

A short guide to Whova: the official app of the 2017 Beyond Academia Conference

This is a short guide to the Whova app, the official schedule and networking app for the Beyond Academia 2017 Conference. To get the most out of the conference, please read the guide carefully.

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.

How do I get Whova?

Devices currently supported by Whova are primarily smartphones. iOS and Android devices can find the apps in their respective app stores. If you are using a **Blackberry** or **Windows phone**, you will need to request a web link for our event from support@whova.com

How do I log in to Whova?

Please login to the Whova app with **your name and the email that you used to register on Eventbrite**. If you are asked to enter an invitation code to join the event, please use the following invitation code: **beylc**. The conference will be listed at the top of the home screen under "My Events".

The conference front page in the Whova app

(always available by clicking on "Events" on the bottom)

Schedule
Check out the conference schedule and find your sessions of interests!

Maps
Clark Kerr's maps, workshop materials and logistic info will be available here

Photos
Share photos of the conference!

Scan Card: Digitally save business cards info
Contacts: Access speakers & attendees profile you bookmarked
Messages: Get in contact with attendees & speakers.

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

Twitter
Follow the latest tweets about our #BeyondAc2017 conf!

Bulletin
Chat board to discuss the conference!

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

How do I check in at the conference?

You can check in at the registration desk at the conference by using your Whova QR code, located at **More** > My Contact Info & QR Code > my QR Code



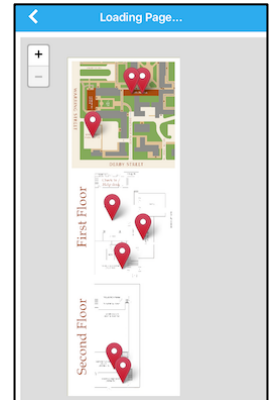
If you don't have a smartphone or your QR code doesn't work, please ask to be checked in on a laptop by one of the BA organizers at the registration desk.

How do I find my way around during the conference?

Click on "Maps" on the conference front page in Whova.

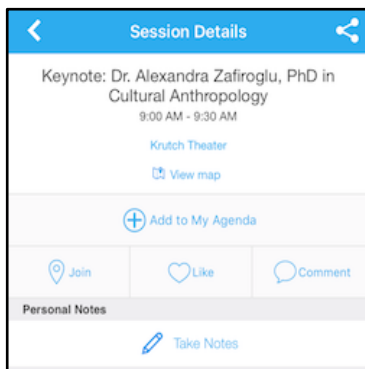
Select "Venue Floor Map" and select the place which you would like to find.

If you are already on the map of the venue, you can also zoom in or out and find other places on the map.



How do I explore the conference program?

To explore the conference program, click on "Schedule" on the conference front page in Whova. Above the list of conference activities, you can switch between the two days of the conference. Every session contains four panels, seminars or workshops, which you can view by selecting first the session and then choosing one of the subsessions.



- Indicate to other conference participants that you are participating in a specific activity by 'joining' or 'liking' the activity.

- Create your own agenda in the Whova app:

Click on "**Add to my agenda**" button when you are on the page of a conference activity that you would like to attend. View your personalized agenda by clicking on "**My Agenda**" on the top of the screen

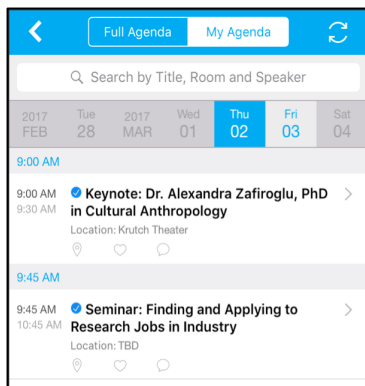
You can also set up reminders about the activity you added to your own agenda.

- Take notes during the activity.

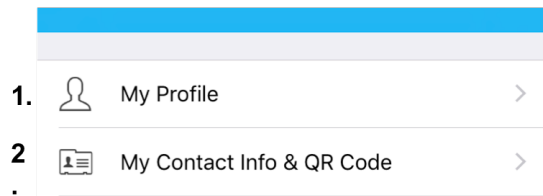
All your notes are available in the **More** > My notes menu.

- Write public session comments.

(Please be aware that leaving inappropriate comments will result in their deletion and your ban from the Whova app.)



How do I set up my profile and virtual Whova business card?



1. Access your profile info by clicking on **More > My Profile**.

Note that your profile information will be visible to other conference participants.

- Insert information manually or by importing it from your social accounts (LinkedIn, Facebook).
- Add a picture of yourself to your profile.

2. Access your contact information by clicking on **More > My Contact Info & QR code**.

Here, you can create your virtual Whova business card by adding your contact information. Note that this info will not be visible to other conference participants unless you shared it with somebody.

- Insert information manually or by scanning it from your business card.

How do I use the app to network?

The networking functionality of the Whova app enables speakers and attendees to quickly and easily exchange profile information and contact information.

1. Introducing yourself to the other attendees

You can introduce yourself by adding profile information about yourself or by posting a message about yourself on the Bulletin board.

- Introduce yourself on the bulletin board -> From the front page, click on **“Bulletin”** and post a message
- Update your profile information -> see the **“How do I set up my profile and virtual Whova business card?”** section.

Both your profile information and your introduction on the Bulletin board will be visible to all participants.

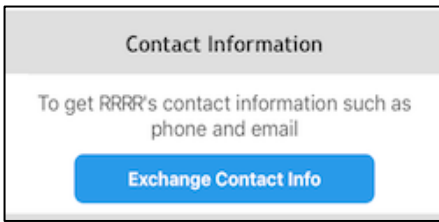
2. Network with other attendees

Click on **“Network”** on the conference front page in the Whova app.

Here you will see the list of all the conference participants. Enjoy these couple networking features:

- See their profile information and the conference activities they are affiliated with.
- Take notes about them.
- Bookmark profiles: if you bookmark a participant, they will be automatically added to your contact list. Access your contact list by clicking **“Contacts”** on the bottom of the conference front page.

- Make connections: “Say hi” to them and/or send them personal messages, so you can meet them at the conference.
- Exchange contact information.



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.

- Import other attendees’ contact information by scanning their business card

In order to scan a business card, select “**Scan card**” on the bottom of the conference front page.

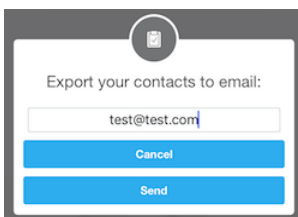
Scanned business cards will be immediately appear on the top of your contact list

Note: Participants and their information will only appear as a contact after two days because Whoava manually checks the accuracy of all information imported from the card.

How do I retain my 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.

Note: Only contact information of participants who shared their contact information with you will be exported.



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.

What are the 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.

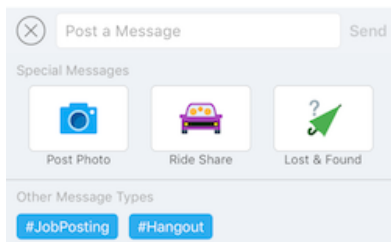


Messages

You can send messages to other conference participants, by choosing “Message” on their profile page or by choosing “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.

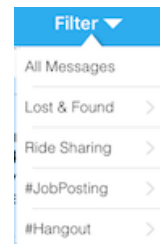


Bulletin

You can leave posts on the Bulletin board, which you can tag. 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, 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.