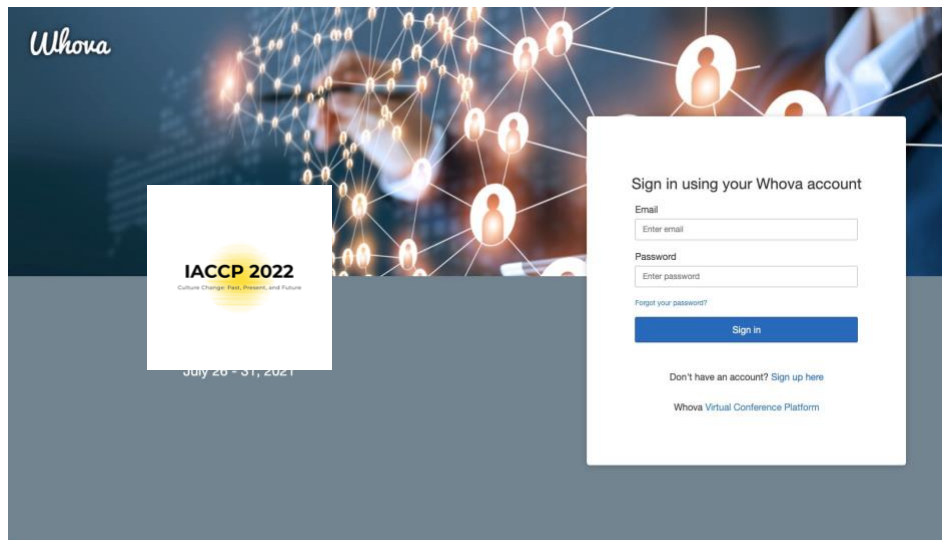




Tutorial for Attendees

Dear Attendee of IACCP 2022,
Please read this tutorial to get fast familiar with the IACCP 2022 conference on-line platform “Whova” and be ready to enjoy IACCP 2022 at the maximum!

1. Sign up to Whova conference online platform



💡 Whova has web browser and mobile application options. You have to use the same log into the mobile app as you created in the web app.

Log in:

1. On web app

- Go to **IACCP 2022 online platform**
- Sign up with the same email address by which you registered to IACCP 2022
- Create your new unique password
- The app will automatically take you to the event main page.
- Click on your name on the upper right hand corner > My Profile and update your profil



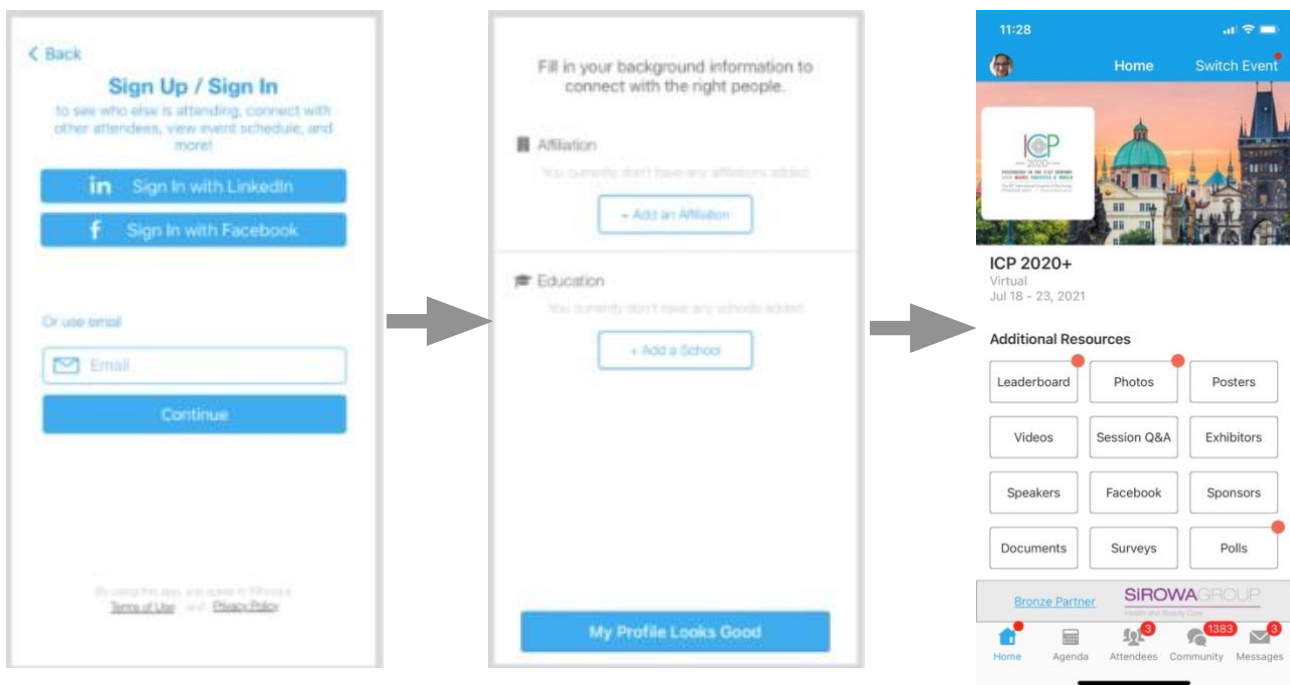
2. On mobile app

- You can download Mobile app here:

[GOOGLE PLAY for Android phones and tablets](#)

[APPLE STORE for iPhones and iPads](#)

- Enter the email address you used for IACCP 2022 registration
- Create a password and type in your name
- Edit your profile. Other attendees will use this to network with you. So make it look nice 😊
- The app will take you to your event page automatically.



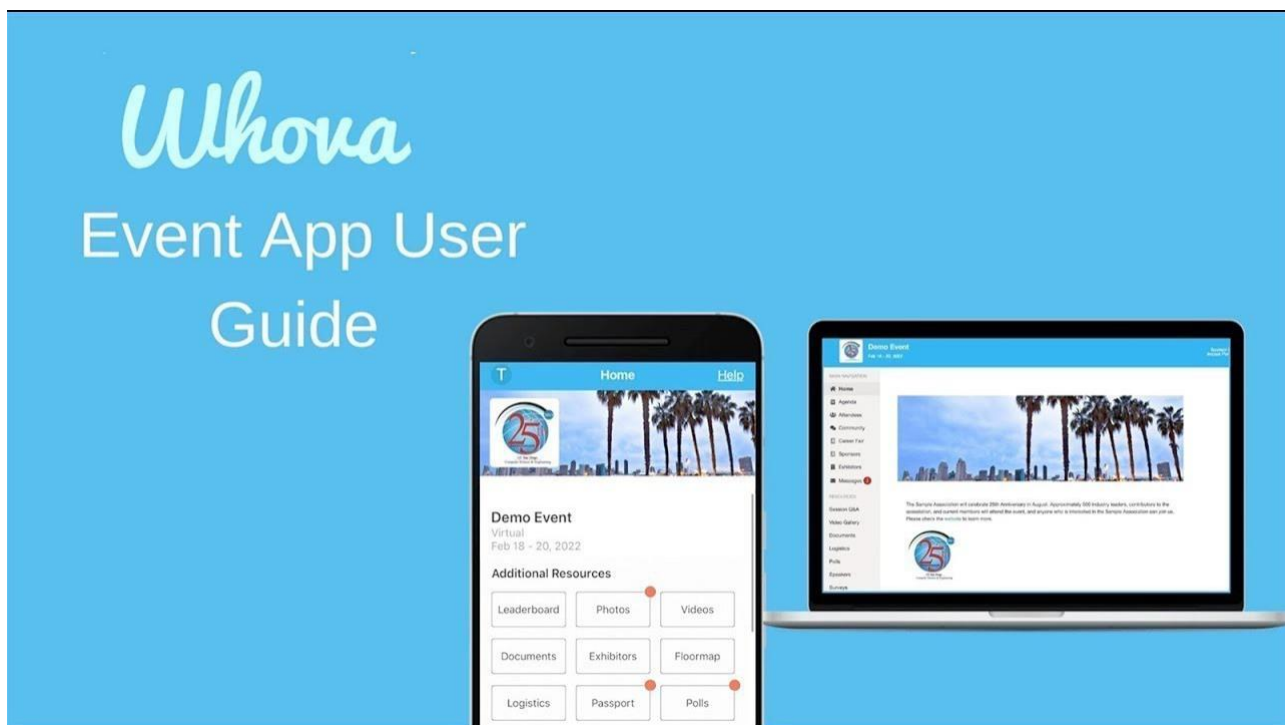
! It is important to sign in to Whova on all your devices only with the email address associated with your IACCP registration!

This email address is your “ID” for Whova. If you will use more email addresses or log in via the social media button you will create multiple accounts in Whova which causes functional difficulties of Whova. E. g. we cannot give you the access to IACCP 2022 conference if you log in via Facebook as your IACCP 2022 registration is done to your one unique email address



3. Get familiar with Whova

Check also the [Whova Video User Guide](#) for better understanding of the processes.

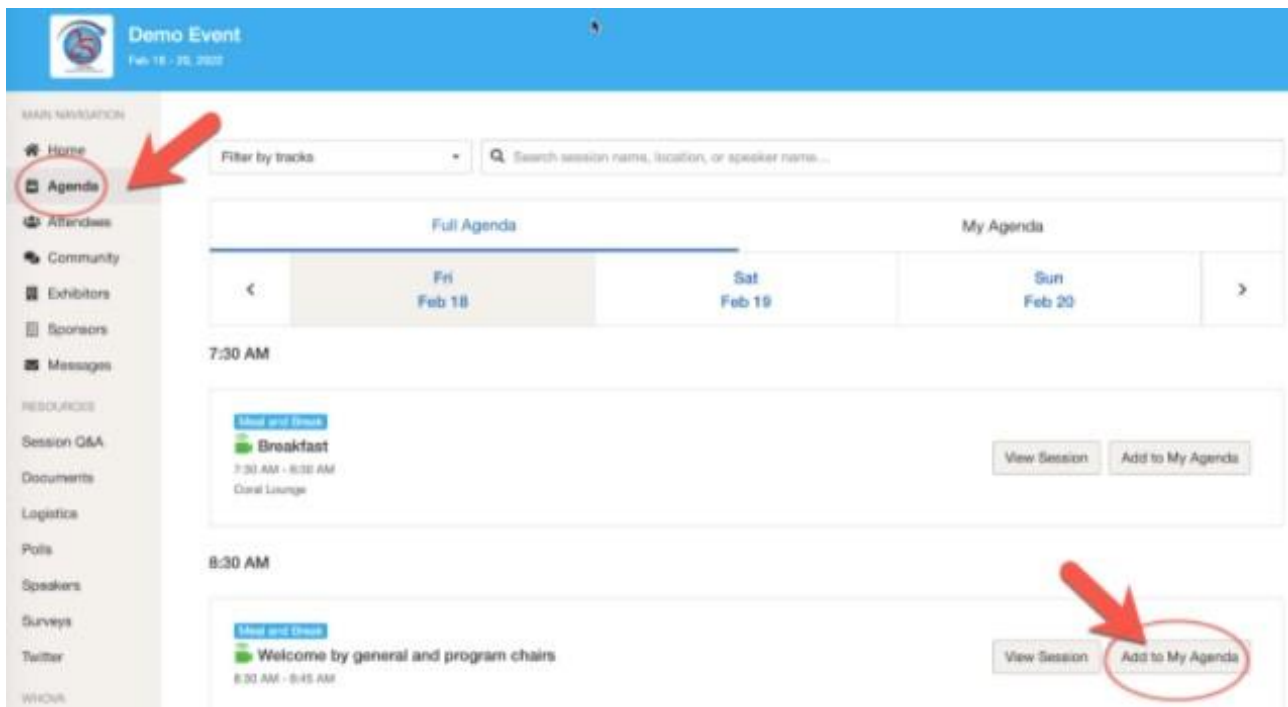


<https://www.youtube.com/embed/9clWbhWJd48?autoplay=1>

4. View the agenda and plan your schedule

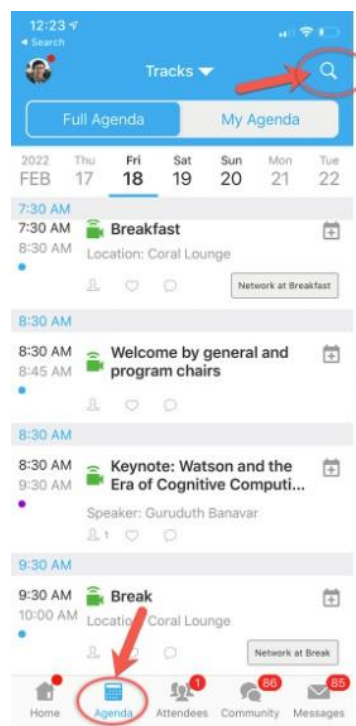
4. 1. On web app

- Find the Agenda tab on the side of the screen. You should see a list of sessions for that day.
- You can move through different days by selecting the date you want to view on the calendar at the top of the agenda
- Browse or search for sessions on the top bar.
- Once you find the session you want to access, tap on it.
- If the session is live, it will begin playing immediately upon entering. Otherwise, a message will indicate the scheduled start time.
- If the session hasn't occurred yet, you can click Add to My Agenda to put the session on your own personal agenda.



4.2. On mobile app

- Find the Agenda tab at the bottom of the screen. You should see a list of sessions for that day.
- You can move through different days by selecting the date you want to view on the calendar at the top of the agenda
- Browse or search for sessions on the top bar.
- Once you find the session you want to access, tap on it.
- If the session is live, it will begin playing immediately upon entering. Otherwise, a message will indicate the scheduled start time.





- If the session hasn't occurred yet, you can click Add to My Agenda to put the session on your own personal agenda and set a reminder.

5. Access live streams and session videos

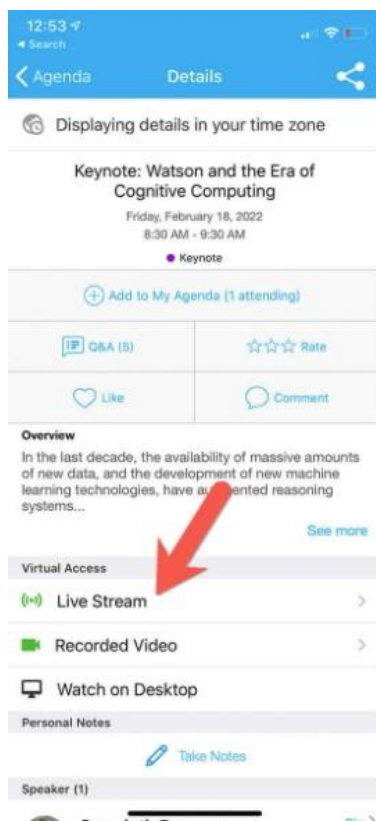
5.1. On web app

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

- 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.

5.2. On mobile app

- You can watch videos and livestreams directly through the agenda item. Once you've accessed the agenda item, click on one of the options beneath Virtual Access: either Live Stream or Recorded video.

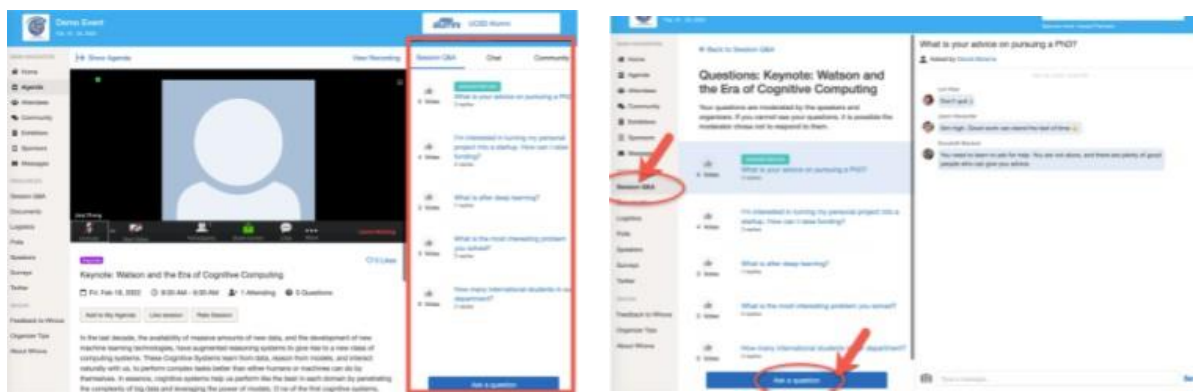




6. Use session Q&A

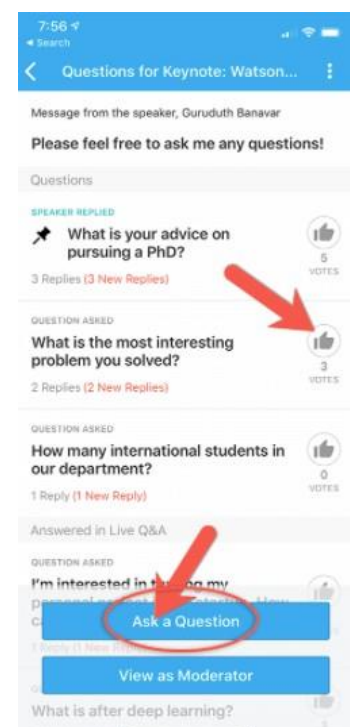
6.1. On web app

- 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
- Option 2: You can use this function through the “Session Q&A” tab on the left hand sidebar underneath Resources.



6.2. On mobile app

- Option 1: On the session detail page, tap the “Q&A” button; on the next page, view the existing questions, vote on the questions you are interested in, or click “Ask a Question” to ask a new one
- Option 2: On the event main page, tap “Session Q&A” button; find the session you want to ask questions in, and tap on it.



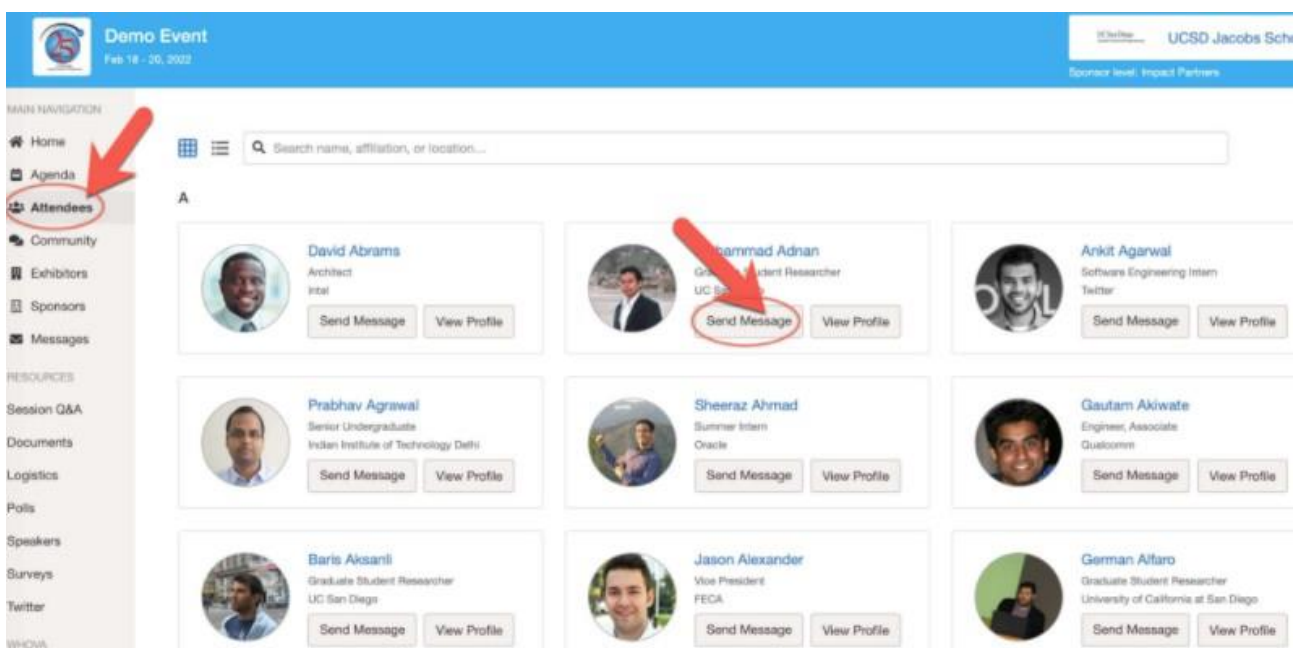


7. Interact with all congress attendees

Use Whova to network! Discover who is attending the IACCP 2022.

7. 1. On web app

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

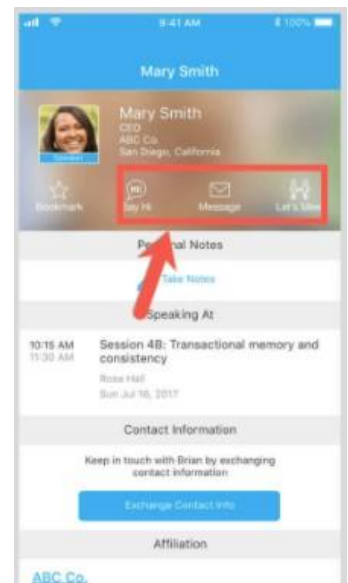
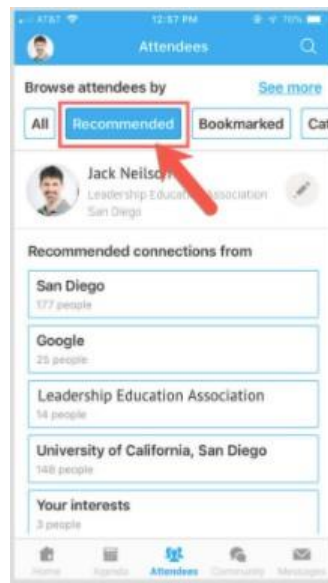
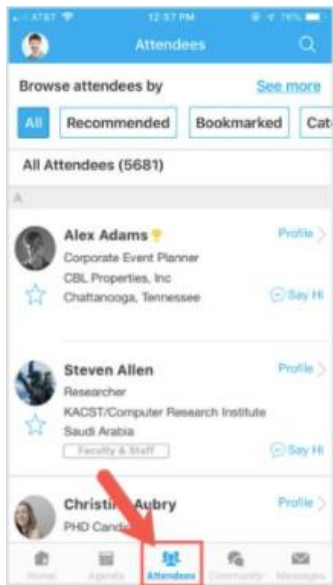


7. 2. On mobile app

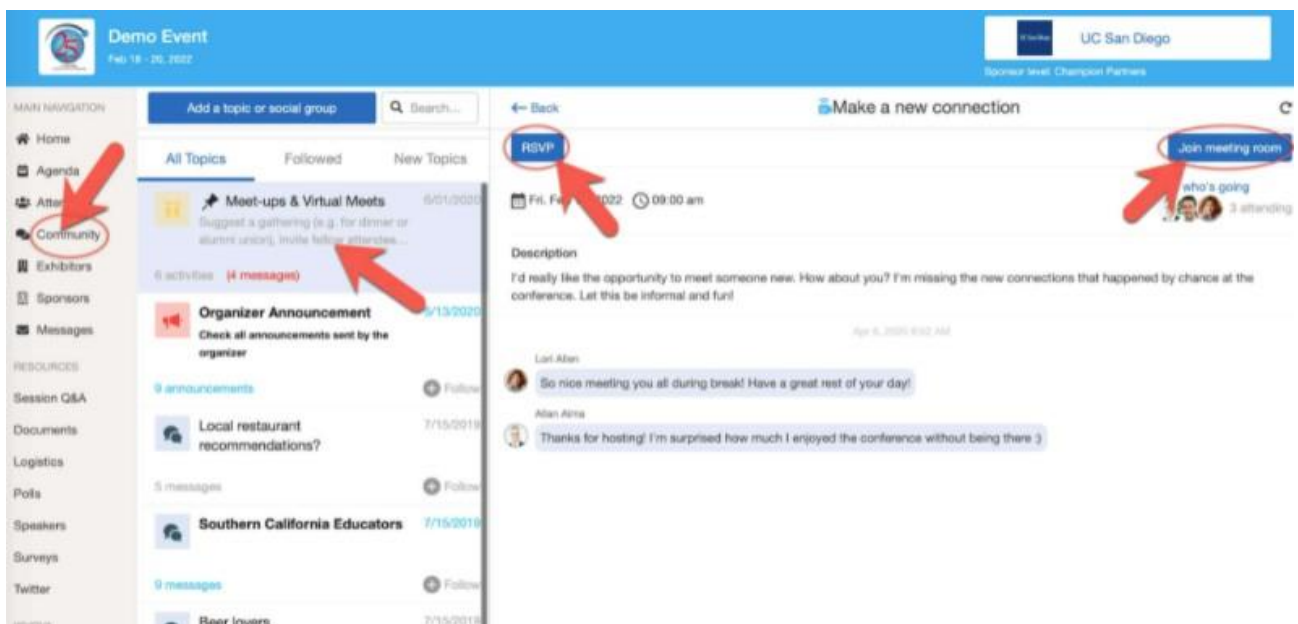
- Click the “Attendees” tab on the bottom of the screen to browse the attendee list.
- At the top of the page, you can search attendees by keywords such as company name or title. In their professional profiles, you can take notes or request contact information.
- To find people with common backgrounds and interests, click the Recommended tab on the top of the Attendees list to find Whova’s recommendations about people you may be interested in networking with. Click into each item to see attendees who come from the same city or have the same affiliations, educational background, or interests as you.
- Say Hi with one click or start a private chat by clicking the Message button. You can convert it to a private group chat by inviting more people.

IACCP 2022

Culture Change: Past, Present, and Future



Join or create discussion and meet-ups on the community board!



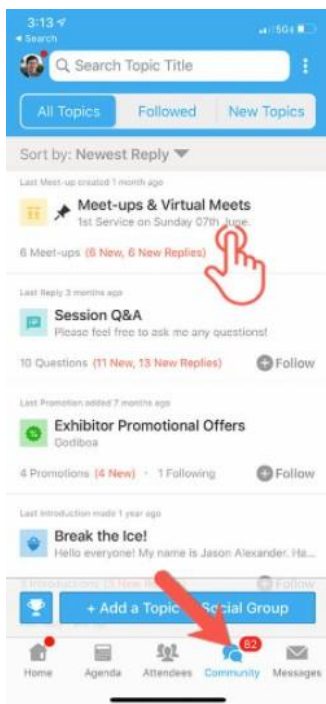
7.2.1. On web app

- Go to the Community Board, and find the board for Meet-ups and Virtual Meets.
- Find the meetup you are interested in, join directly, or click into it to see more details, and then click “RSVP”



- When the meetup starts, click “Join meeting room” to start chatting!

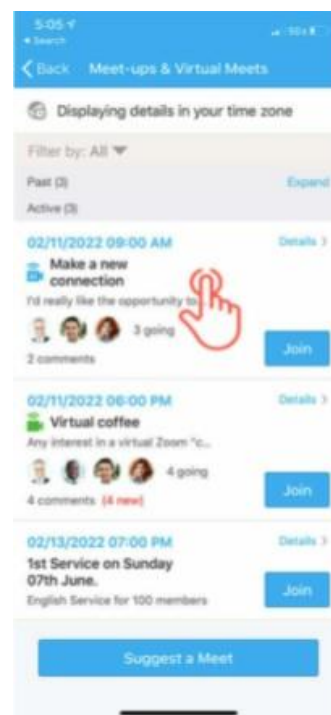
7. 2. 2. On mobile app



Click the Community tab (on the bottom of the screen and on the left-hand side on desktop)

Create a new conversation topic, or tap the topic to join existing one like “Meet-ups.” Click Follow directly next to the topics on the Community Board that you want to stay up to date with.

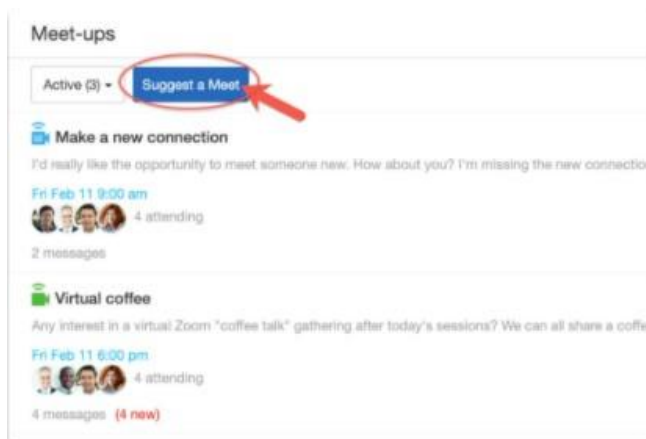
To find the topics you’re following, choose between three tabs near the top of the page: All Topics, Followed, and New Topics. Find the meet-up you are interested in, join directly, or tap into it to see more details, and then tap “Join”.



You can also suggest a new meet-up by

tapping “Suggest a Meet”, and inputting the details. If you know someone would be interested, don’t forget to invite them as well. If you have a meeting link, you can copy-paste it there. You can use Whova’s virtual meet room, which allows up to 30 participants but please be aware there is

limit on how many can be of them at one time and we expect high traffic. Given to that we recommend to use your personal link for the meet-up /e.g., free Zoom Meeting/.



Within the Community, you can check “Break the Ice! and introduce yourself. Be inspired or inspired by others in the Sharing article!



8. Adjust Whova notifications to your needs

IACCP 2022 is global event happening across all time zones. You can adjust the notification within the settings in your profile.