A short guide to the Whova app:
2018 Beyond Academia Conference

Introduction

This is a short guide for the use of the Whova app, which is going to be used as the official information and networking app before and during the Beyond Academia Conference. This guide covers topics ranging from downloading the Whova app, logging into the Whova app, setting up your profile, checking out the conference program, checking out sessions, and using the networking functions. To get the most out of the conference and networking at the conference, please read through the guide carefully.

The Whova app will be used for:
- Conference check-in
- Networking with panelists and other conference attendees
- Conference program and schedule

Note: Most of the conference information displayed in the Whova the app is stored in Whova's cloud service. To go online during the conference, **connect to the CalVisitor Wi-Fi network**. No password is required. In case you are unable to connect to the Wi-Fi network or loose connection momentarily, you will still be able to view some of the basic event information including the agenda, but several functions of the Whova conference page will not be working.

How/Where to download/install Whova?

Devices currently supported by Whova are primarily smartphones. You will need a smartphone to be able to download, install,   and use the Whova app.

- **IOS devices** (iPhone, iPad)

- **Android devices**

- If you are using **Blackberry** or **Windows phone**, you will need to request a web link for our event from support@whova.com

How to log in to Whova?

Login to the Whova app with **your name and the email that you used to register on Eventbrite.** The event you registered for will be at the top of the home screen under "My Events".

If you are not using the email you register with, please manually search for the 2018 Beyond Academia Conference event and use the **BA18** code to request access.General Features:

General Features

Agenda

Check out the conference schedule and find your sessions of interest.

Logistics

Clark Kerr's maps, workshop, material and logistics info.

Photos

Share photos of the conference.

Contacts: Access speakers & Attendees profiles you bookmarked
Messages: Get in contact with attendees & Speakers.

BeyondAcademia 2018
Mar 1 - 2, 2018 | Berkeley CA
About

Agenda Attendees Bulletin

Logistics Photos Twitter

☺ Welcome!
Welcome to BeyondAcademia 2018

∨ Expand to See More Event Activities 2

Events Contacts Messages More

Attendees

Access the complete list of attendees to network and exchange contact info.

Twitter

Follow the latest tweets about our #BeyondAc18 conference!

Bulletin

Chat board to discuss the conference!

Set up your profile
Under "more"
- **Edit your profile/contact** info.
- **Access your QR code for registration.**
- Read your conference notes and more!

Note: You can always go back to this page by clicking on "Events", at the bottom left corner of the screen.

How to check in at the conference?

You can check in at the registration desk at the conference either by using a QR code on your phone or by being checked in by one of our BA organizers on a laptop.

Your QR code should contain all the necessary information for you to check in without you having to input additional contact information. To ensure that you can be checked in,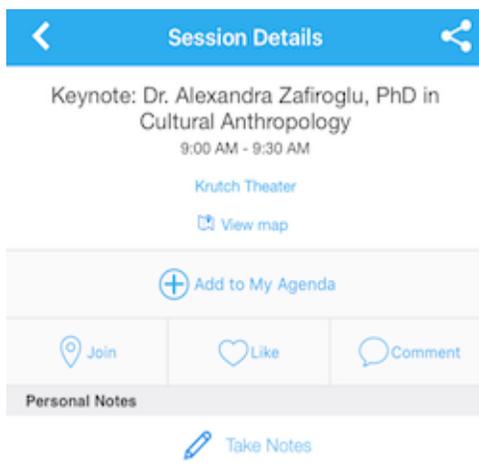 please use the same email address to sign in to Whova that you used to register on Eventbrite. In order to display your QR code select the "View My Code" point in the More > My Contact Information and QR code menu.

Note: Not required at all to check-in/attend the conference. We will also have list of attendees, so we can check you in with just first/last name.

How to explore the conference program and make your own schedule?

To explore the conference program, click on "**agenda**" on the conference front page in Whova. Here you can see the conference activities listed in chronological order. Scroll down to see the activities later in the program. Above the list of conference activities, you can switch between the two days of the conference. In the search field above the list, you can also search for a specific keynote, panel, seminar, or workshop, if you know the title, the room, or the name of a speaker.

When you select a conference activity, you can see the time of the activity, the room in which it

takes place, and the speakers associated with this activity. Every session contains four panels, seminars or workshops, which you can view by selecting first the session and then choosing one of the subsessions.

To find your way to an activity, you can view the activity on the map of the conference venue. You can indicate to other conference participants that you are participating in a specific activity by pushing the join button and you can also Like the activity. You can take notes during the activity, which only you are able to see, or leave comments about the activity. Notes taken in different sessions will all be available in the **More > My notes menu**. (Please be aware that leaving inappropriate comments can result in the deletion of your comments and ban from the Whova app.)

To create your own agenda in the Whova app, click the "Add to my agenda" button when you are on the page of a conference activity that you would like to attend. You can also add a reminder about the activity you added to your own agenda. (For this, you may have to allow Whova to send you notifications in your smartphone's settings.) To view your entire own agenda, select "My Agenda" on the top of the Schedule page. Every session you added to your schedule from the full agenda will appear here.

How to find your way around during the conference?

Click on "**Logistics**" on the conference front page in Whova. Select "**Venue Floor Map"** and select the place, which you would like to see. Go back to select another place from the list.

If you are already on the map of the venue, you can also zoom in or out and find other places on the map. The map on top shows the campus area where the conference takes place, the maps in the middle and on the bottom show the inner layout of the Conference Center, where most of the conference activities take place.
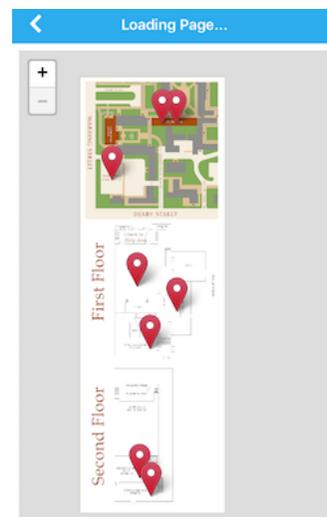
# How to use the networking functionality
of the Whova app?

The networking functionality is the most important function of the Whova app. This enables speakers and attendees to exchange profile information and contact information in a quick and easy way.

The first step of networking via Whova, is introducing yourself. You can introduce yourself by adding profile information about yourself or by posting a message about yourself on the Bulletin board. To see how you can add information to your profile, see the "How to set up your profile and your virtual Whova business card?" section above. To introduce yourself on the bulletin board, click on "Bulletin" on the conference front page in the Whova app and post a message about yourself. Both your profile information and your introduction on the Bulletin board will be visible to all the participants.

To select the conference participants you would like to network with, click on "Network" on the conference front page in the Whova app. Here you will see the list of all the conference participants, brows among them, and view their profile information by selecting them. On the top of the page, you can filter the list of participants, by viewing guests, organizers, or speakers only. You can view other conference attendees by setting the filter to show "**All Attendees**". Below this, using the search field, you can also search for a participant specifically, if you know their name, affiliation, or location.
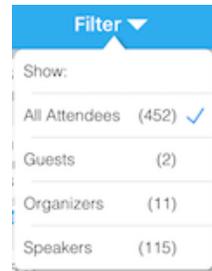
When you select a conference participant, you can see their profile information and the conference activities they are affiliated with. You can also bookmark them, say hi to them, send them personal messages, or take notes about them. If you bookmark a participant, they will be automatically added to your contact list. You can access your contact list by clicking "Contacts" on the bottom of the conference front page.
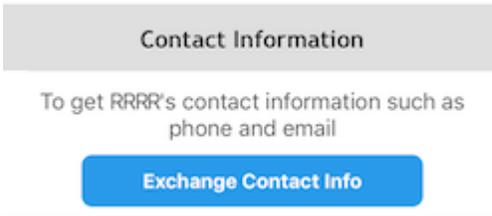
You will only be able to view the conference participant's contact information, if you send them an invitation to exchange contact information by pushing the "Exchange Contact Info" button on their page and only after they accept your invitation. When you receive an invitation to exchange contact information, this message will appear on the top of your Network page, below the search field. By accepting the invitation, the participant will automatically be added to your contact list and their contact information will be visible to you, while your contact information will be visible to them.

You can also import a conference participants' contact information into the Whova app by scanning their business card. In order to scan a business card, select "**Scan card**" on the bottom of the conference front page. **Note**: Scanned business cards will be immediately appear on the top of your contact list, but the participant and their information will only appear as a contact after two days, because Whova personnel manually check the accuracy of all information imported from the card.

How to set up your profile and your virtual Whova business card?

You can access your profile in More > My Profile. Some of the information may already be inserted based on your answers given when you registered on Eventbrite. You can either insert the missing information manually or by importing it from your social accounts. You can connect multiple social networking accounts to your profile, but different information from different accounts may overwrite each other. Due to LinkedIn API changes, Whova may be unable to sync with your LinkedIn profile.
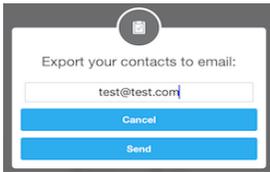
For networking purposes your profile and profile information will be visible to other conference participants. Therefore, please add a picture of yourself to your profile, so that others can find you if they are interested in networking with you. Your contact information will not be visible to others, unless you share it with them specifically.

You can create your virtual Whova business card by adding your contact information in More > My Contact Information and QR code. About check in with your QR code at the registration desk, please see the "How to check in at the conference?" section below. To set up your virtual business card, you have to manually input your information or scan it from your physical business card. Only that information will be added to your virtual business card and will be shared, which you have added in this window. Other conference participants can only see your contact information on your virtual business card once you share it with them specifically. About sharing the information, see "How to network with Whova?" section below.

How to retain your contact list after the conference?

In order to retain the contact information of the participants you met during the conference, you can export contacts to your phone's address book or to your email address. You can either export a participant's information individually or all the participants' information in your contact list collectively. You can only export the contact information of participants, who shared their contact information with you.

To export a single participant's contact information click on "Contacts" on the bottom of the conference front page and select the participant. The option to save their contact information to your phone's address book will appear under their contact information. To export your entire contact list to your email address, click on "Contacts" on the bottom of the conference front page and click on the square and arrow icon on the top of the page. In the pop-up window you can specify the email address to send your contact list to.

How to use other functions?

Notes

You can take notes about conference participants and conference activities using their own pages in the WHova app. You can view all the notes you have taken during the conference in More > My Notes. You can edit your notes by clicking them, which takes you to the page on which you created the note. Clicking the note again allows you to edit it.

To export all your notes to your email address, click on the square and arrow icon on the top of the page. In the pop-up window you can specify the email address to send your contact list to.

Messages

You can send messages to other conference participants. You can send a message by clicking on "Message" on their profile page or by clicking on "Messages" on the bottom of the conference front page, clicking on the new message icon on the top right and selecting the participant from the list.

You can access the messages you have received by clicking on "Messages" on the bottom of the conference front page.

Comments

You can leave comments about conference activities using the activities' own pages in the Whova app. You can edit your comments by clicking them. Your comments are not stored at a

central comment storage on your Whova app, but your comments will be visible to all the participants and will appear on the feed on the conference front page.

Bulletin
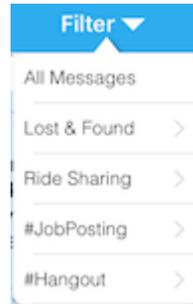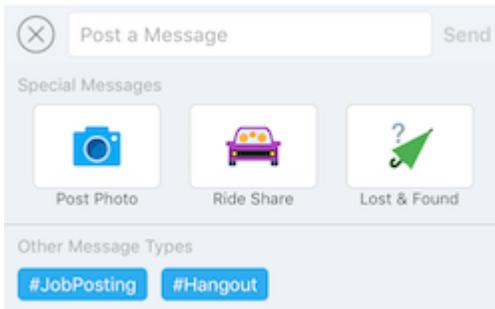
You can leave posts on the Bulletin board, which you can tag with different prearranged tags. You can filter the posts according to tags by clicking on "Filter" on the top of the Bulletin page. Your posts will be visible to all the participants and will appear on the feed on the conference front page. You can access the bulletin board by clicking on "Bulletin" on the top of the conference front page. If you lose an item during the conference, keep an eye on the Bulletin board where we will be operating a virtual "Lost and Found".

Photos

You are welcome to snap photos during the conference and upload them on in the Whova app. You can upload the photos on the bulletin board, see the previous subsection, or on the photos page. You can access the photos page by clicking "Photos" on the conference front page in the Whova app. You can upload a photo by snapping a photo from Photos page or by selecting a photo from your photo library.

Please be aware that leaving inappropriate comments, posting inappropriate posts and photos can result in the deletion of your comments/posts and your ban from the Whova app.