IAPD20 Virtual
13-17 September 2020

IAPD
International Association
of Paediatric Dentistry

Staying Connected

Instructions for Attendees

Your Virtual Presence

As an IAPD20 Virtual attendee, you will be able to interact with attendees before, during and after the event. Features in the Community Board and Virtual meetups are already open before the congress, so don't waste a moment to network. Our event app Whova allows participants to preview the attendance list, explore the profiles of other attendees (affiliations, titles, professional backgrounds, and social links) and communicate through in-app messages to exchange business cards and set up personal meetings during the event.

Whova App

It is **critically important** for you to download and sign into **Whova Mobile app** too so that you can network and interact with other attendees conveniently.

Certain information such as attendee profiles and their interests are **only** available in the Whova Mobile App. From there, you can find the right people to network with. You can do all other things such as watch streaming, participate in virtual meets, community board discussions, Q&A, Poll, surveys in Whova Mobile App.

Download the Whova App

The Whova event app is for free for event attendees. To download the app, open the **Apple Store** or **Google Play** on your mobile device, and search for 'Whova' (see icon to the right). Follow the instructions to download the app.

Whova - Event & Conference App `12+`
Award-winning mobile event app
Whova Inc.

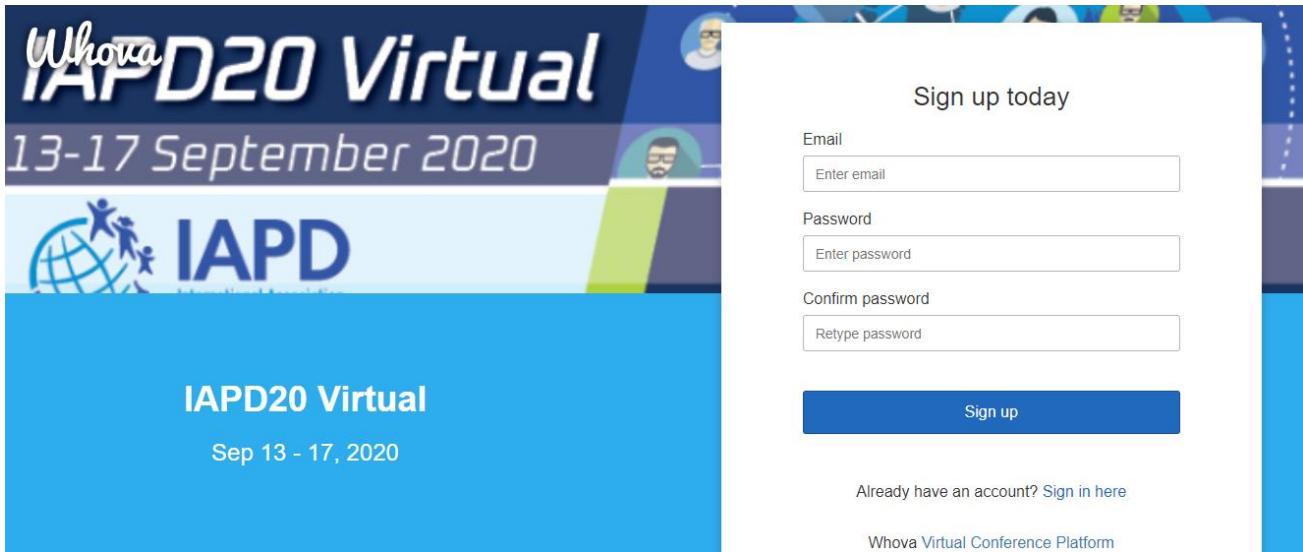#133 in Business
★★★★½ 4.7, 48.6K Ratings

Free

*Explore the written guide below or watch **this video** for instructions*

Getting Started with Whova

1. **Sign in** – in order to sign in you need to "sign up" first for Whova on your desktop or have the mobile app installed on your mobile phone or tablet. **Use the same email that you used to register for the congress**.

    IAPD Virtual Desktop Signup ([Click here](#) to sign up for the virtual event on your desktop)**:**
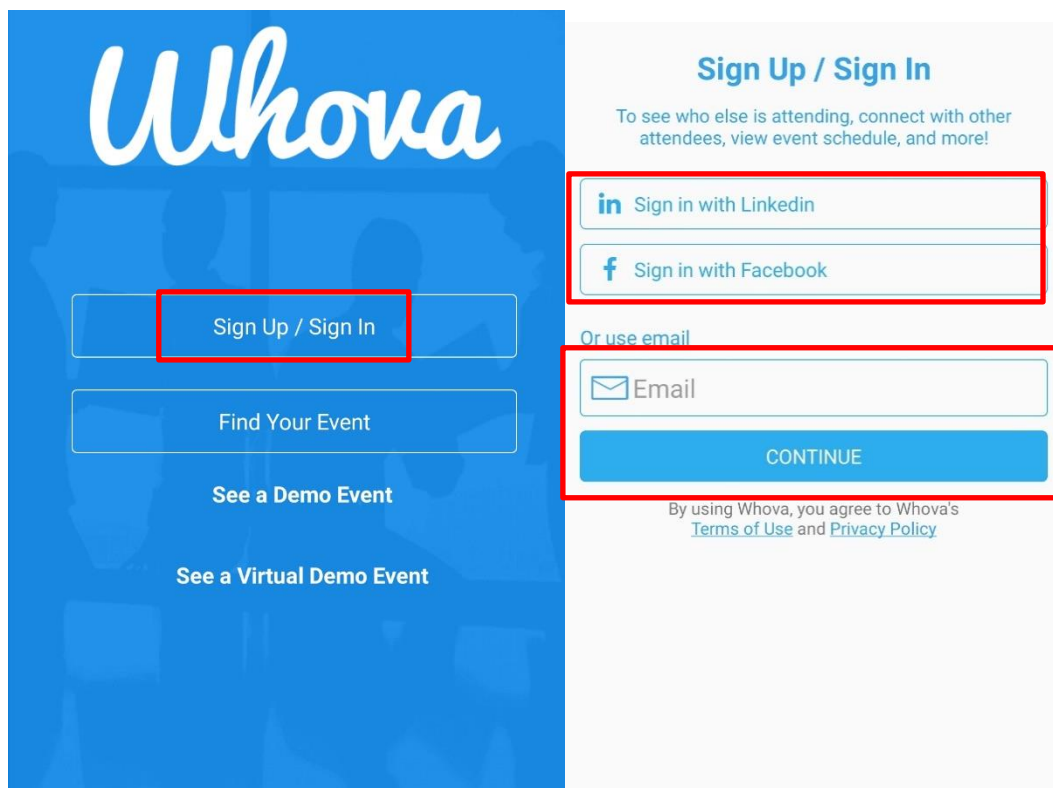
    IAPD Virtual Mobile App Signup (easily sign up with Facebook or Linked-In – provided you use the same email on social media that you registered with):

    Now sign in to Whova on your Desktop/Mobile, enter the email address you used for event registration or use your social media account. Create a password and type in your name.

2. **Edit your personal profile** – Other attendees will see your profile and be able to network with you. If you used Facebook or LinkedIn to sign up, make sure that all the information is still relevant. You can edit it later by clicking the letter icon on the top left with your profile picture in it.
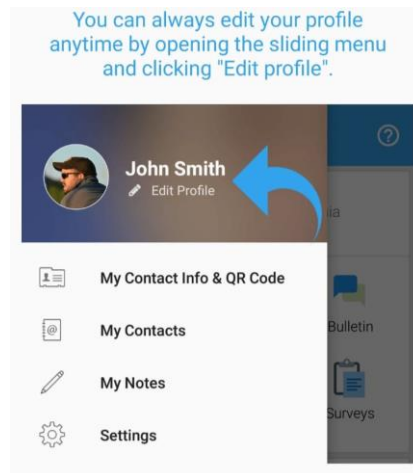

3. **Access the conference page** - The mobile app should take you to the IAPD20 Virtual automatically as long as the email account you used to sign in matches the email account used for conference registration.

   If for some reason your event does not show up automatically, search for it in the box. Then, click the join button on the bottom of the event description page, and enter the event invitation code the organizers sent you. Or, request a new code and wait until the organizers approve your request.

4. **General profile settings** - Go to your account settings to edit your notifications and privacy. Click on the
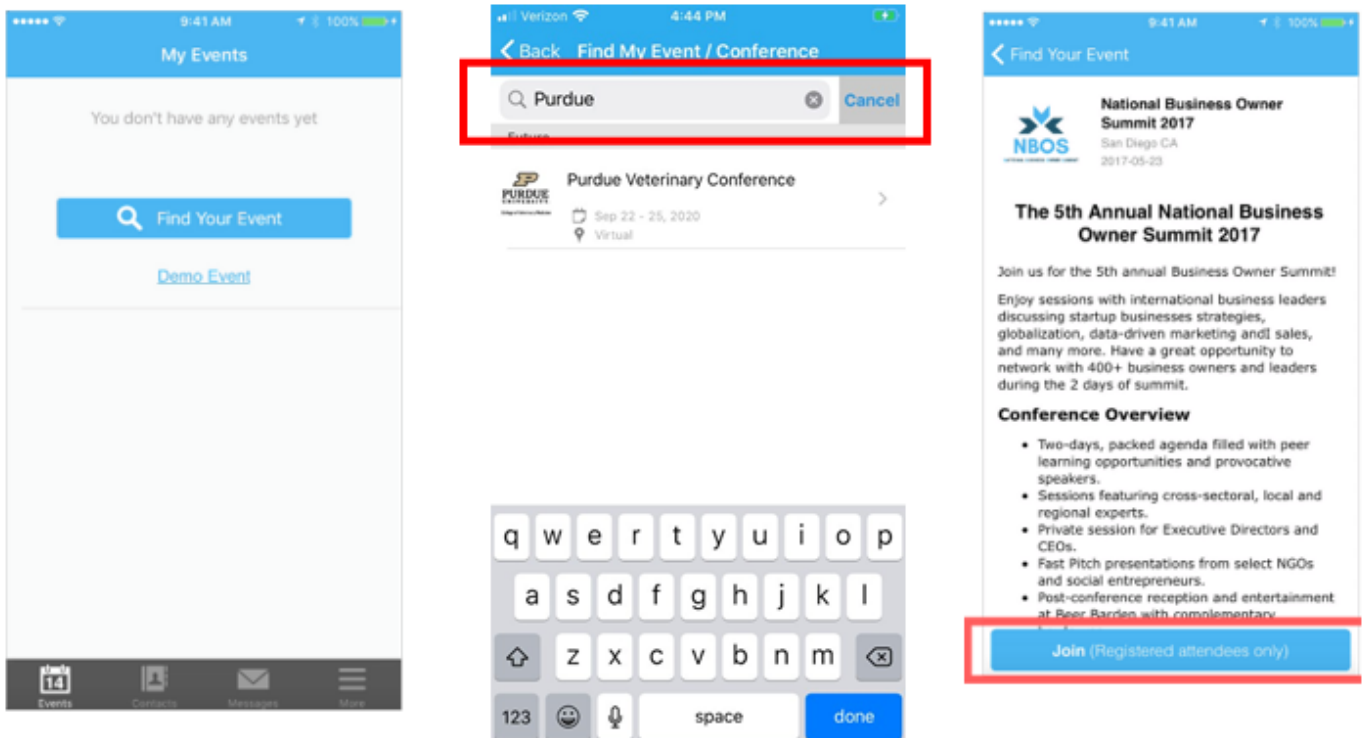

letter icon (or your picture if you added one) at the top left to access the account settings. You can also edit your profile in this area.
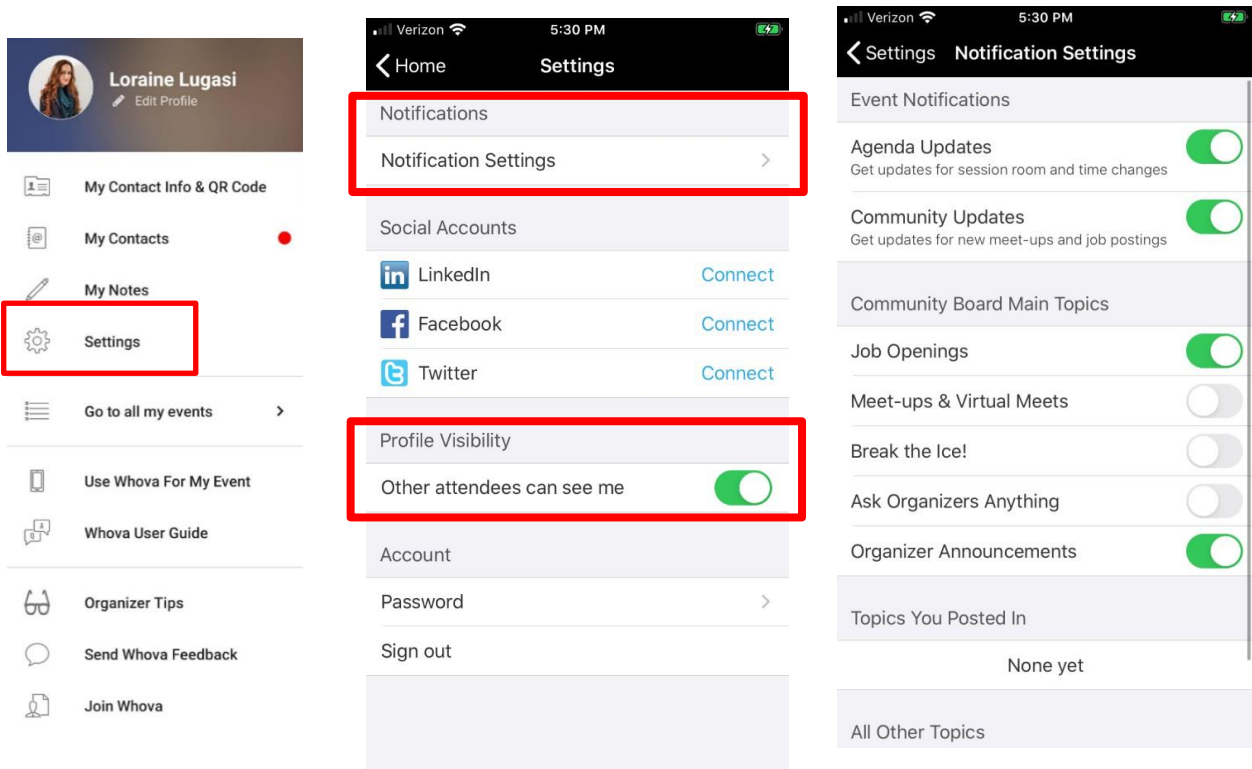
Three Most Popular Whova Features

Agenda

Click on the Agenda icon to access the conference agenda. Whova lists all the sessions on each event day. You can search an individual session by keywords (session title, speaker name, etc.). If you select the lecture that you are interested in, you will see all details and have an opportunity to ask questions or leave comments, or even rate the lecture. If proceedings are available, they will be included in the handouts section. You can take down your personal notes too.
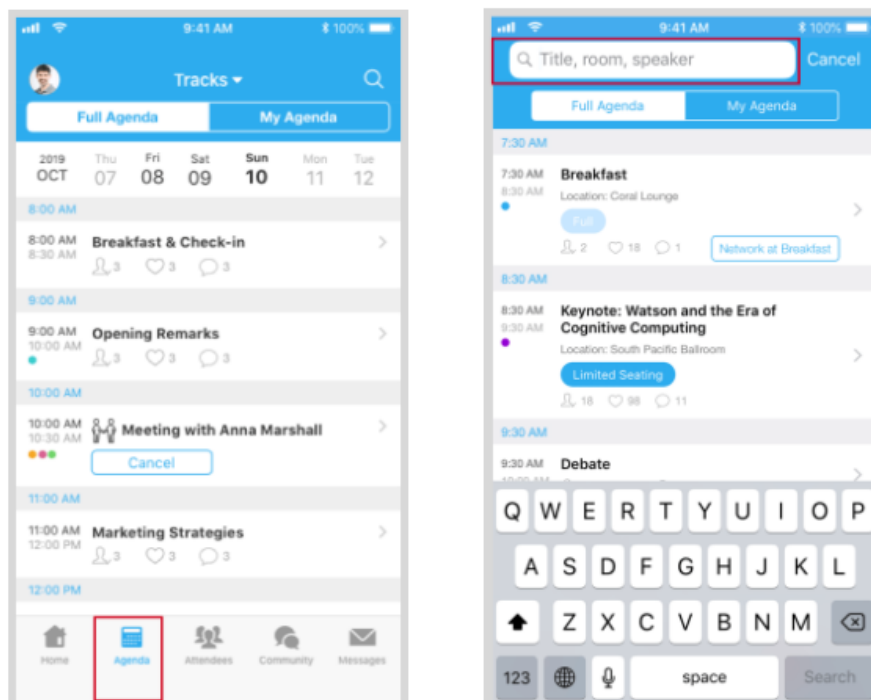
You can add the lecture into your own personal agenda and set a reminder. You can also personalize your schedule by using the "My Agenda" feature. Simply click on a session and select "Add to my Agenda." This also allows you to set a reminder, so you receive a push notification prior to the session. You can add your own activities to your schedule in the "My Agenda" section as well.
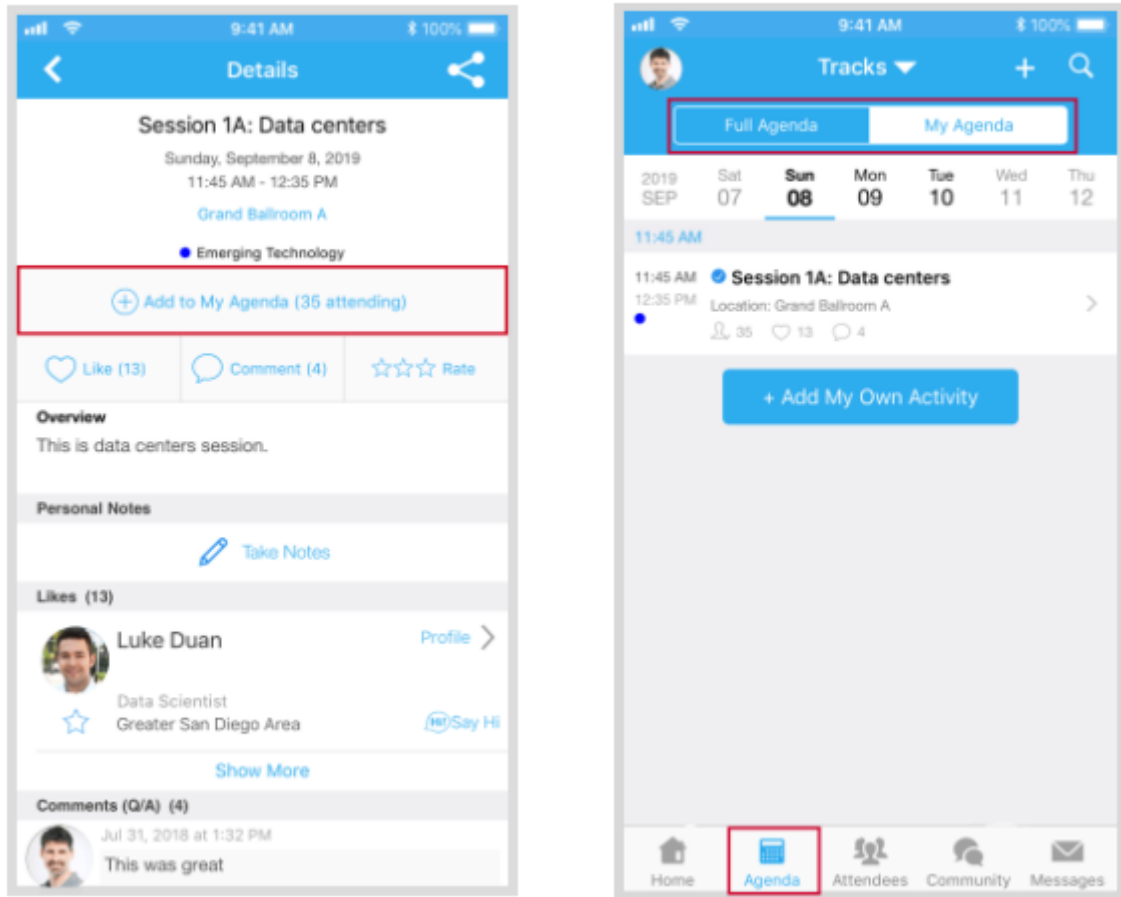
USING THE AGENDA THROUGH THE APP
Click Like, ask questions or leave comments, and rate the session at any time. You can take down your personal notes too. The questions that you post in the agenda will be visible throughout the event and available for the lecturer to answer. This is a great feature to use when you watch lecture recordings. See the next paragraph if you participate in the live lecture.
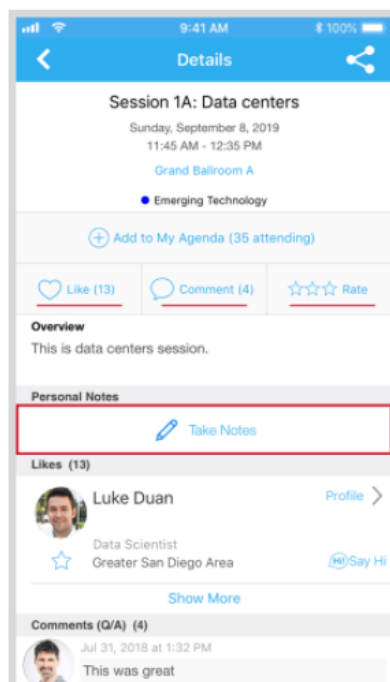
Q&A DURING A LIVE SESSION

To access the live lecture you, simply need to come on time and click the "live" link in the agenda. This will automatically take you to Zoom.

All features that you have in Zoom webinar will be available to you: Q&A (with option to like the question) and chat. Since this is a Zoom webinar (not a regular meeting), you will be able to unmute yourself or start your video.

Place your questions in the Q&A box in Zoom. You will be able to see questions from all other attendees, make sure that the question you have in mind is not already there. Please "like" any good questions. This will make the most liked questions easily available to the moderator and speaker.

If your question was not answered during the live session – feel free to add it **in the agenda after the live lecture is finished for the speaker to see.**

Visit the Virtual Exhibit Hall

Connect with exhibitors in the virtual exhibit hall using Whova. Like or comment on their page, and chat directly with company representatives in the chat box at the exhibition stand. Take advantage of competitions, giveaways, and coupons by clicking "sign up for deals and offerings", if available. You can also see the contact details of the exhibitor at their stand.
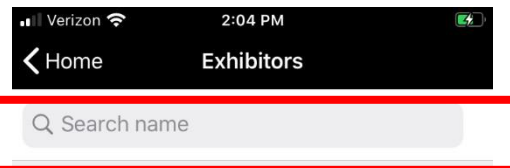
Network with Attendees

Use **the mobile app** to explore the attendee list for the event and connect with other conference participants. You can search by keywords including company name or title. Simply click on attendees in the list to see their professional profiles. You can message them privately or group message within the app, as well as request their contact info. The meeting scheduling feature allows you to suggest a time and a place to virtually meet someone. When accepted, you will see a notification and it will also show up in your agenda.

Recommended Connections for You - 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 came from the same city or have the same affiliations, educational backgrounds, or interests as you.
Make sure that your profile has enough information to match with other attendees. To edit your profile, click the pen icon in your profile preview.

Arrange a private meeting, by clicking "**Let's meet**" when you find an attendee / speaker that you want to connect with. **Private meetings are different from the "Meetups topic" in the Community Board**. The latter is public, but "Let's Meet" is private. See the next paragraph to read about the community board.
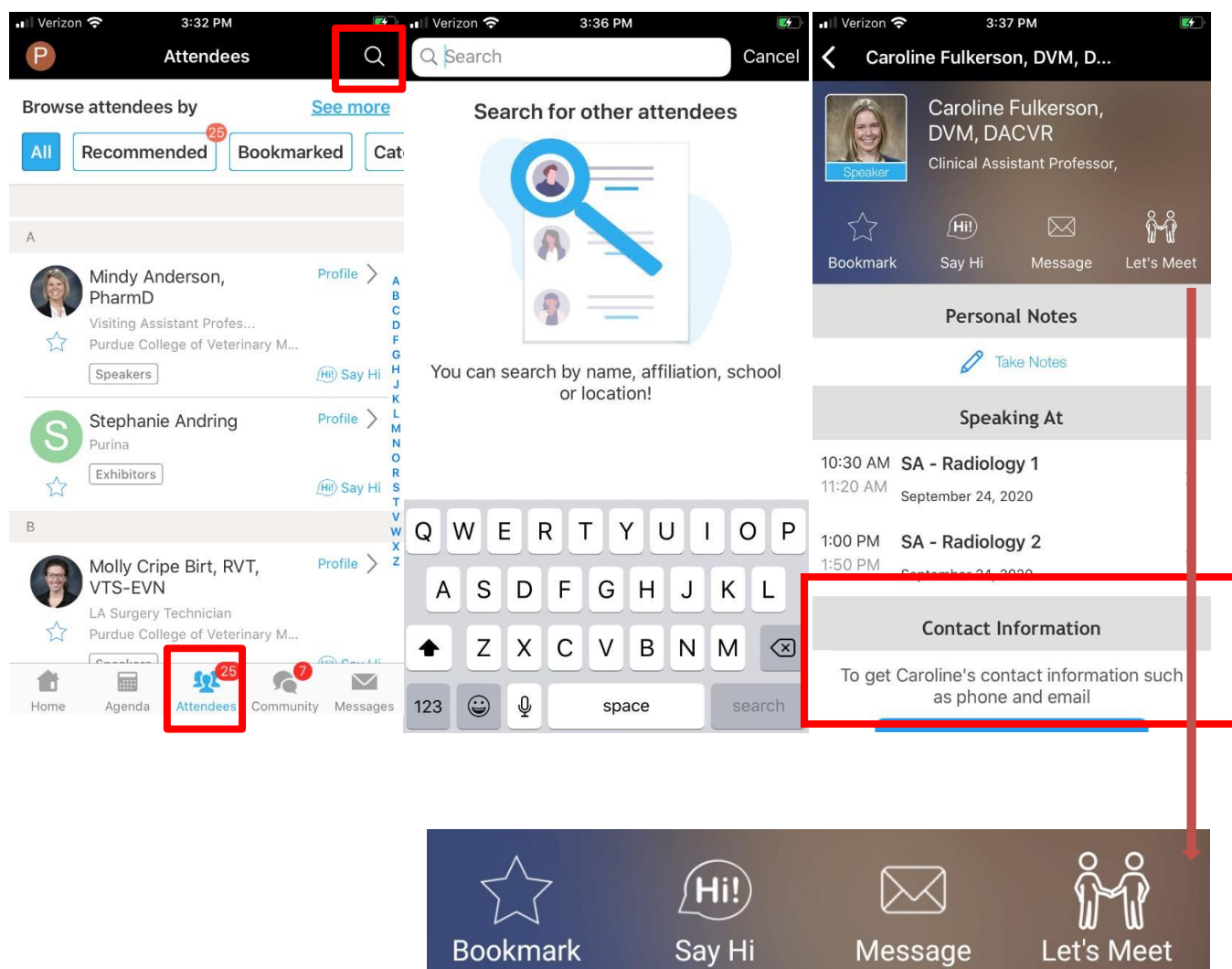
Interact Using the Conference Community Board

You can introduce yourself, ask questions, post jobs, share photos, and interact with fellow attendees on the Community Board. You can search and follow posts, post in existing "topics" or add a new topic. Scroll down to see all of the different topics. Use the "Job Openings" section to post available jobs or search job openings.
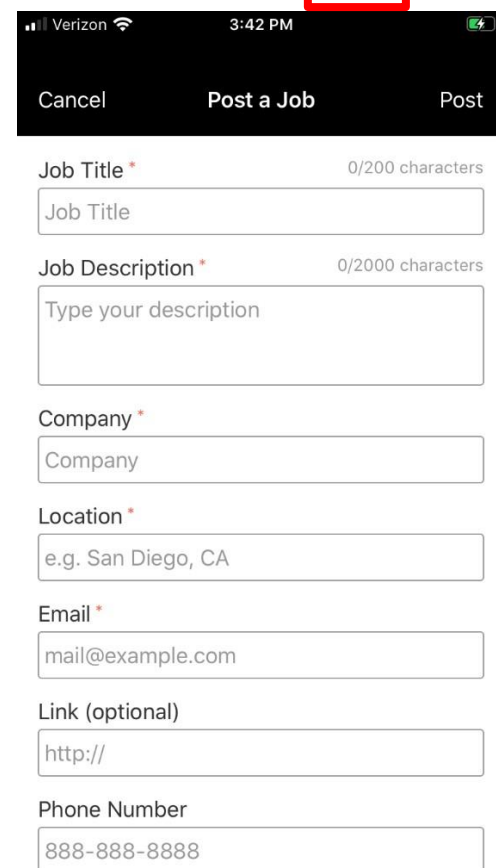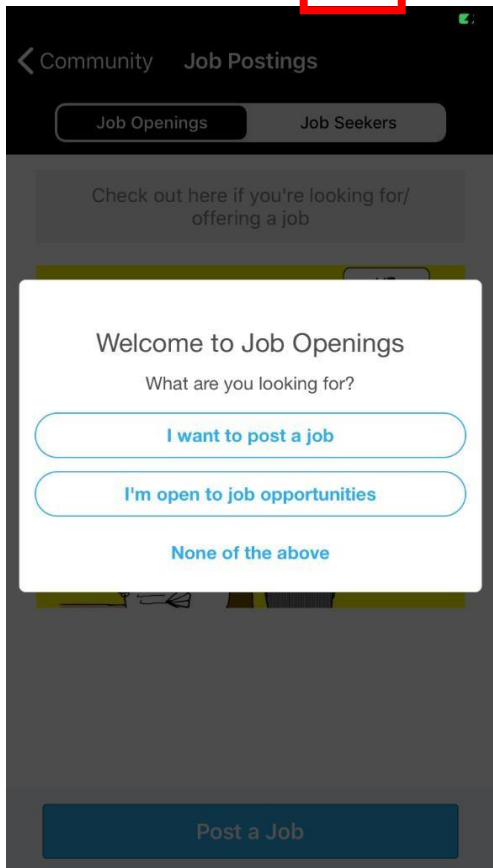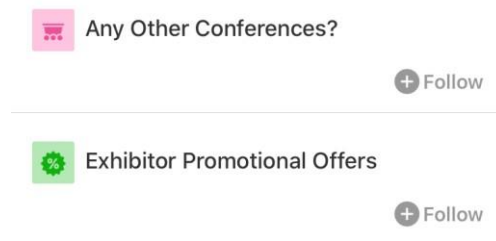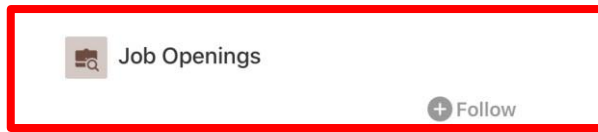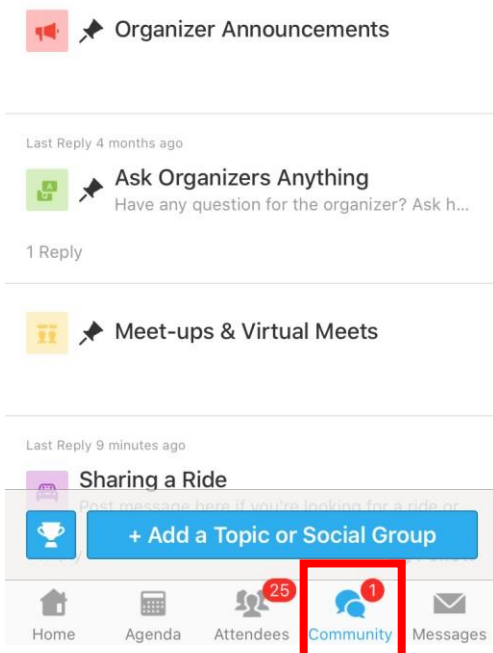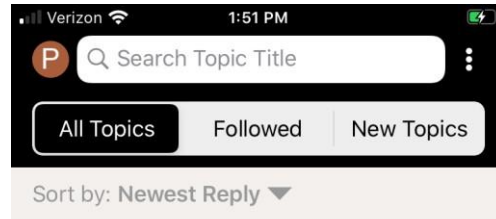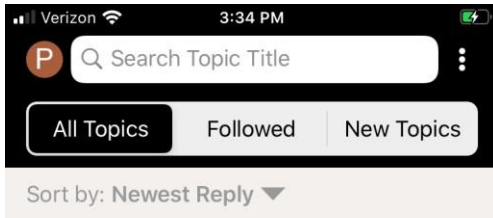
Community Board Virtual Meet Ups

The public scheduled virtual meetings can be accessed through the Community Board.
If you add a topic, you will have the option of discussing it in a live chat / chatroom.

To schedule a virtual meet up, click "Suggest a Meet", choose "Virtual Meet" and fill in the details.

You must choose a hosting method:
Whova's Virtual meet room can host up to 30 participants. You can also connect to a Zoom account or use an external meeting link (like Google meets, Clickmeeting, Gotomeeting, Jitsi, etc.) **Remember that any attendee will have the option of joining the meeting in the community board.**

Take time to Explore the entire community board and share links to interesting articles, share moments by posting a message or a picture, add job openings, etc.