: Cancel, Submit