

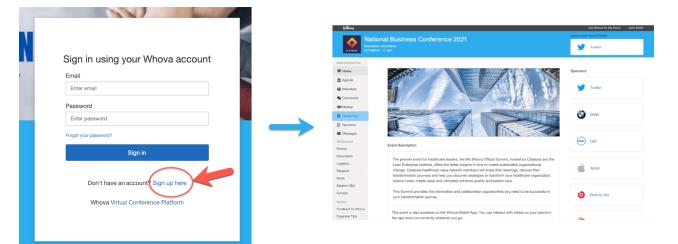
Whova Attendee Computer User Guide

CHIEFS OF ONTARIO HEALTH FORUM

Sign in to Whova

 Once you have registered, you will receive an email from Whova with instructions for logging into the site. The link looks like <u>https://whova.com/portal/webapp/xxxx/</u> (for the Health Forum the link is <u>https://whova.com/portal/webapp/cooah_202102/</u>). 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. When logging in, you willautomatically 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

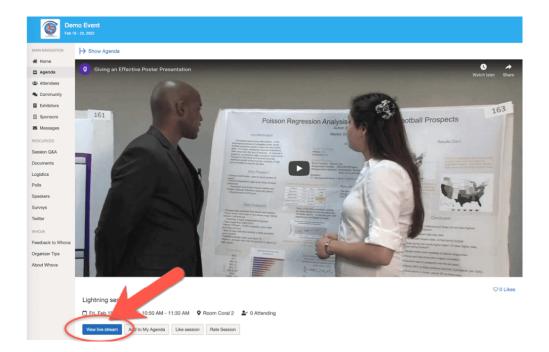
- 1. Find the agenda tab on the side of the screen. You should see a list of sessions for that day.
- 2. You can move through different days by selecting the date you want to view on the calendar at the top of the agenda.
- 3. Browse or search for sessions on the top bar.
- 4. Once you find the session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

L	emo Event				
MAIN NAVIGATION	Filter by tra	acks	on name, location, or speaker name		
Attendees		Full Agenda My Agenda			
Community	<	Fri Feb 18	Sat Feb 19	Sun Feb 20	>
SponsorsMessages	7:30 AM				
RESOURCES Session Q&A Documents Logistics	Meal and Brea 7:30 AM Coral Lour	Ikfast 8:30 AM		View Session Add to My J	lgenda
Polls Speakers	8:30 AM				
Surveys Twitter WHOVA	Meal and	come by general and program chairs		View Session Add to My A	Agenda

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.

	io Event - 20, 2022			
MAIN NAVIGATION	→ Show Agenda View Recording			
A Home				
🛱 Agenda				
Attendees				
Second Community				
Exhibitors	Warning			
I Sponsors				
Messages	This session will start on February 18th, 8:30 AM PST. Currently the stream either has no people or is showing other sessions. Please come back later to attend this session.			
RESOURCES	people or is showing other sessions. Please come back later to attend this session.			
Session Q&A	Proceed Anyway			
Documents				
Logistics				
Polls				
Speakers				
Surveys				
Twitter	Køynote 🛇 0 Likes			
WHOVA	Keynote: Watson and the Era of Cognitive Computing			
Feedback to Whova	🗂 Fri. Feb 18, 2022 🕚 8:30 AM - 9:30 AM 🏾 🛓 1 Attending 9 5 Questions			
Organizer Tips	Add to My Agenda Like session Rate Session			
About Whova				



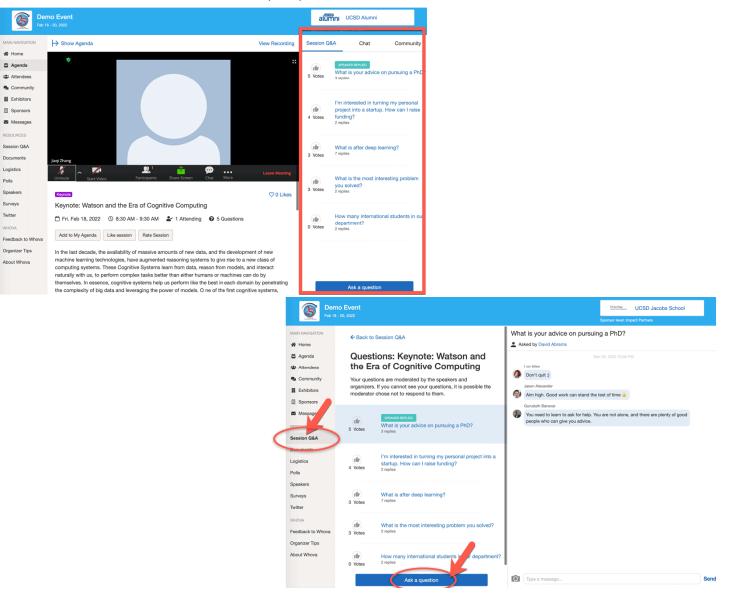
Ask Questions using the Raise Hand Feature

- 1. If a speaker has time at the end of their session (or if you are in a live Q&A session), you can use the "Raise Hand feature" built into Zoom to ask your question live, This will only work if you have a microphone plugged in (either one built into your computer/camera or having headphones with a microphone plugged in).
- Simple click "Participants" from the bottom of toolbar of the stream and then click "Raise Hand" located at the bottom left of the Participants window that just displayed. If you don't see the "Participants" button, click the "More" button and then "Participants".
- 3. When the speaker wants you to ask your question, they will send you a notification to unmute yourself.

NSF Cybei Sep 22 - 24, 2020	security Summit			
MAIN NAVIGATION	O Displaying agenda in the event's time zone (10:15 AM EDT) Switch to local time zone	Session Q&A	Chat	Community
A Home				
🛱 Agenda	The live stream is not fully compatible with the current browser. We recommend using our Web App on Google Chrome for a better streaming experience. You can also open the			
Attendees	stream in the Zoom app.			
Second Community	 Participants (8) 			
Messages	Q. Find a participant			
RESOURCES	Cameron Chambers(Me)			
Session Q&A				
Documents				
Surveys				
Speakers				
Whova Guides				
WHOVA Feedback to Whova				
Organizer Tips				
About Whova				
	Rate hand just no gostover gofaster more			
	Leave Meeting Invite Unmute			
	Q&A - Cybersecurity is a Team Sport ♥ 0 Likes		Ask a question	
	QaA - Cybersecurity is a ream sport			
	Unmute			
	The host would like you to unmute			
	The host would like you to unindic			
				-
	Unmute my	solf St	tay muted	
	Offinite my.		lay muleu	

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 function through Community.
- 2. You can use this function through the "Session Q&A" tab on the left-hand sidebar underneath Resources.
- 3. Speakers will respond to questions following their session. The session Chat and Q&A will remain even after the conference has ended 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.

Demo E Feb 18 - 20,		UCSD Jacobs Sche
reu to - 20,		Sponsor level: Impact Partners
A Home	III III Q Search name, affiliation, or location	
🛱 Agenda		
Attendees	A	
Second Community	David Abrams bammad Adnan	Ankit Agarwal
Exhibitors	Architect Gran gudent Researcher	Software Engineering Intern
I Sponsors	Intel UC Some Send Message View Profile View Profile View Profile	Twitter Send Message View Profile
Messages	Serid Wiessage View Prome Serid Wiessage View Prome	Send Message View Profile
RESOURCES		
Session Q&A	Prabhav Agrawal Sheeraz Ahmad	Gautam Akiwate
Documents	Senior Undergraduate Summer Intern Indian Institute of Technology Delhi Oracle	Engineer, Associate Qualcomm
Logistics	Send Message View Profile View Profile View Profile	Send Message View Profile
Polls		
Speakers	Baris Aksanli Jason 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 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 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.

	10 Event - 20, 2022		UC S Sponsor level: Champion F
MAIN NAVIGATION	Add a topic or social group	Q Searc	Local restaurant recommendations?
 A come ➡ come 	All Topics Followed	New Topics	Sep 13, 2018 1:37 PM Jason Alexander
Community	Meet-ups & Virtual Meet Suggest a gathering (e.g. for dia or alumni union), invite fellow	nner	I created topic: Local restaurant recommendations? . Sep 13, 2018 2:51 PM
Exhibitors	6 activities (6 messages)		Elvis Brown I'm really found of Harry's coffee shop in Downtown
SponsorsMessages	Organizer Announcement Check all announcements sent by organizer		https://yelp.to/qTKq/ePyUJQyKbQ Sep 13, 2018 6:53 PM
RESOURCES Session Q&A	9 announcements	+ Follow	Xinxin Jin If you look for a sea view restaurant, the marine room is quite good
Documents Logistics	Local restaurant recommendations?	7/15/2019	Sep 14, 2018 9:51 AM
209/00/00	E monoren	Collour	

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, and then click "RSVP".
- 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. If you have a meeting link, you can copy-paste there. Otherwise, you can use Whova's virtual meet room.

