The Triangle Cytoskeleton Meeting
2nd November 2020

Whova Attendee User Guide

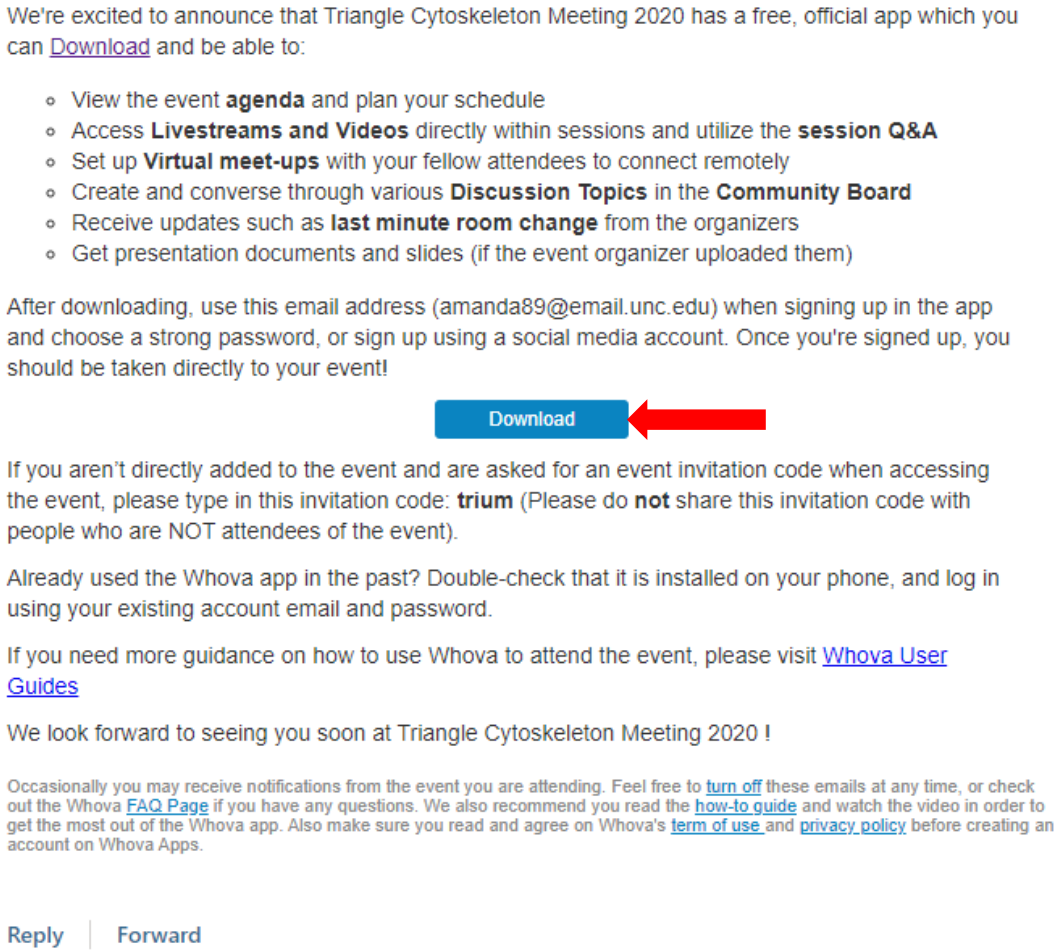
To access the Whova site:

1. *Option A:*

Click Here

2. *Option B:*
   I. Open email from Amanda Brown titled *"Ready for Triangle Cytoskeleton Meeting 2020?"*

   II. Click "Download"



We're excited to announce that Triangle Cytoskeleton Meeting 2020 has a free, official app which you can Download and be able to:

- View the event **agenda** and plan your schedule
- Access **Livestreams and Videos** directly within sessions and utilize the **session Q&A**
- Set up **Virtual meet-ups** with your fellow attendees to connect remotely
- Create and converse through various **Discussion Topics** in the **Community Board**
- Receive updates such as **last minute room change** from the organizers
- Get presentation documents and slides (if the event organizer uploaded them)

After downloading, use this email address (amanda89@email.unc.edu) when signing up in the app and choose a strong password, or sign up using a social media account. Once you're signed up, you should be taken directly to your event!

Download

If you aren't directly added to the event and are asked for an event invitation code when accessing the event, please type in this invitation code: **trium** (Please do **not** share this invitation code with people who are NOT attendees of the event).

Already used the Whova app in the past? Double-check that it is installed on your phone, and log in using your existing account email and password.

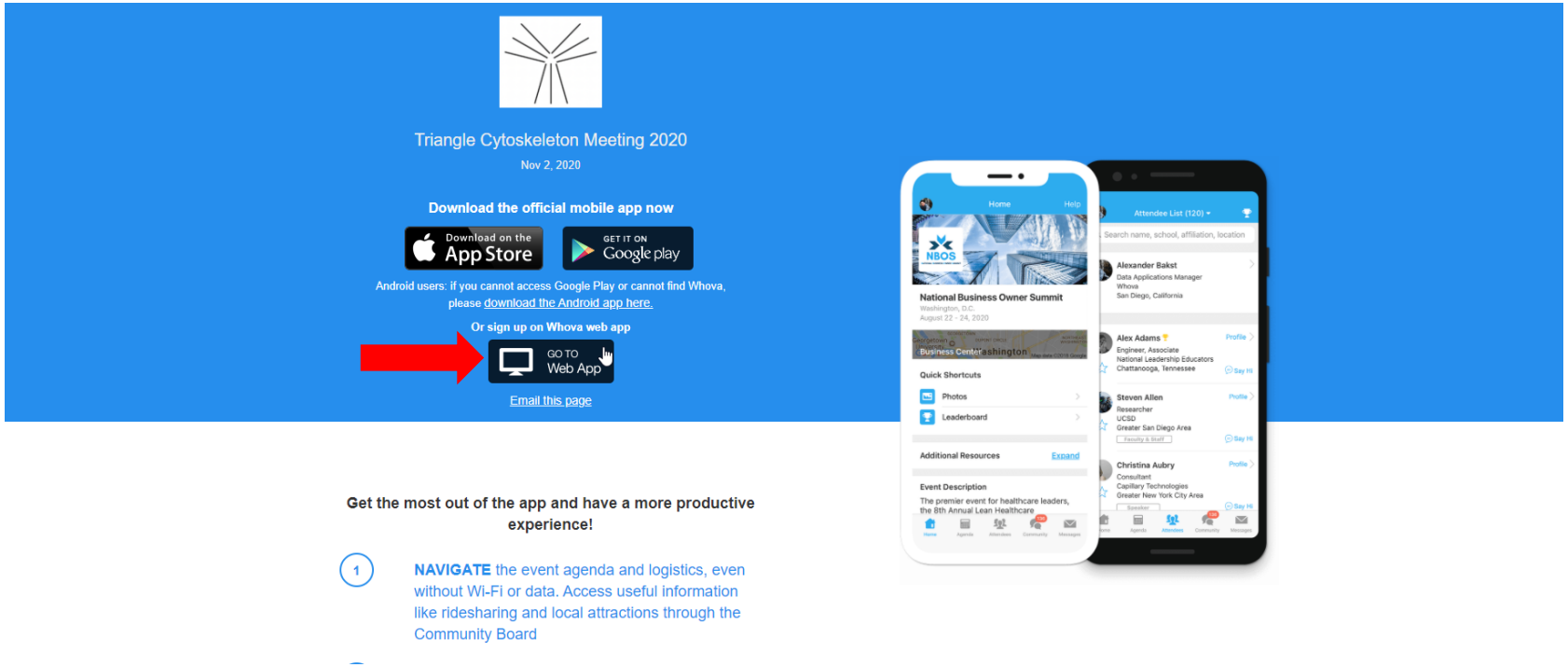
If you need more guidance on how to use Whova to attend the event, please visit Whova User Guides

We look forward to seeing you soon at Triangle Cytoskeleton Meeting 2020 !

Occasionally you may receive notifications from the event you are attending. Feel free to turn off these emails at any time, or check out the Whova FAQ Page if you have any questions. We also recommend you read the how-to guide and watch the video in order to get the most out of the Whova app. Also make sure you read and agree on Whova's term of use and privacy policy before creating an account on Whova Apps.

Reply | Forward

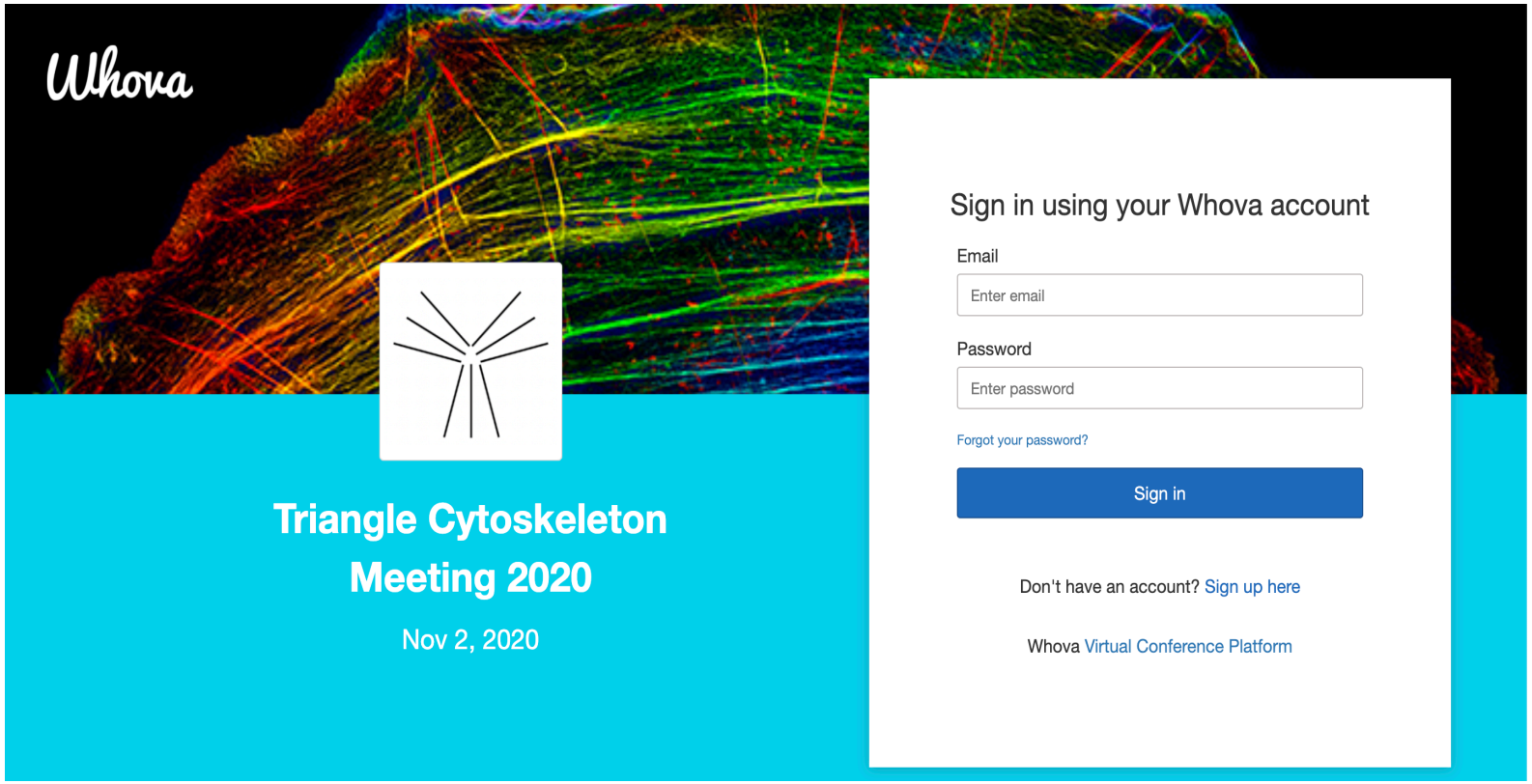
III. Click “Go to Web App”



THE TRIANGLE CYTOSKELETON MEETING

3. Both options will direct you to a “Sign in” page where you can create an account. All attendees must sign up to gain access to the conference.

   Note:
   Attendees must sign in utilizing the same email address used when registering for the event to access the TCM Whova page



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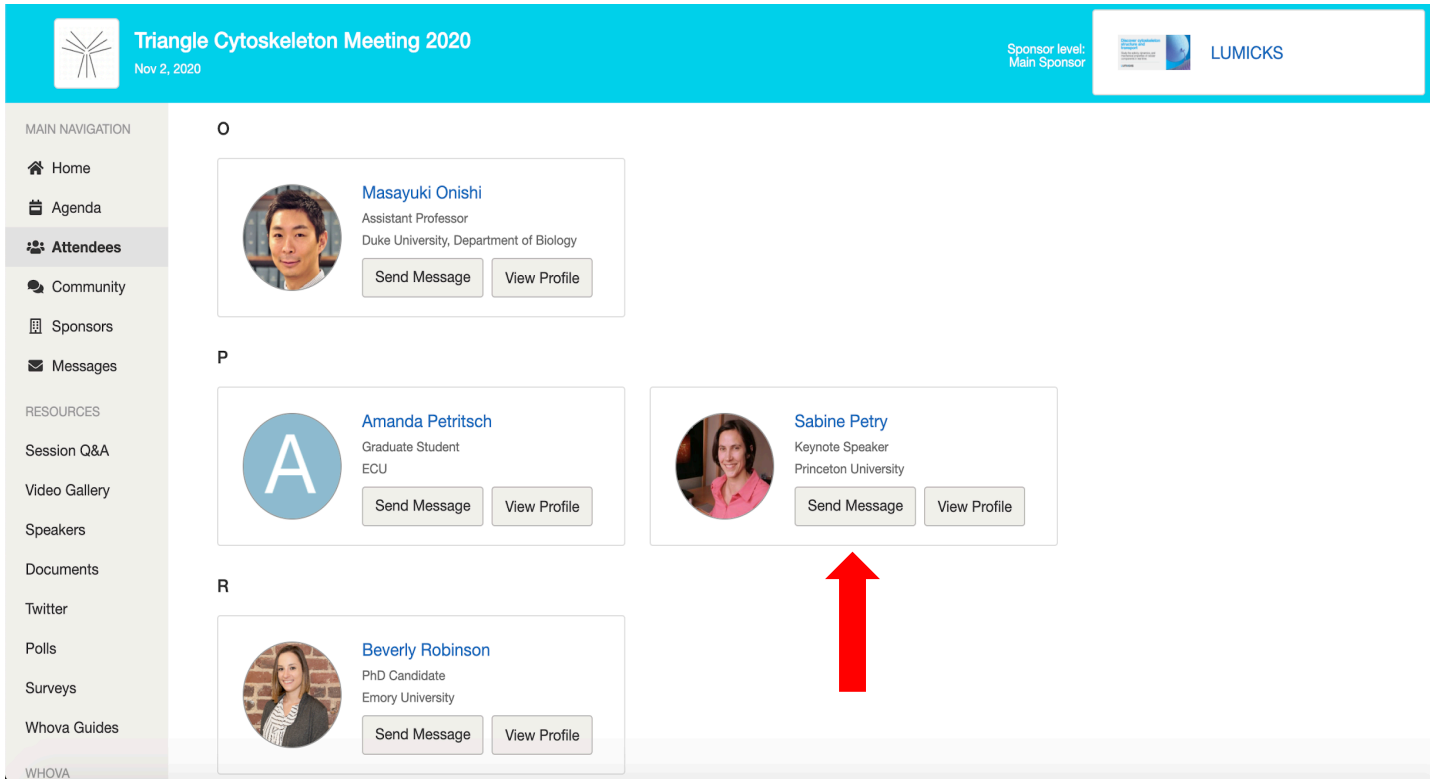
To see who is attending the conference:

1. Click the “Attendees” tab on the left side of the screen under Main Navigation.

2. At the top of the page, you can search attendees by keywords such as company name or title.

3. To start a conversation, click Send Message to behind a chat



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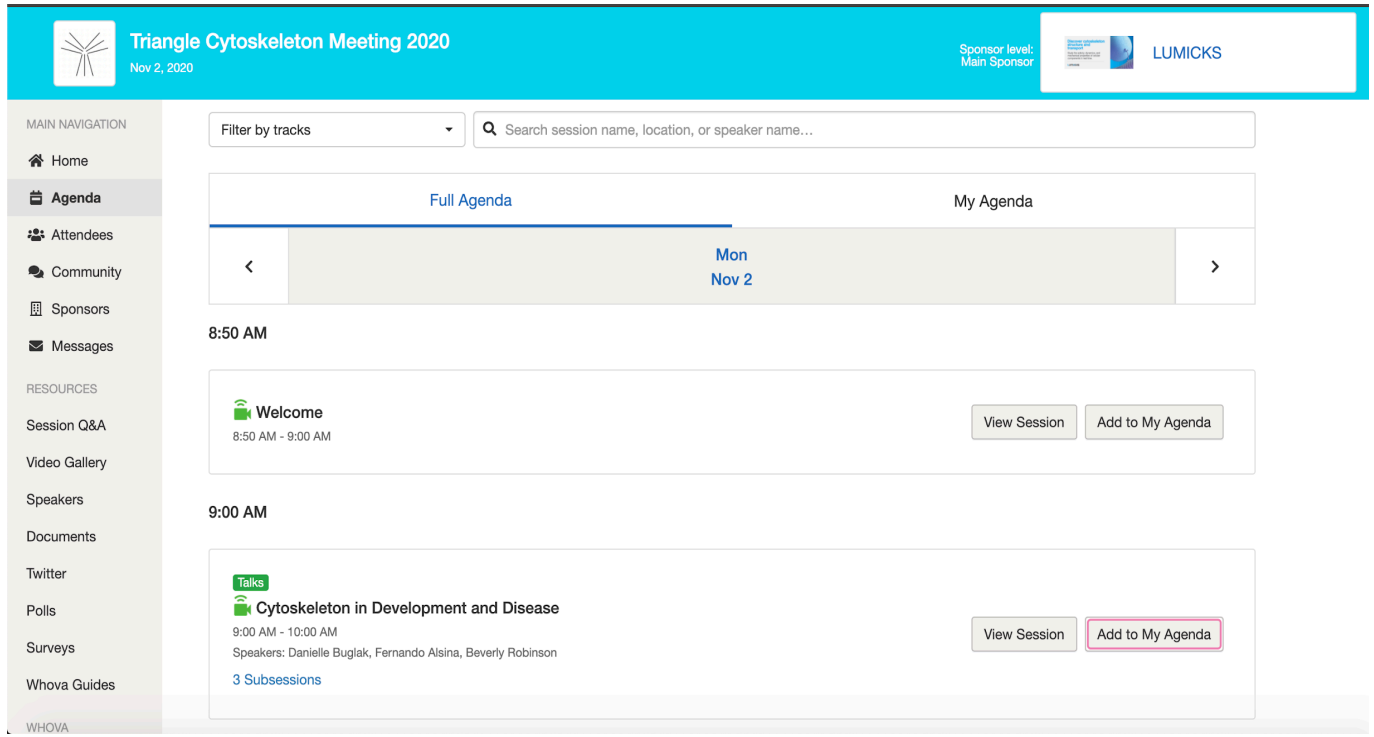
To view the agenda:

1. Click on the Agenda tab on the side of the screen. You should see a list of sessions for the day.

2. Once you find the session you want to access, tap on it. There is a green camera icon for the sessions with streaming or video.

3. If the session is live, it will begin playing immediately upon entering. Otherwise, a message will indicate the scheduled start time.

4. If the session hasn't occurred yet, you can click Add to My Agenda to put the session on your own personal agenda.



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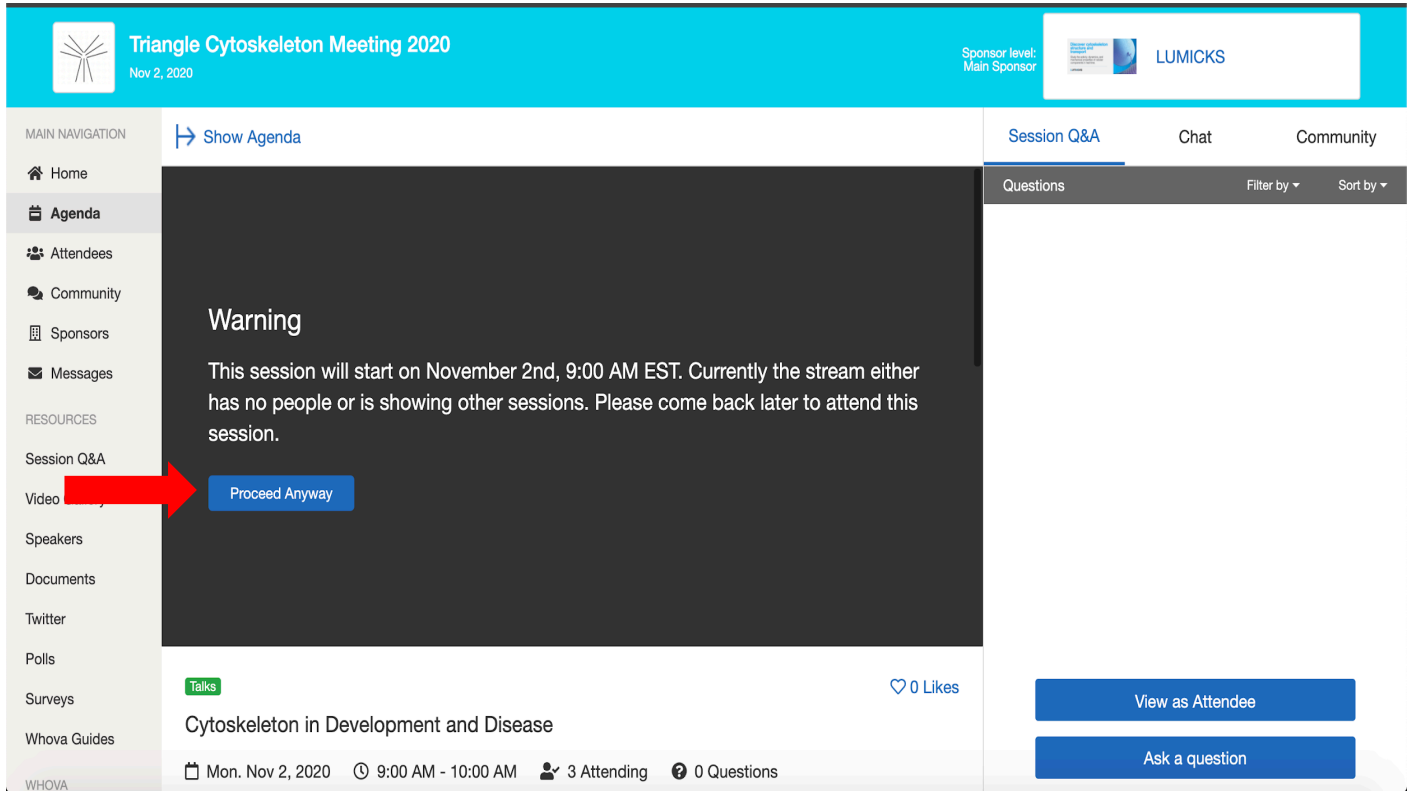
To access live streams and session videos:

1. If you would like to access a session, click on “View Session” on the right side of the screen.

2. You will be directed to the following page where you can click “Proceed” to access the livestream.



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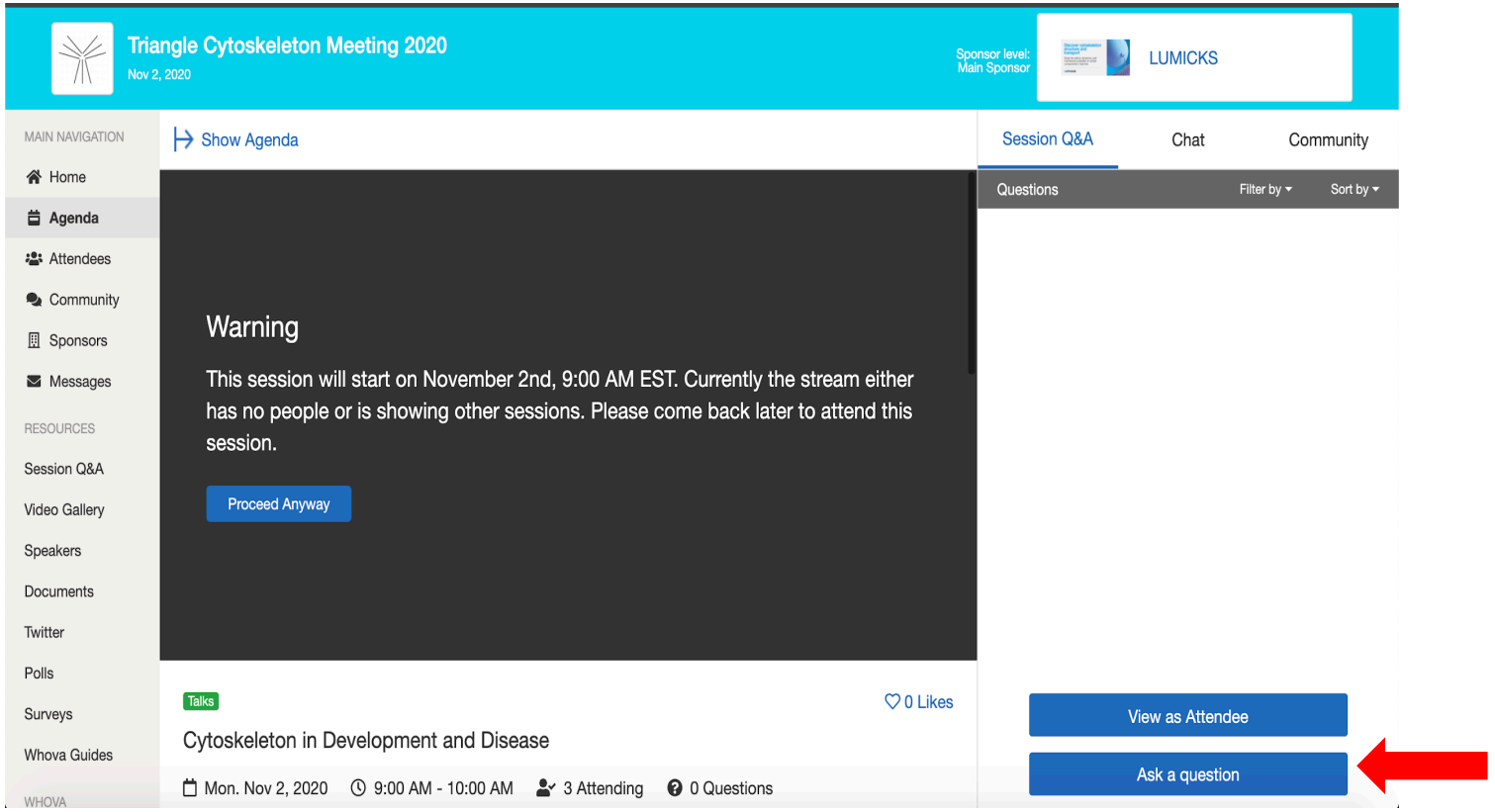
To use session Q&A:

1. To ask questions, click “Ask a question”. You will be directed to a chat where you can post your questions. These questions will be viewed by the moderator who will direct them to the speaker on your behalf at the end of the talk.

2. The Chat function can be used to participate in ongoing discussions with the other attendees viewing the session Chat.

3. The Community function can be used to engage with attendees about specific topics such as potential collaborations, job openings and article sharing.



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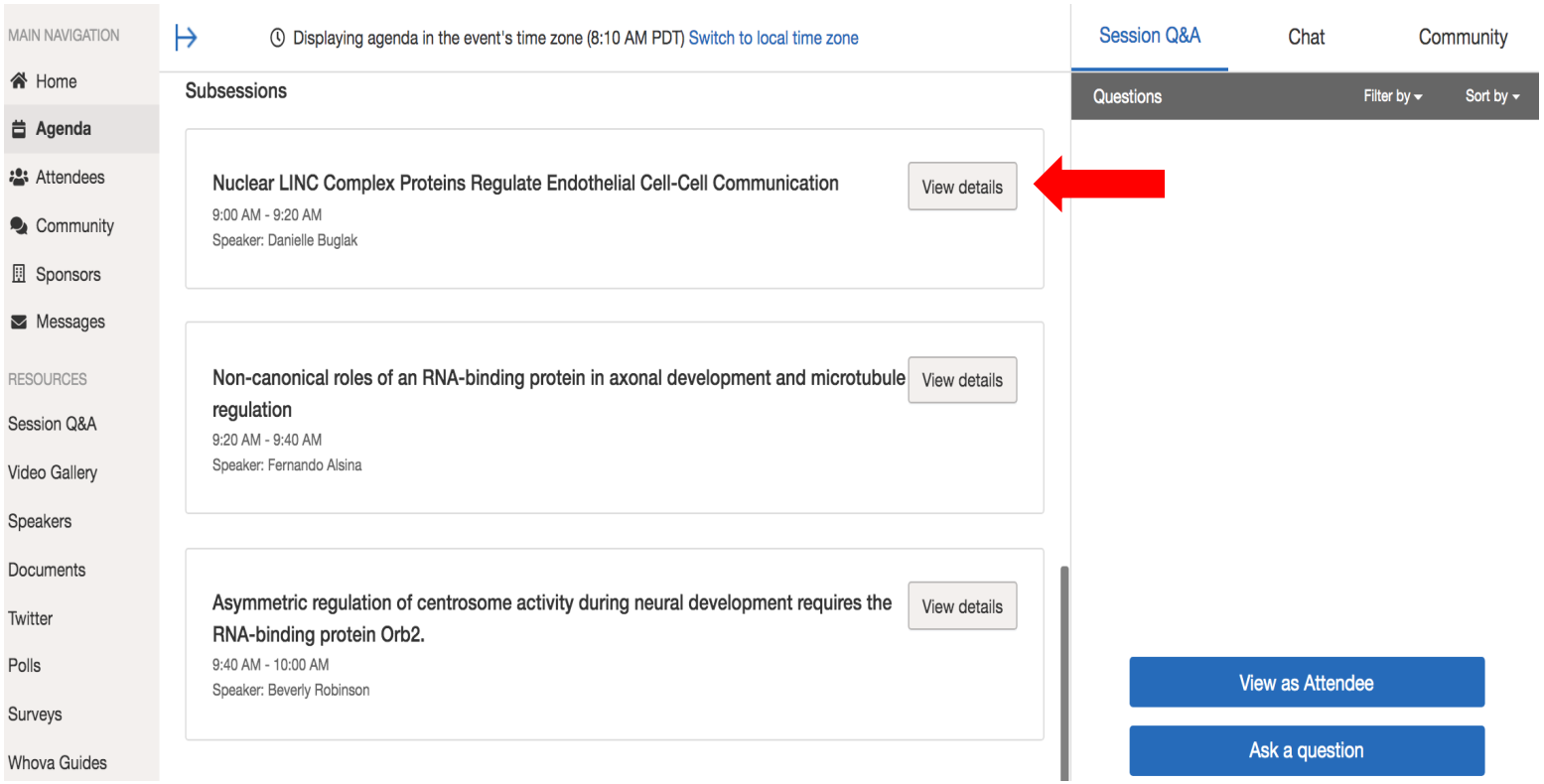
To view more details on sub-session talks:

1. Scroll down in your session page and you will see a panel of sub-session with each talk title and timelines for each speaker. Click on “View details”:



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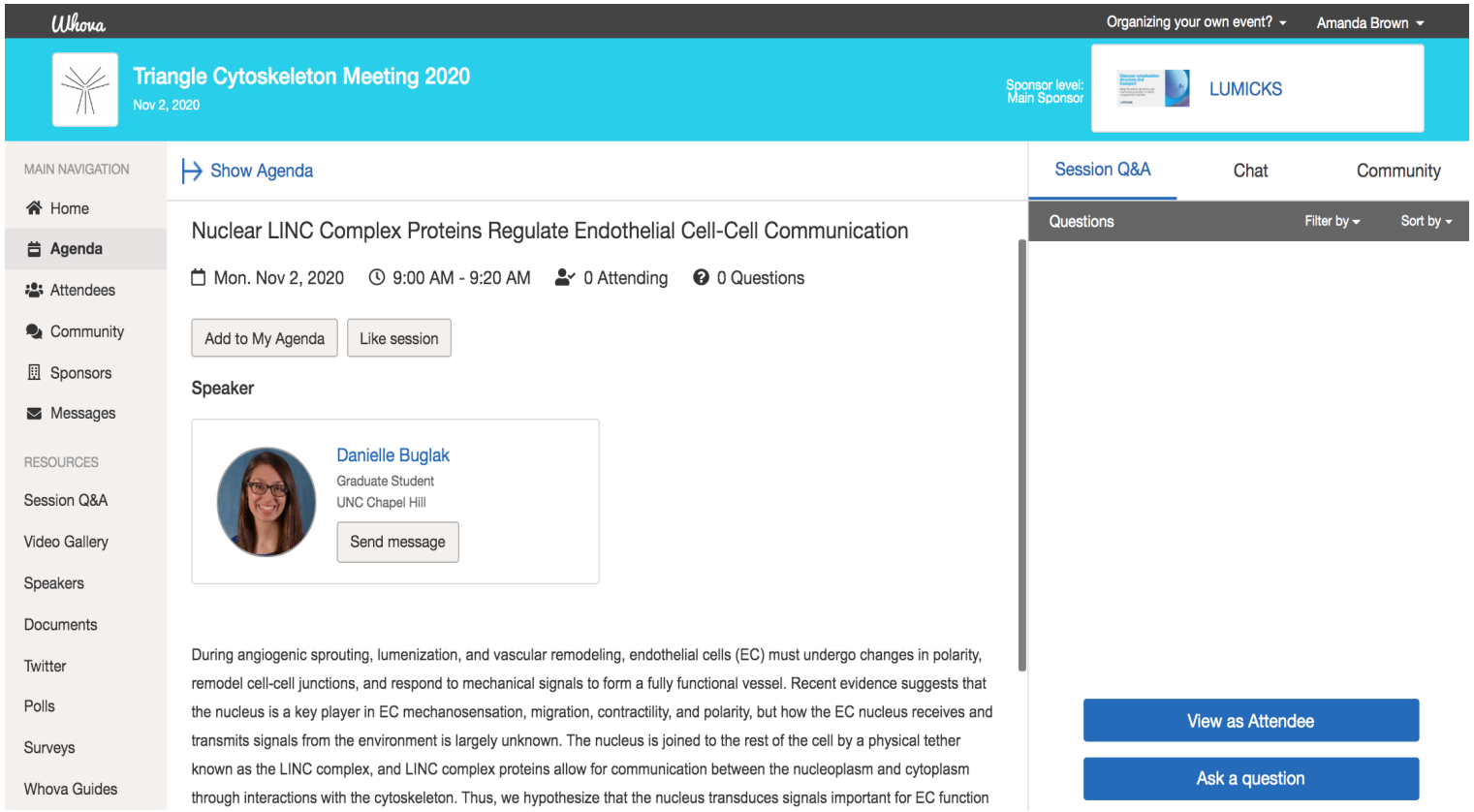
2. This will lead you to the speaker page:



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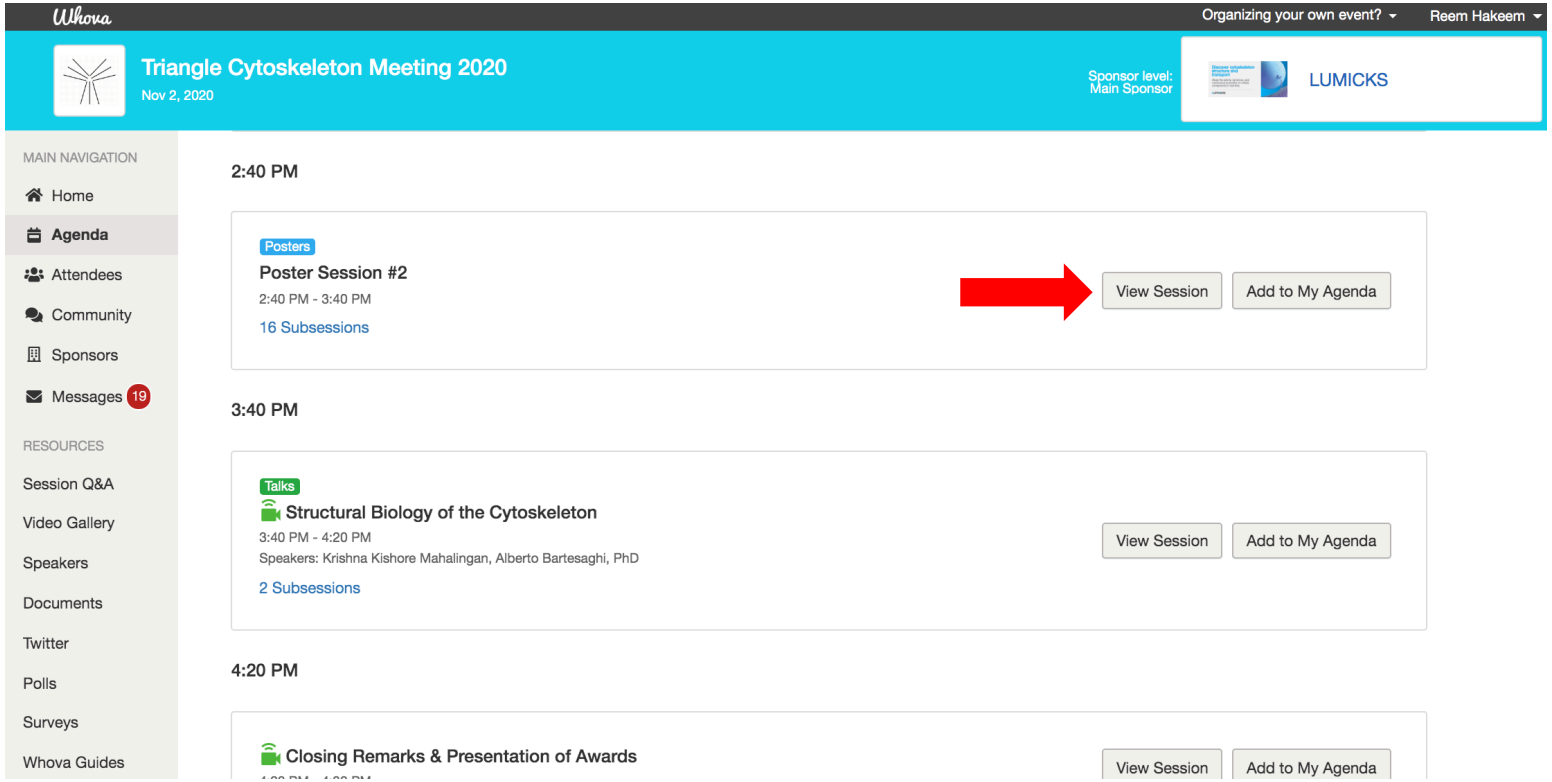
To access poster video-recordings:

1. Scroll down on your Agenda page and locate Poster Session #2

2. Click “View Session”



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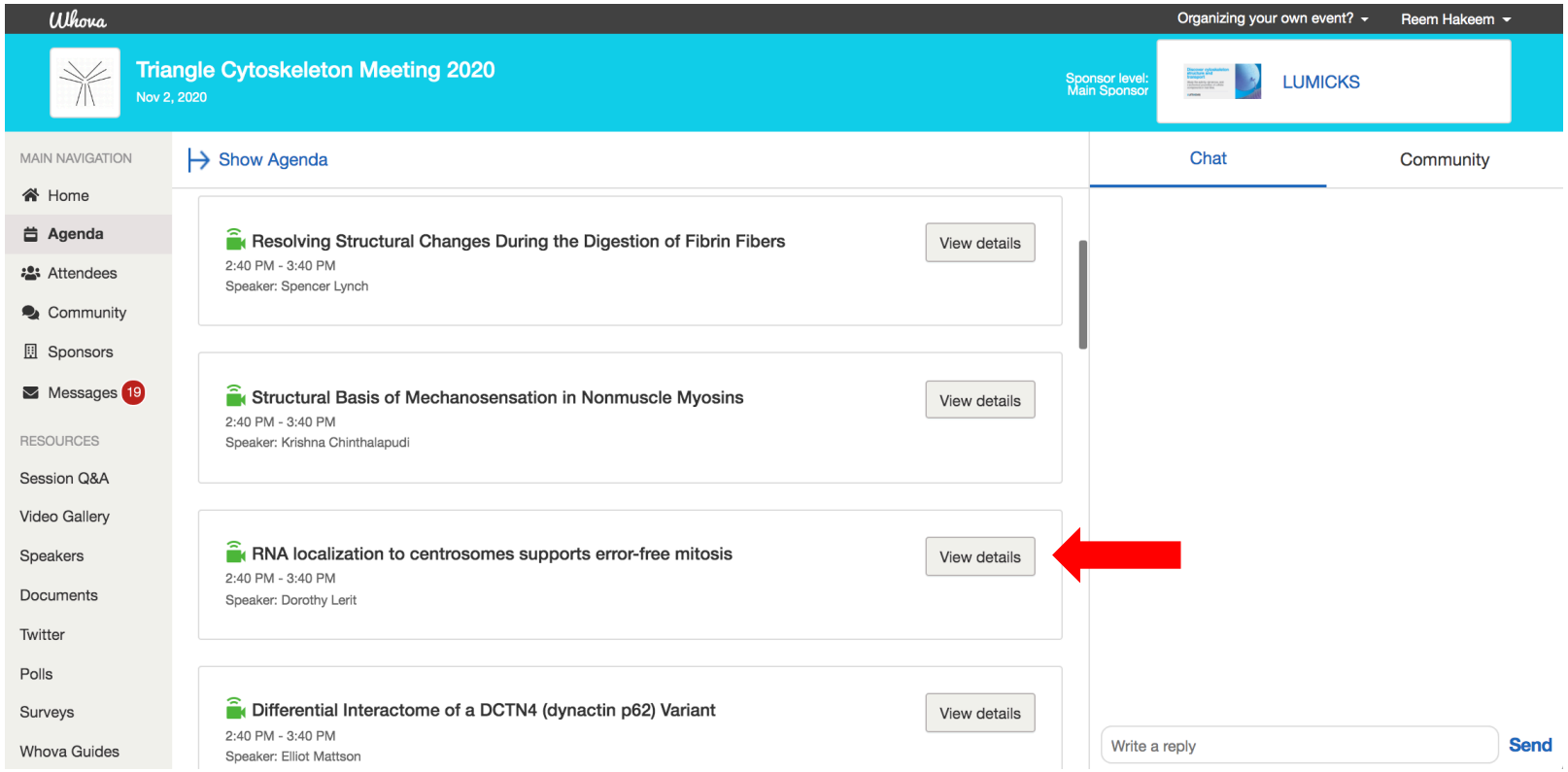
3. Select your desired poster and click “View Details”



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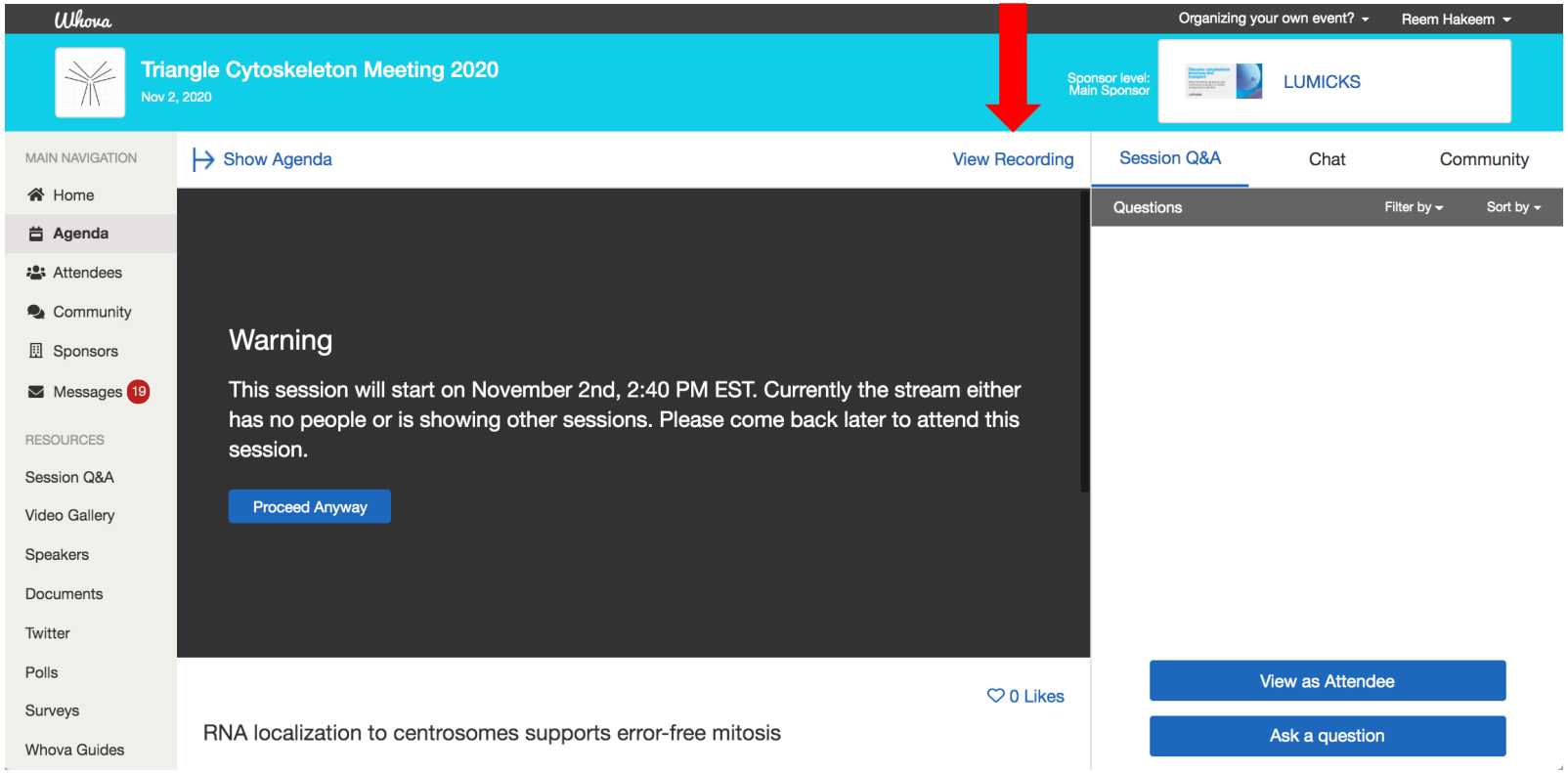
4. You will be directed to a live-stream session with the Presenter.

5. Click “View Recording” at the top right corner of the screen.



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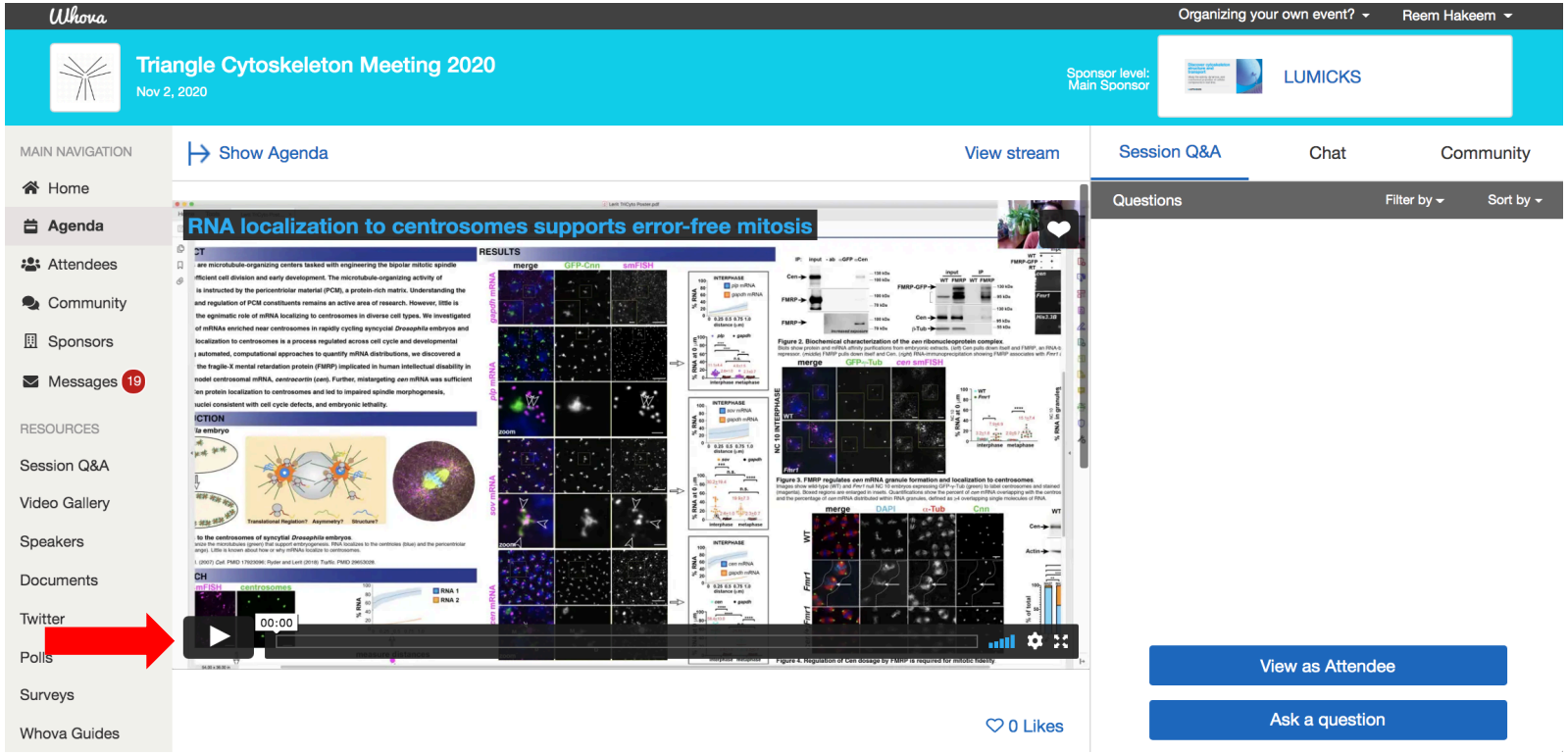
6. A video recording should appear to view the poster presenter's pre-recorded video walking you through the poster.



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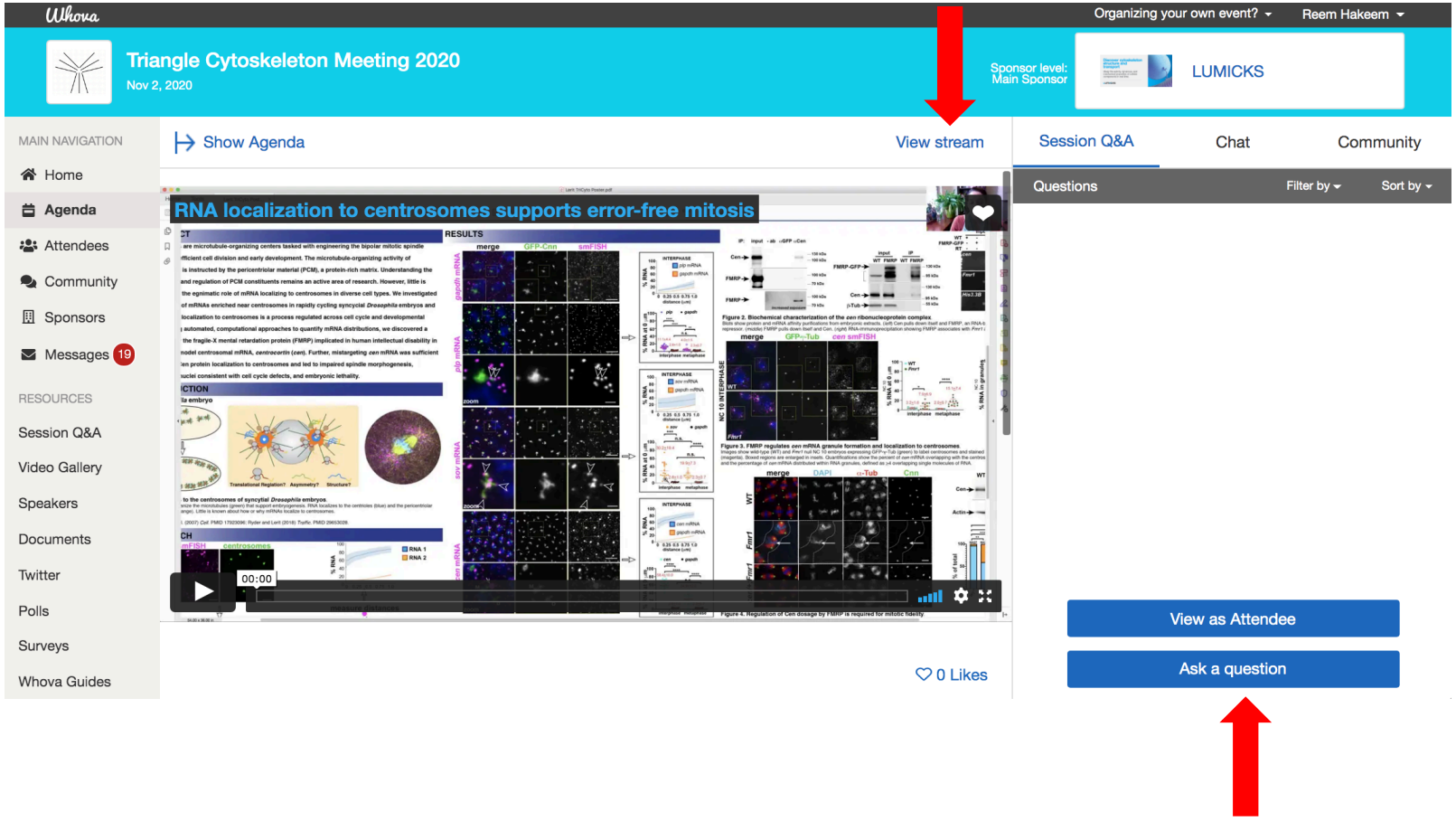
7. To ask questions and interact with the presenter, go back to “View Stream” and click on “Ask a Question”



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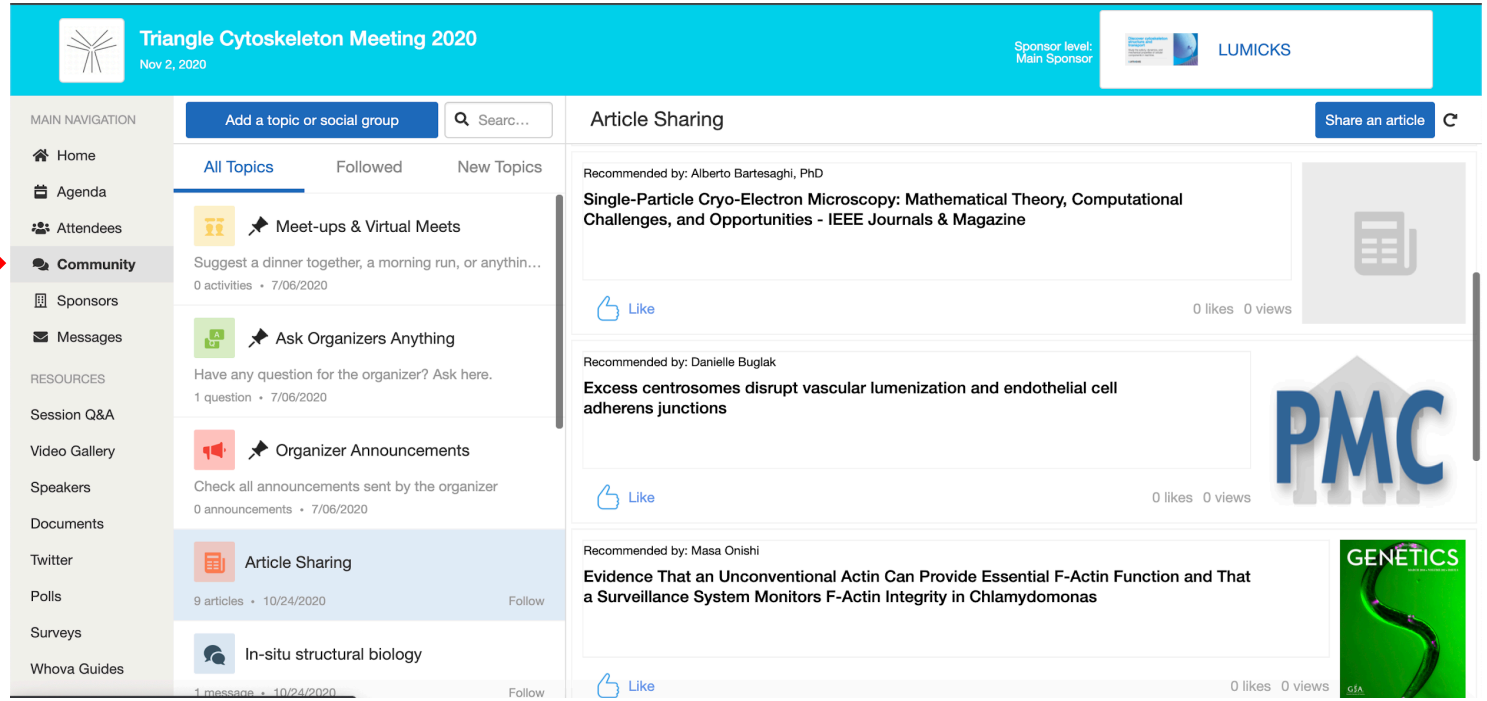
To join a discussion on the community board:

1. Click the “Community” tab on the side menu to the left of the screen

2. Create a new conversation topic or use 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.

4. To find the topics you’re following, choose between three tabs near the top of the topics list section: All Topics, Followed, and New Topics.



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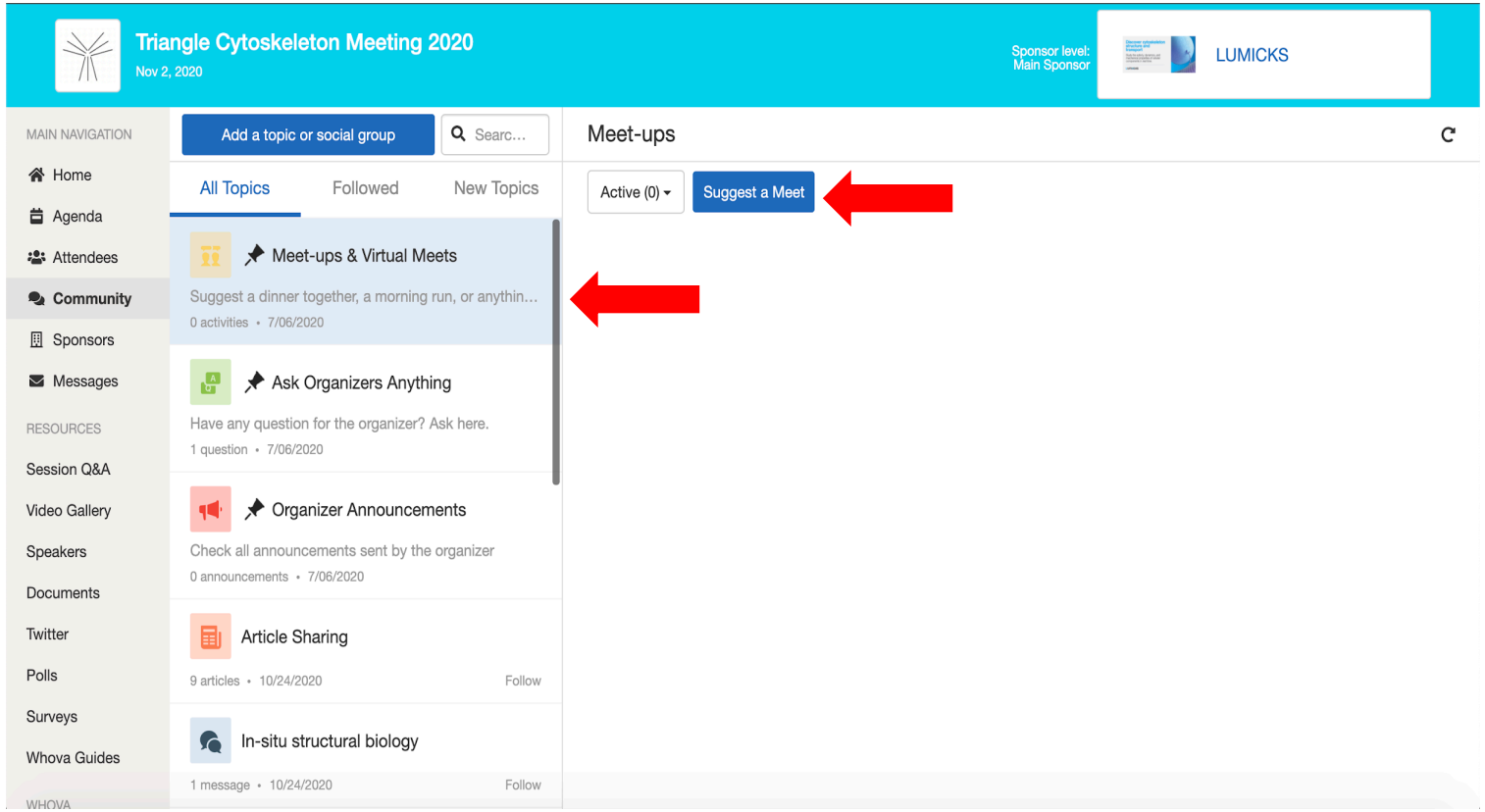
To start or join virtual meetups:

1. Go to the Community Board and find the board for Meet-ups and Virtual Meets.



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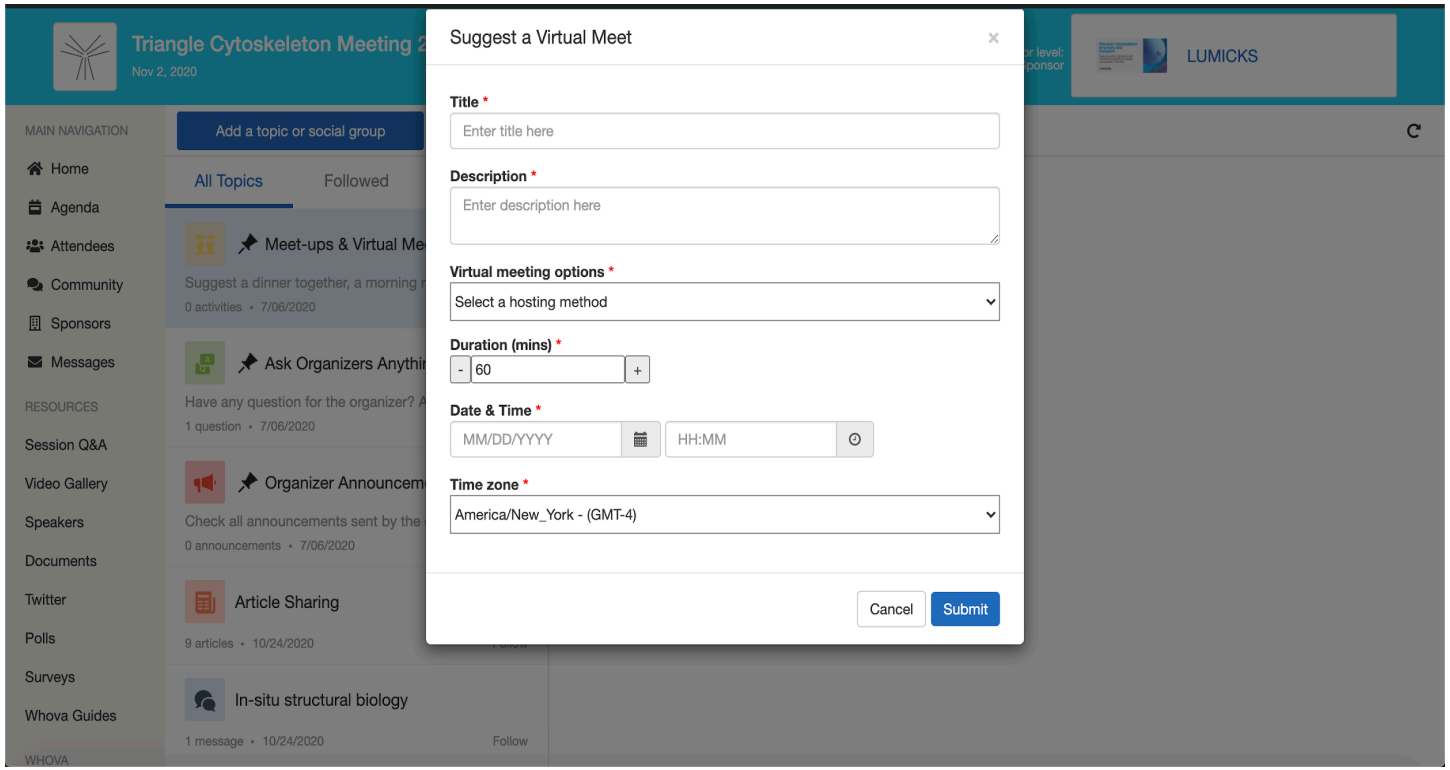
2. You can also suggest a new meetup by tapping “Suggest a Meet” and inputting the details.

3. If you have a meeting link, you can copy-paste there. Otherwise you can use Whova’s virtual meet room.

4. To join an existing meetup you are interested in, join directly, or click into it to see more details, and then click “RSVP”

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



For information on how to navigate the mobile app, please use this link:

https://whova.com/pages/whova-app-user-guide/?source=ems