

CEWIT2020 Conference

November 5, 2020

Virtual User Guide Using WHOVA



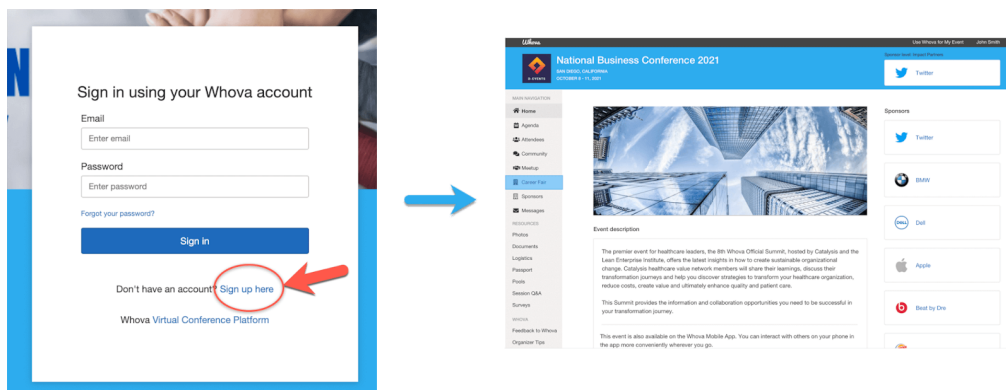
Signing in to Whova

i We suggest that you use Chrome browser for the web app. Some streaming software may have 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.

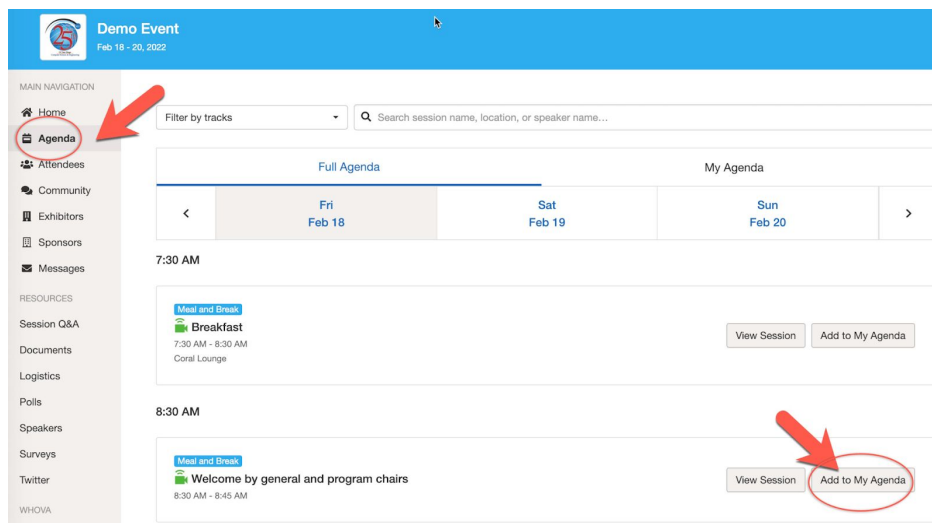
i Please make sure to use the email you used when registering the event. Otherwise it won’t allow you to join the event.

3. The web 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 that day.
2. Browse or search for sessions on the top bar.
3. Once you find the session you want to access, tap on it.
4. If the session is live, it will begin playing immediately upon entering. Otherwise, a message will indicate the scheduled start time.
5. If the session hasn't occurred yet, you can click Add to My Agenda to put the session on your own personal agenda.

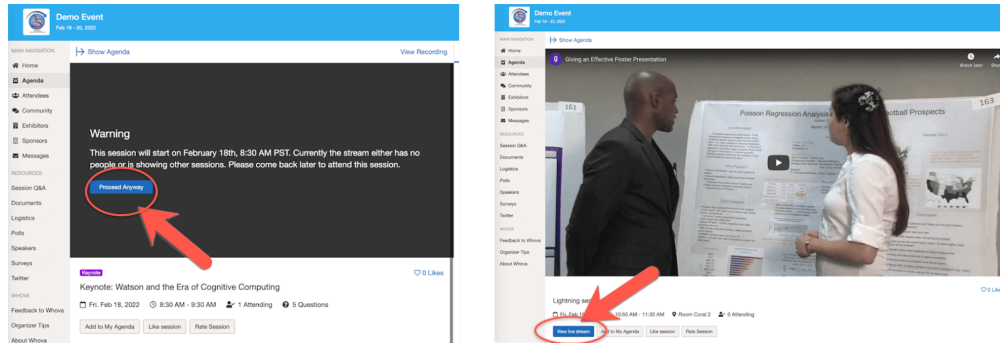


Live Stream and Session Videos

i 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 the “View livestream” button to open a separate streaming page to watch.



How to Download The Mobile App

To download the mobile app please revisit the email that was sent to you from conference@cewit.org. This email contains the link to download the Whova - Event & Conference App. You may also search for the application in the Apple App Store or the Google Play Store.

How to Log in to the Mobile App

1. Enter the email address you used for event registration

i 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 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.

Additional Tips

Please explore other tabs on the left navigation such as exhibitors, community, attendees and more. We also encourage all attendees to build their profile, network, and join discussion rooms.

For more detailed information about using WHOVA for the CEWIT2020 Conference, please visit: <https://whova.com/pages/whova-app-user-guide/>

If any problems occur please contact, conference@cewit.org