IASE – IASC 2023 Satellite Conference

GUIDELINES FOR ATTENDEES

The IASE 2023 Satellite Conference will use Whova for managing the event and Zoom for broadcasting and presenting remotely. Below are instructions for setting up and interacting with these tools.

SETTING UP WHOVA

- You can access Whova on your computer through the Web App, or on your smartphone through the Mobile App.
- The Whova Mobile App is available for both iOS and Android and is free to use for event attendees. You can download the Mobile App from https://whova.com/download/.
- Once registered with Whova, you will be taken to the IASE 2023 Satellite Conference space, where you can update/complete your profile.
- Please refer to the following video guides for more detailed instructions on using Whova
    - Whova Tutorial (How-to-guide)
    - Whova App Attendee Guide

SETTING UP ZOOM

- Online attendees should download a Zoom Desktop Client (for Mac/Windows/Linux/Chrome), or the Zoom Mobile App (iOS/Android).
- If you have not used Zoom before, you can join a test meeting at zoom.us/test to familiarize yourself with Zoom and test your microphone/speakers.

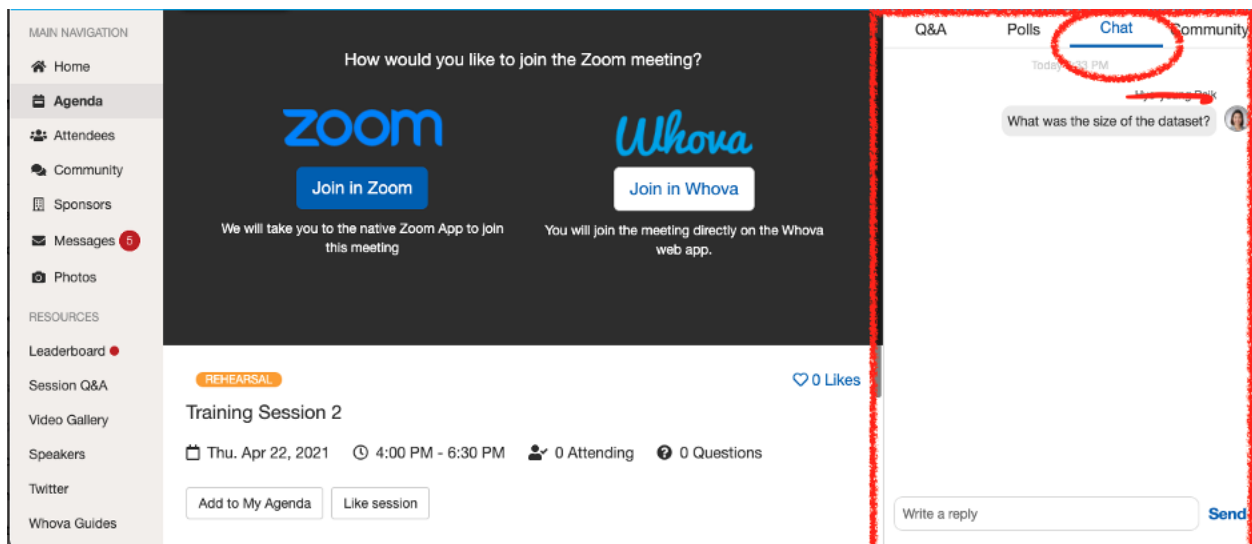**BROWSE THE PROGRAM AND BUILD YOUR AGENDA (IN WHOVA)**

- Once Whova is set up, you can visit the IASE 2023 Satellite Agenda and browse the available sessions.
- Use Whova's "Add to My Agenda" feature to build your own customised program and set reminders. Note that the Whova App will convert the timetable to your local time zone.

ACCESSING A LIVE SESSION

In order to access a session, you need to use the Whova Web/Mobile App with your Whova account. To find and join a live session, please proceed as follows:

- Go to the Whova Agenda page and click on the session you are interested in.
- Click on View Live Stream to access the Zoom meeting room opened for that session. We will use the same Zoom meeting room for all presentations in that session.
- The link will open your Zoom client and take you to the meeting room. Please note that you will still need to use Whova to access other areas of the program during a session.
- When you enter the session room, you will be given the "attendee" role. Your microphone and camera will be disabled.
- To ask questions to the presenter, use Whova's Chat located on the right side of the sub-session page. The messages in the Chat will be moderated by the session chair during the live session.
- *We will NOT use the Zoom's chat facility. Please direct all questions & discussion to Whova.*
- All sessions will be recorded, and the videos will be posted on Whova soon thereafter for those who missed them.

SESSION Q&A

- If you would like to ask a question about a presentation after the live Zoom session, you can go to the session on Whova and use the chat.
- Note that for sessions with multiple speakers, there are chats for both the session and the sub-sessions. Please post your question in the relevant sub-session.
- Also note that we'll be using the Chat (rather than the Q&A) functionality in Whova.
- *We will NOT use the Zoom's chat facility. Please direct all questions & discussion to Whova.*
- The Whova chat will be available for all sessions throughout the conference to support asynchronous discussions relevant for each session.