

## Tutorial for oral presenters at IACCP 2022

Dear Oral and Symposia presenters,

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. Update your Speaker Information

On your email address which you used for abstract submission to IACCP 2022 Congress will be sent an email on Monday June 27, 2022 with the personalised link for updating your Speaker Information. The mandatory is only your affiliation. Bear in mind that more attractive profile will catch more attendees and opportunities for professional networking!

You can come back to update info whenever needed!

In case you did not receive our email with the personalized link please first check your junk/spam folder. Email was sent from email address [event-noreply@whova.io](mailto:event-noreply@whova.io) with the subject “Time to set up your Speaker profile at IACCP 2022 “.

If you will not find it, please contact us at [helpdesk@iaccp2022.com](mailto:helpdesk@iaccp2022.com) immediately.

#### Speaker Information

Upload and edit your profile and session information as you would like it to appear on the event materials.

##### Profile Info

Full name (Speaker's display preference) \*

Email \*

Affiliation (Company, association, university, etc.) \*

Job Title

Biography (No character limit)

Profile picture


 No file chosen

LinkedIn profile (URL)

Twitter handle (URL)

##### Session Info

#### 1. Session

Documents (If you would like to include any documents such as abstracts, slideshow presentations, etc., please upload them here.)

Maximum 3 documents with 10 MB file size limit

Any topics you want your audience to discuss before or after your talk?

## 2. Sign up to Whova conference online platform

The screenshot shows the Whova sign-up interface. On the left, there is a white box with the IACCP 2022 logo and tagline. The main area contains a 'Sign up today' form with the following fields:

- First Name: Enter first name
- Last Name: Enter last name
- Email: Enter email
- Password: Enter password
- Confirm password: Retype password

Below the form is a blue 'Sign up' button and a link: 'Already have an account? Sign in here'. At the bottom, there is a section for 'Whova Virtual Conference Platform' with links to 'Check out instructions on how to join my event' and 'Watch sign up tutorial video'.

Sign up at

**IACCP 2022 online platform**

- sign up with the same email address by which you created your IACCP 2022 account for abstract submission
- create your new unique password

**! It is important to sign in to Whova on all your devices only with the email address associated with your IACCP 2022 Submission account!**

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 account is done to your one unique email address.



💡 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. You can download Mobile app here:

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

[APPLE STORE for iPhones and iPads](#)

### 3. Get familiar with Whova

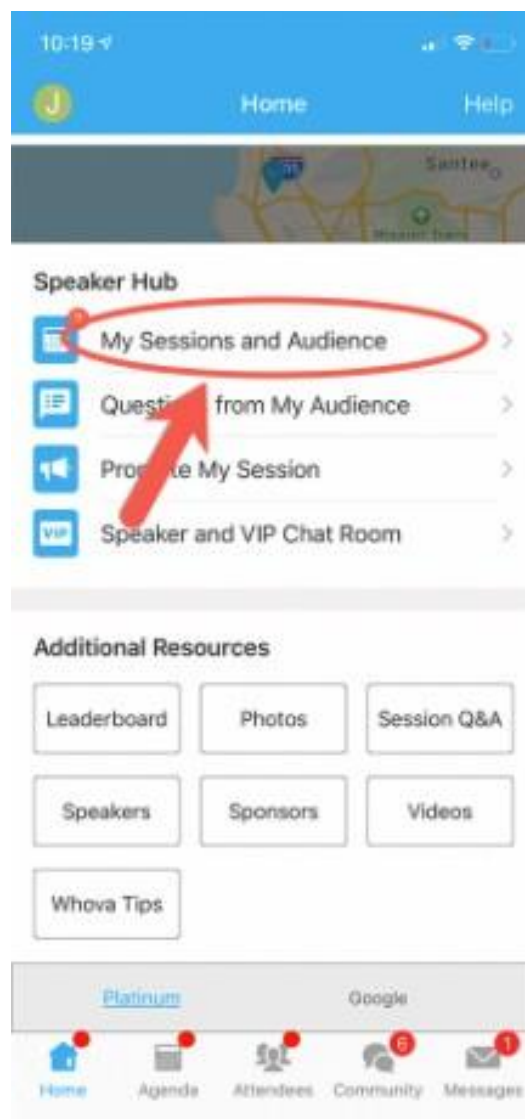
Check also the [Whova User Guide](#) for better understanding of the processes.

### 4. Check your sessions in your Speaker hub

We ask you to check your sessions under Speaker Hub in mobile Whova app. Please be aware Speaker Hub is available only on mobile devices!

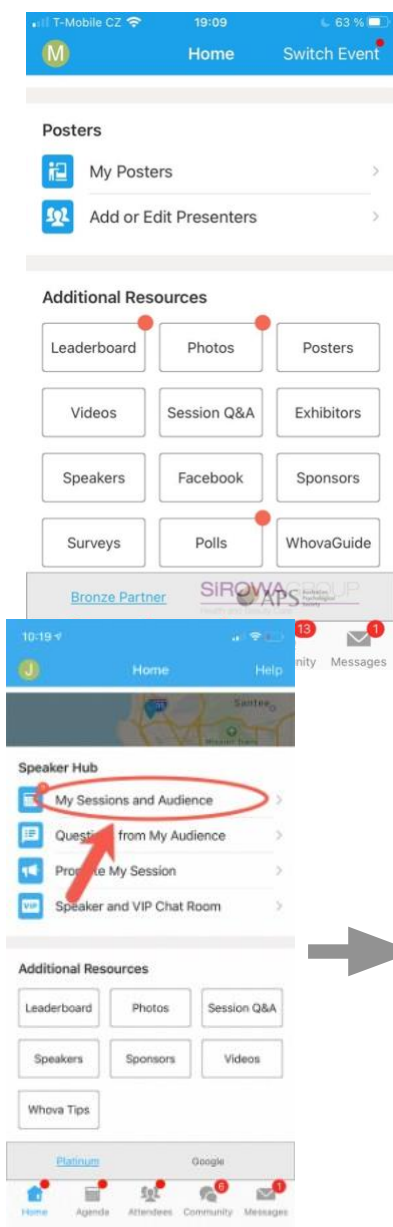
If you discover any discrepancies, please contact us at [helpdesk@iaccp2022.com](mailto:helpdesk@iaccp2022.com).

Note: If you are a Poster presenter too please do not forget to check your [poster session allocation](#) on the [Gathertown application](#).



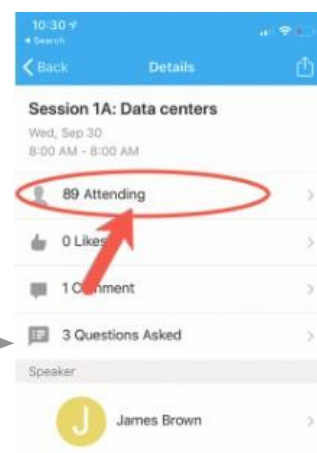
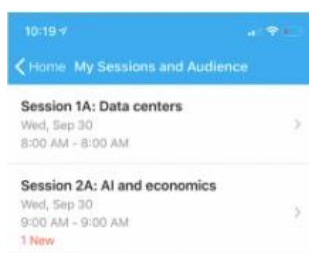
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### 5. Interact with your attendees before your Live discussion session

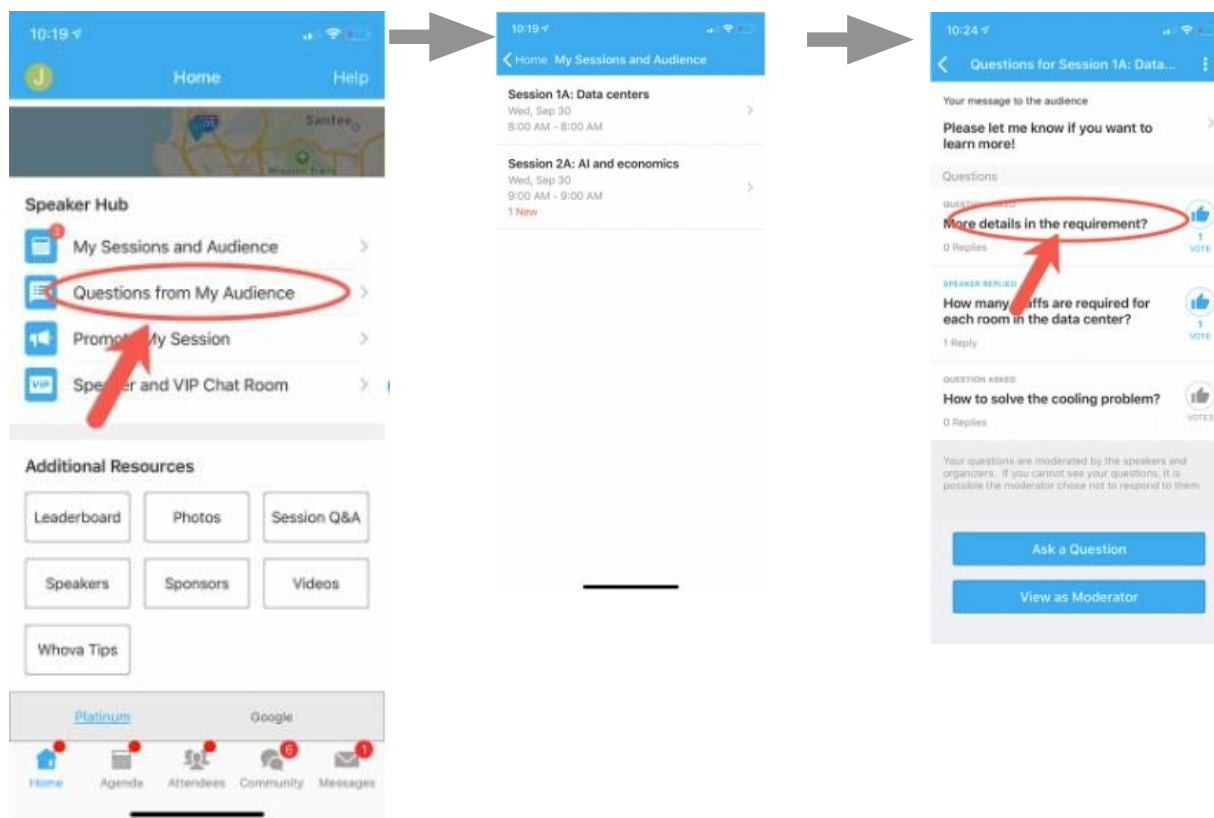
Your prerecorded video presentation is available for other attendees from July 1 in On-demand library. On your mobile app Home screen click on My Sessions and Audience under Speaker Hub where you can check your attendees.



The Speaker Hub is a great tool for managing questions and chats related to your session/s! Do not forget you will find Speaker Hub only in Whova mobile app on your tablets and phones.

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If you will not find a video link to your presentation please contact us at  
[helpdesk@iaccp2022.com](mailto:helpdesk@iaccp2022.com).

## 6. Prepare for your scheduled Group Live Discussion (OLD) or Live Discussion (SLD/ISLD)

There is scheduled Group Live Discussion for specific group of oral presentations at specific time. You can find your time slot in Speaker Hub or Agenda under your name or session title. You will find the Zoom meeting link there 10 mins before your Group Live Discussion session and we ask you to join the session 5 minutes before its start.

For Group Live Discussion / Live Discussion, we recommend to follow our Preparation Checklist:

- Please test your camera, microphone, and screen-sharing etc. You can do it with your friends or colleagues.
- Instead of a mobile phone, we recommend you to start Zoom on your computer, which provides more stable network and better performance.
- Choose what background you want to use.

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- Make sure the main light source isn't coming from behind you. If you are close to a window, try not to be in darkness.
- If possible, close other applications on your computer.
- Let other people in your home know about your presentation so that they won't use too much bandwidth while you're presenting.

### Things to Test

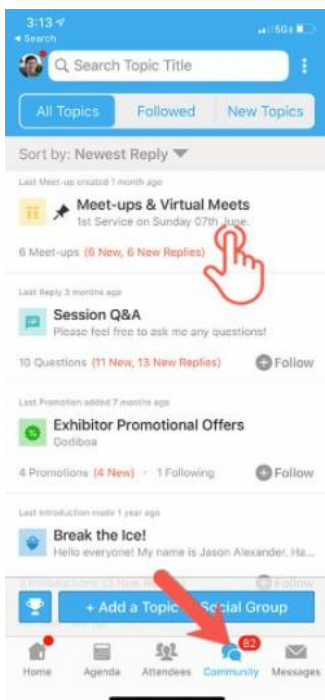
- Before your Live Discussion, please take some time to test each item below.
- Test your Internet speed. All Live Discussions will use Zoom, the requirement is 2Mbps at the minimum. You may test your Internet speed here: <https://www.speedtest.net/>.
- Test your audio/video device and make sure it works with the streaming software. The easiest way is to start a Zoom meeting with your friends and see if they can see you and hear from you. Also, try to share your video/slides in Zoom to see if they work properly.

## 7. Interact with all congress attendees

### You can be active in Community board!

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

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

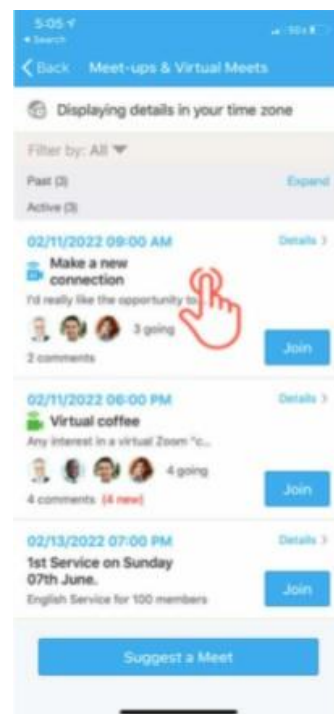


Create a new conversation topic, or tap the topic to join existing one like "Meet-ups."

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



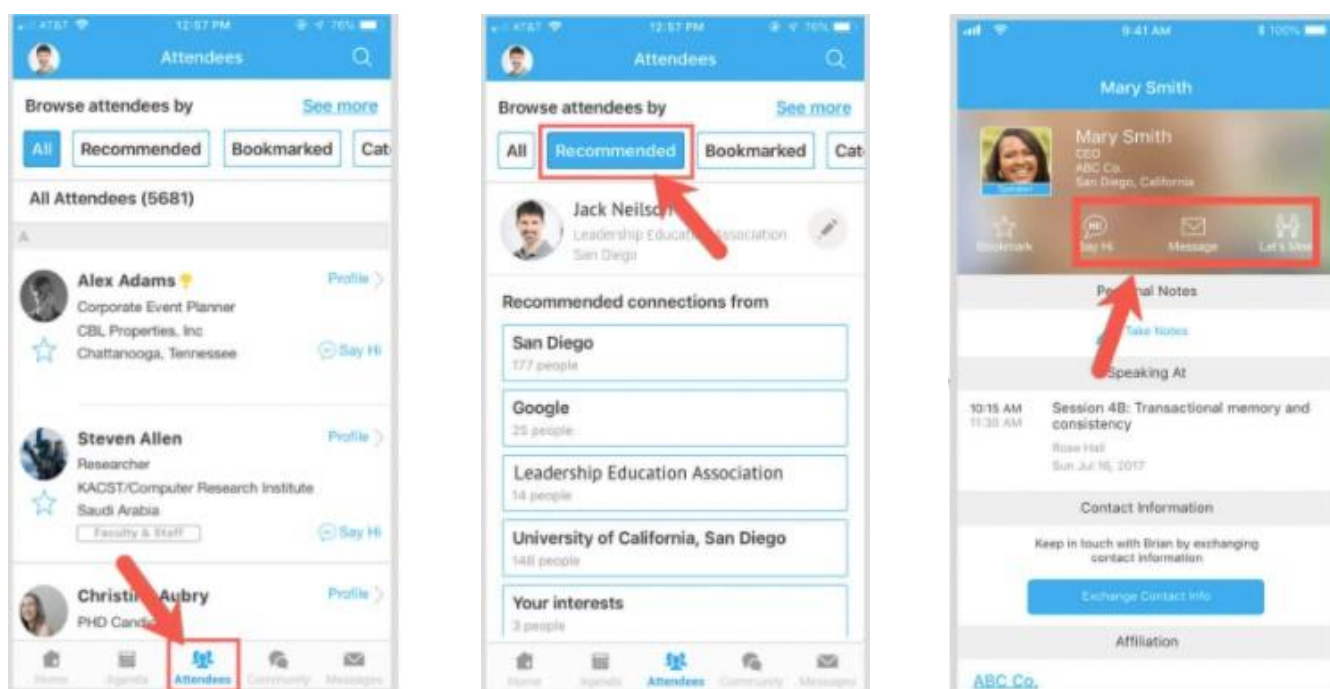
directly, or tap into it to see more details, and then tap "Join". You can also suggest a new meet-up by tapping "Suggest a Meet", and inputting the details. If you know someone would be interested, don't forget to invite them as well. If you have a meeting link, you can copy-paste it there. You can use Whova's virtual meet room, which allows up to 30 participants but please be aware there is

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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/.

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

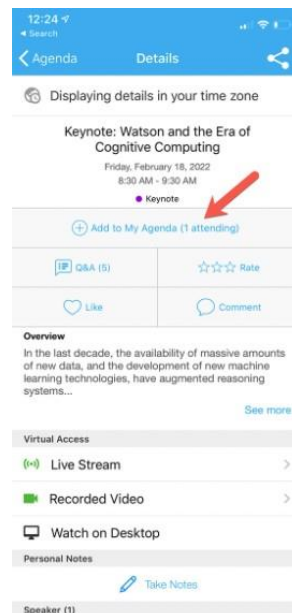
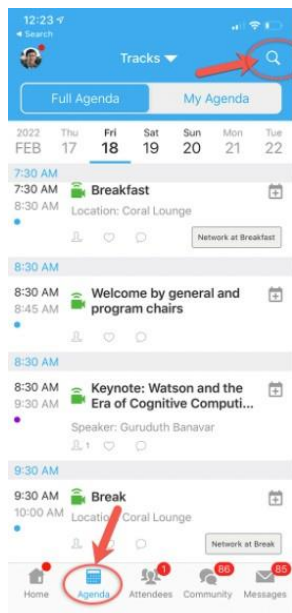


1. Click the “Attendees” tab on the bottom of the screen to browse the attendee list.
2. At the top of the page, you can search attendees by keywords such as company name or title. In their professional profiles, you can take notes or request contact information.
3. To find people with common backgrounds 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.
4. 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.

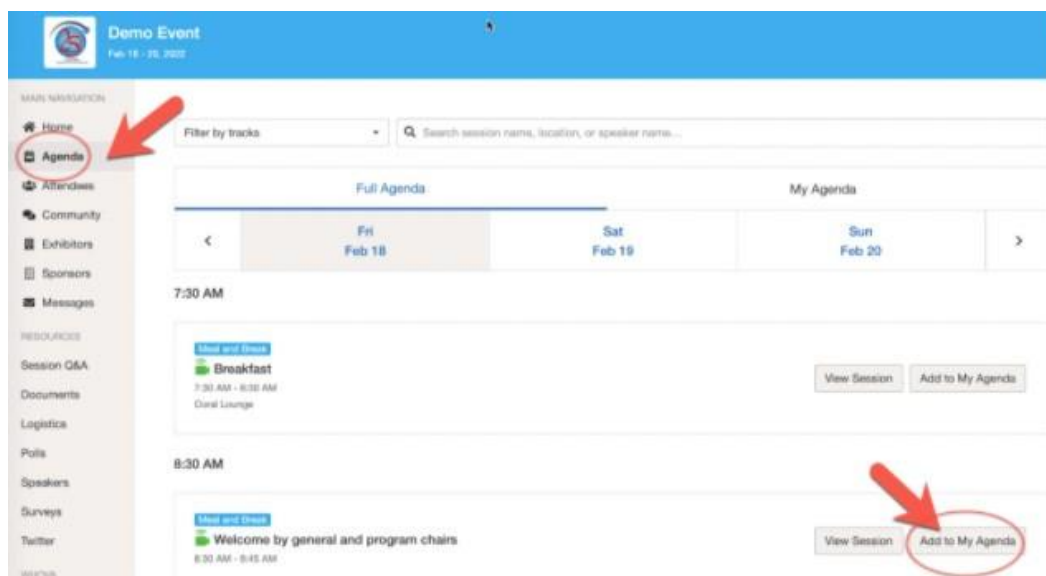


### View the agenda and plan your schedule!

#### Mobile Application



#### Desktop Browser Application







## 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.