Whova Attendee User Guide

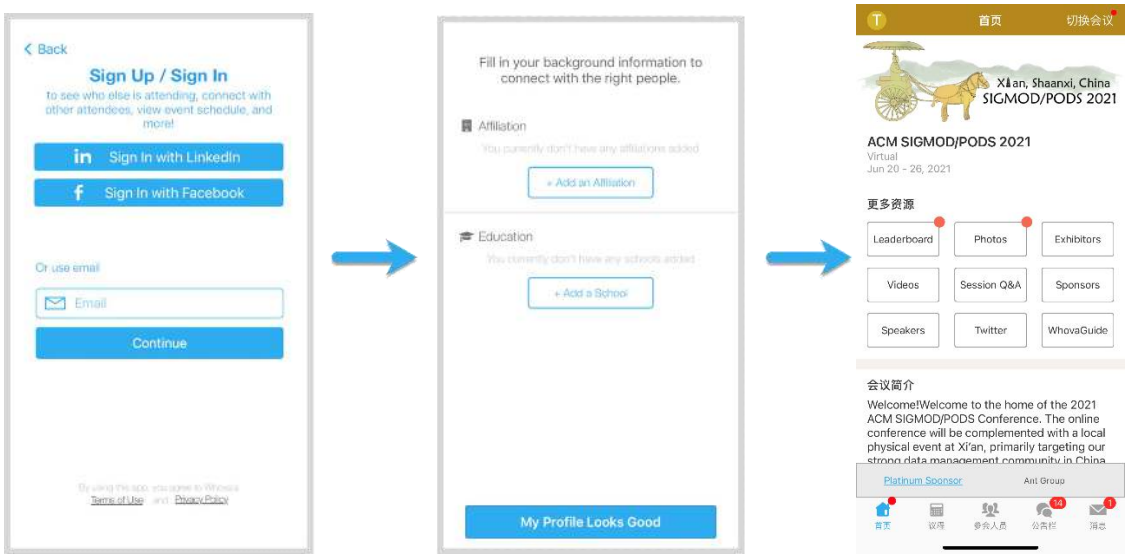
The video tutorial URL: https://www.youtube.com/embed/flcItoKTsf4?autoplay=1

- Please sign up Whova via https://sigmod2021.events.whova.com/ using the email you used for registering SIGMOD 2021.
- If you cannot join the conference using your registered email address, Please contact Yong Wang (wangy18@mails.tsinghua.edu.cn)

Sign in to Whova

On mobile app

1. Enter the email address you used for event registration.
2. Edit your profile. Other attendees will use this to network with you.
3. The app will take you to your event page automatically.



On desktop

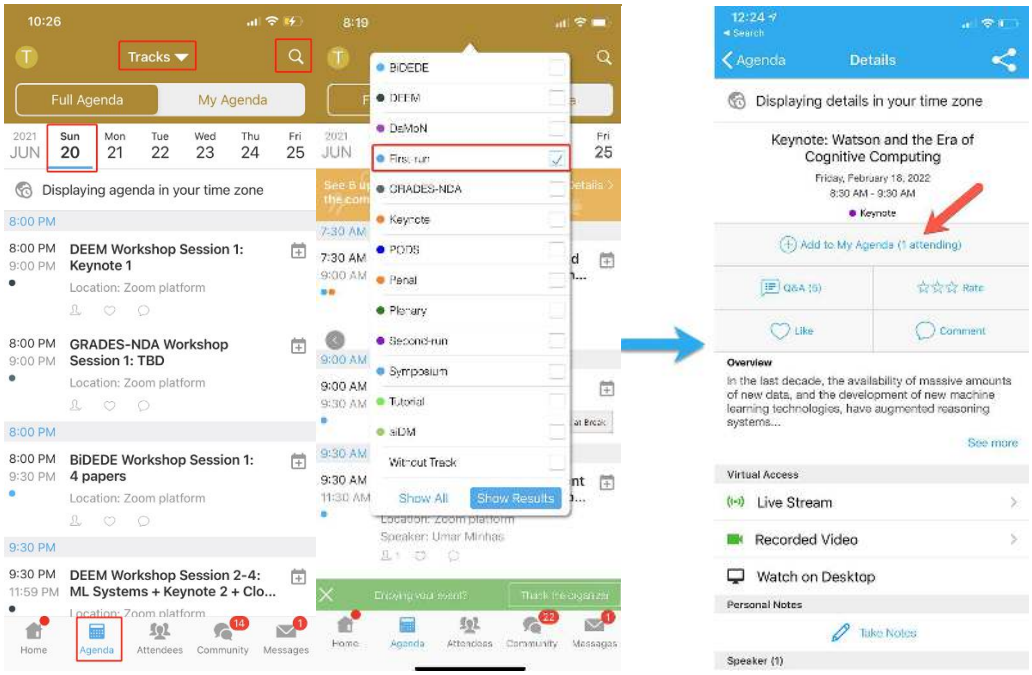
1. Get the webapp link (https://sigmod2021.events.whova.com) from the event organizer and open the page.
2. The operation is similar to that of mobile APP.



View the agenda and plan your schedule

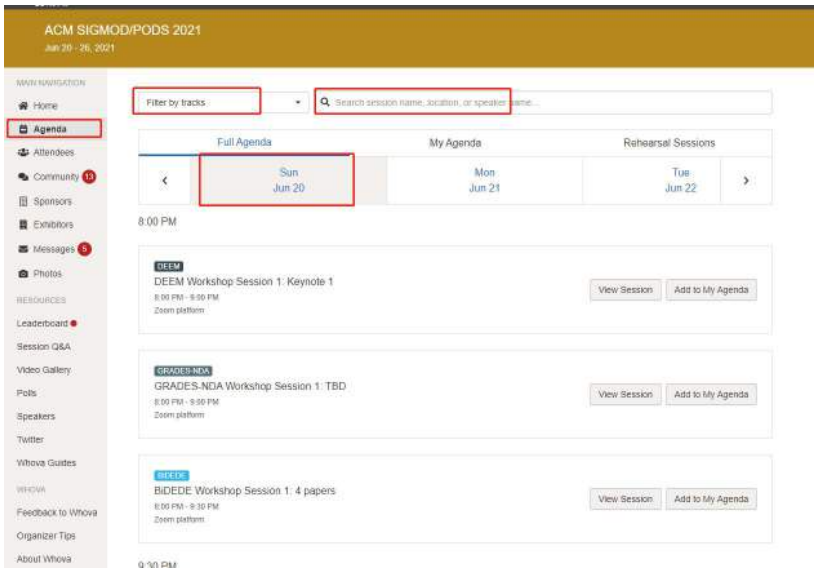
On mobile app

1. Find the Agenda tab at the bottom of the screen. You should see a list of sessions for that day.
2. You can move through different days by selecting the date you want to view on the calendar at the top of the agenda
3. You can filter different categories of sessions by selecting Tracks at the top (For example, choose the “first-run” to filter out the agenda for the first round of meetings.
4. Browse or search for sessions on the top bar.
5. Once you find the session you want to access, tap on it.
6. If the session is live, it will begin playing immediately upon entering. Otherwise, a message will indicate the scheduled start time.
7. If the session hasn’t occurred yet, you can click Add to My Agenda to put the session on your own personal agenda and set a reminder.



On desktop

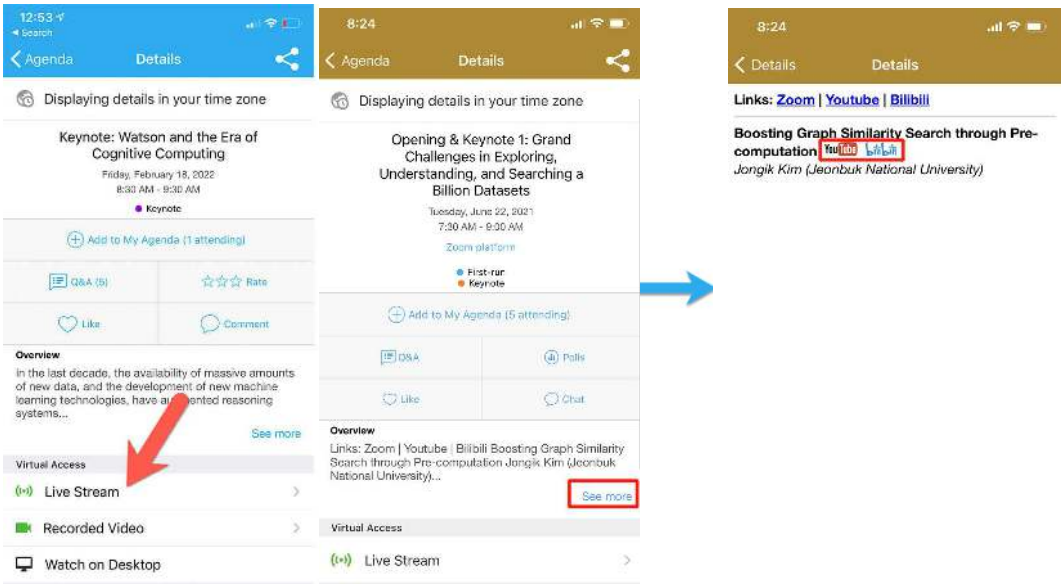
1. Find the Agenda tab on the side of the screen. You should see a list of sessions for that day.
2. The operation is similar to that of mobile APP.



Access live streams and session videos

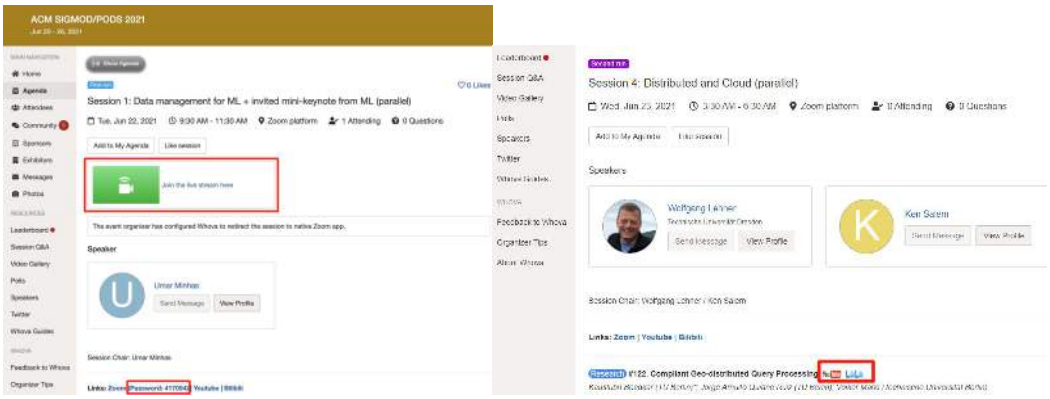
On mobile app

You can watch videos and livestreams directly through the agenda item. Once you've accessed the agenda item, click on one of the options nest to Virtual Access: either Live Stream or See more to See a livestreams or videos.



On desktop

1. From the agenda list, click the session you want to watch the stream or video. There is a green camera icon for the sessions with streaming or video.
2. If the streaming screen directly shows up, click "Proceed" to start watching. Then click "Join in the live stream here" button to Watch the meeting in Zoom.

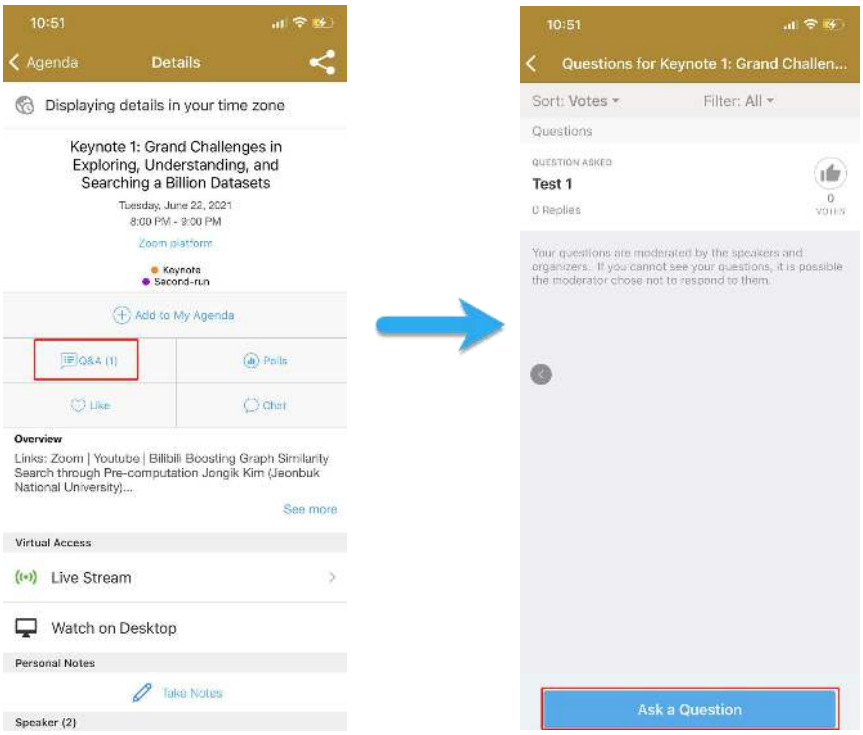


Use session Q&A

This part of the questions may not be answered in time.

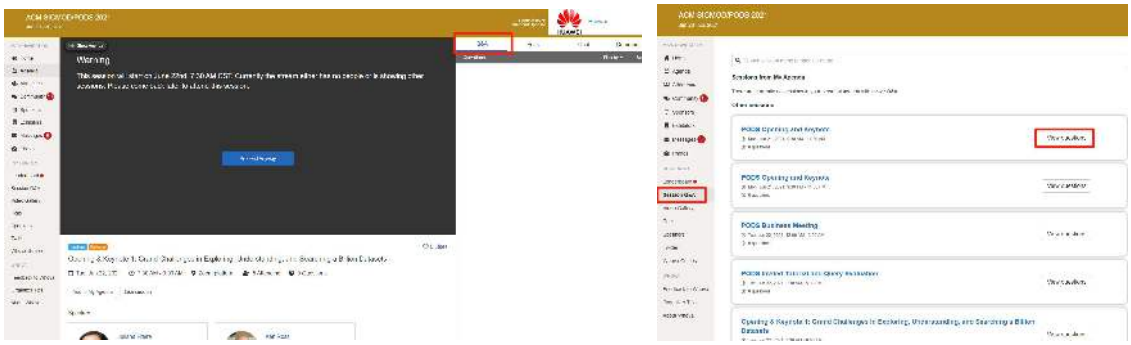
On mobile app

- On the session detail page, tap the "Q&A" button; on the next page, view the existing questions, vote on the questions you are interested in, or click "Ask a Question" to ask a new one.



On desktop

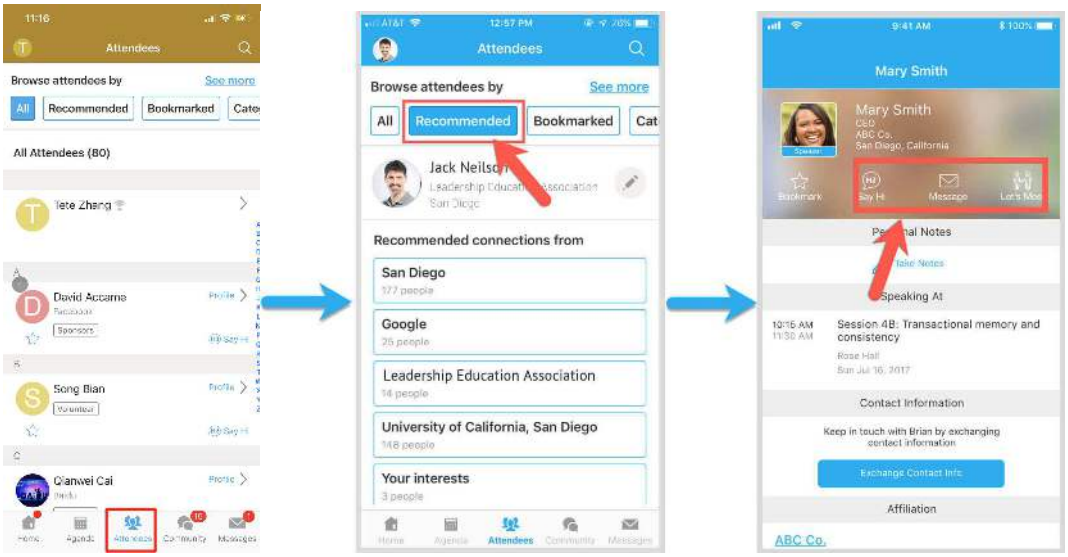
1. Option 1: You can access three tabs on the right hand side of the virtual session: Session Q&A, Chat, and Community. You can submit questions for the presenter through Session Q&A.
2. Option 2: You can use this function through the "Session Q&A" tab on the left hand sidebar underneath Resources.



See who is attending the event

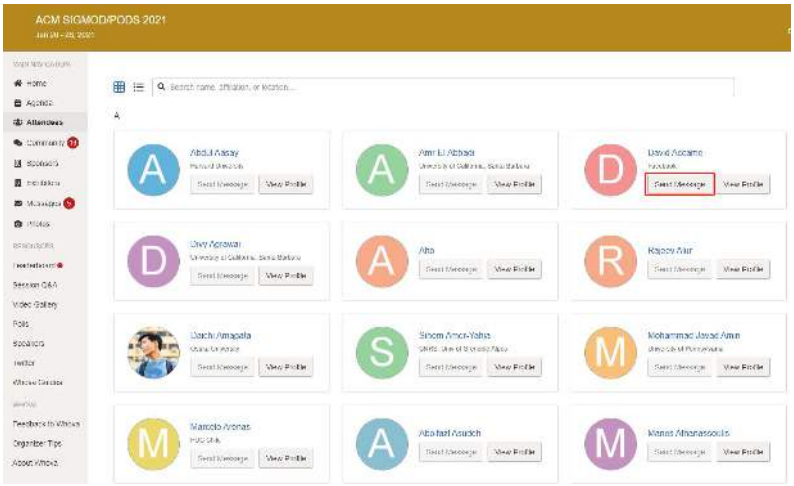
On mobile app

1. Click the “Attendees” tab on the bottom of the screen to browse the attendee list.
2. At the top of the page, you can search attendees by keywords such as company name or title. In their professional profiles, you can take notes or request contact information.
3. To find people with common backgrounds and interests, 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 come from the same city or have the same affiliations, educational background, or interests as you.
4. Say Hi with one click or start a private chat by clicking the Message button. You can convert it to a private group chat by inviting more people.



On desktop

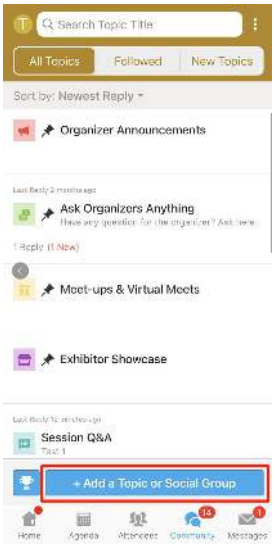
1. Click the “Attendees” tab on the left side of the screen under Main Navigation.
2. At the top of the page, you can search attendees by keywords such as company name or title.
3. To start a conversation, click Send Message to begin a chat.



Join discussion on the community board

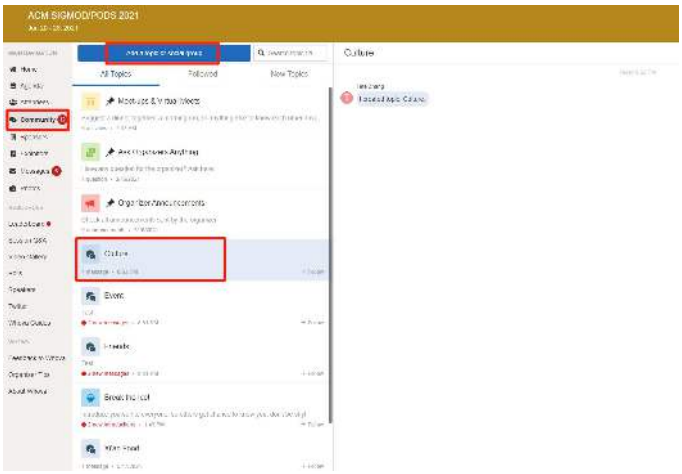
On mobile app

1. Click the Community tab (on the bottom of the screen and on the left hand side on desktop).
2. Create a new conversation topic, or tap the topic to join 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. To find the topics you're following, choose between three tabs near the top of the page: All Topics, Followed, and New Topics.



On desktop

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. 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.



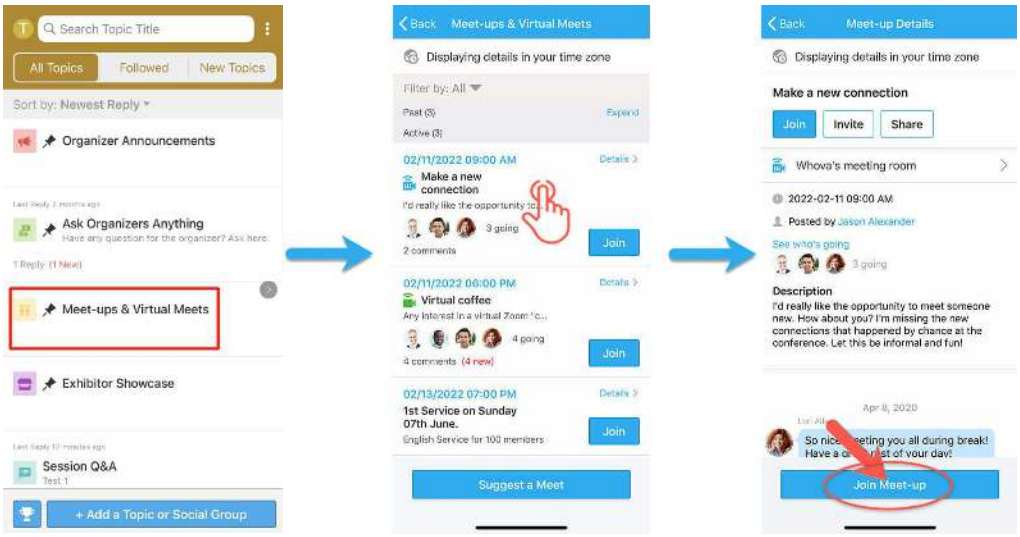
Office hour

On mobile app

Join an Office hour

Community -> Meet-ups and Virtual Meets

join directly, or tap into it to see more details, and then tap “Join”.

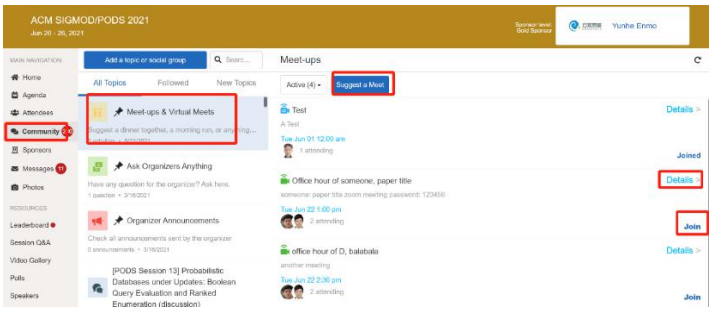


On desktop

Join an Office hour

Community -> Meet-ups and Virtual Meets

join directly, or tap into it to see more details, and then tap “Join”.



Whova Speaker Guide

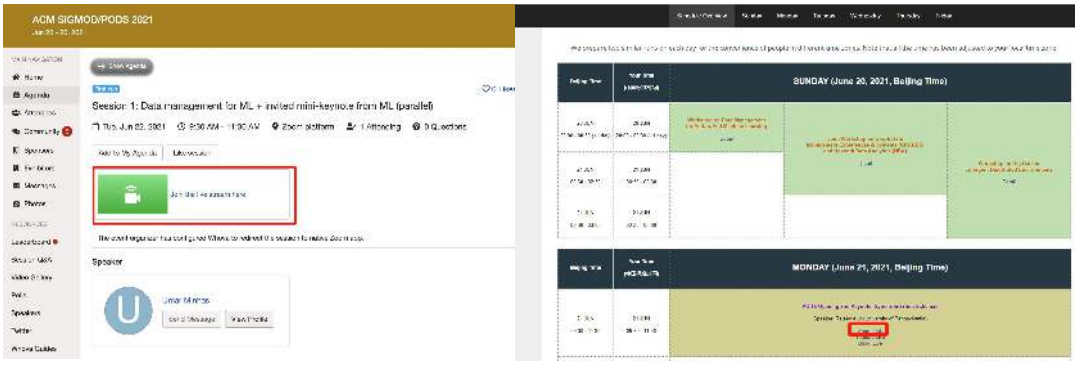
The video tutorial URL: https://www.youtube.com/embed/m_96fZXrG7w?autoplay=1

Please make sure to sign up with the email address you used to register the event as a speaker.

Presenting in a Session

On desktop

- If you got the web app link (https://sigmod2021.events.whova.com), simply click the link to go to the web app. Once you click into the session on the web app, you should select join from Zoom's app.
- You can also find the zoom meeting link from sigmod program website (https://2021.sigmod.org/program/program_overview.shtml) directly.

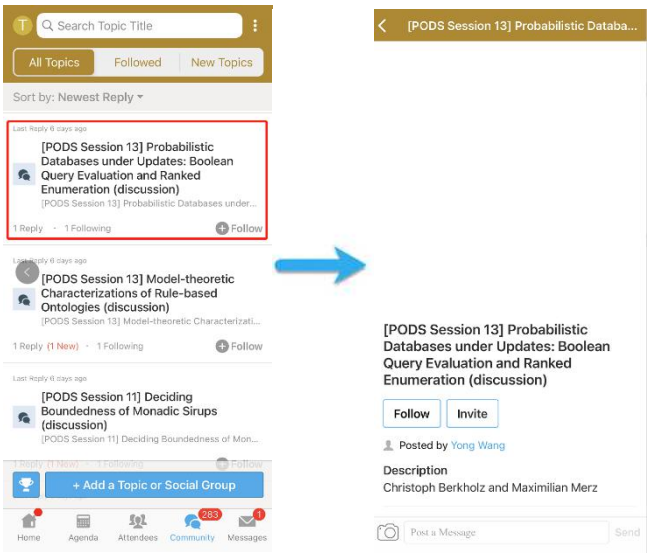


Discussion Topic for each article

On mobile app

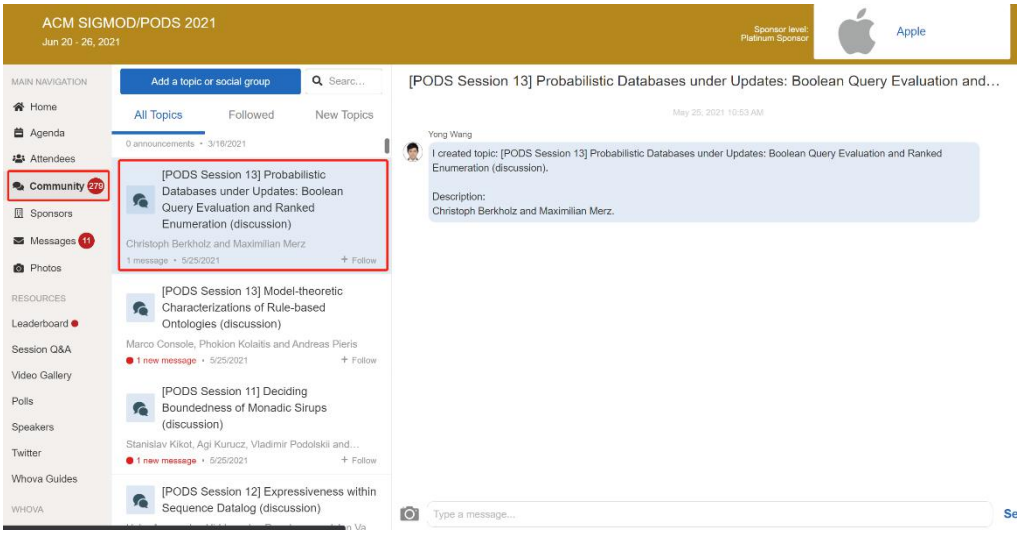
We have created a topic for each article. We hope you will pay attention to it.

Community -> All Topics -> tap into it.



On desktop

The operations is similar to that of mobile APP.



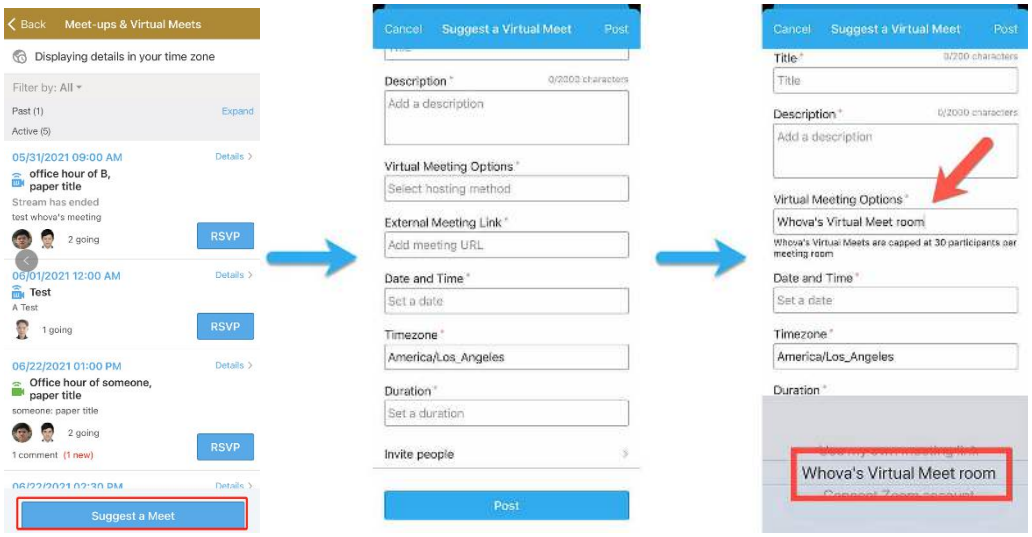
Office hour

On mobile app

Suggest an Office hour

Community -> Meet-ups and Virtual Meets -> Suggest a Meet -> input details ->Post

If you know someone will be interested, don't forget to invite them as well. If you have a meeting link, you can copy-paste there. Otherwise you can use Whova's virtual meet room, which allows up to 30 participants.

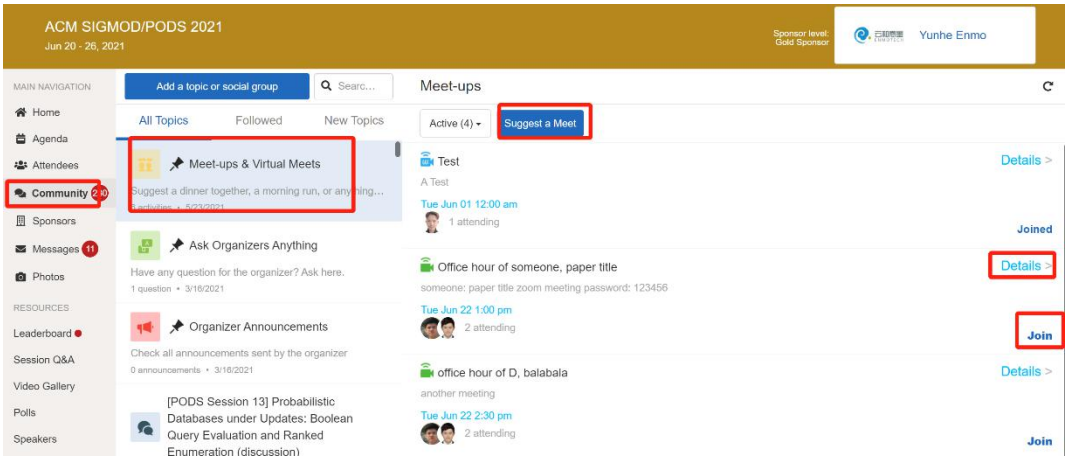


On desktop

Suggest an Office hour

Community -> Meet-ups and Virtual Meets -> Suggest a Meet -> input details

Then the operations is similar to that of mobile APP.



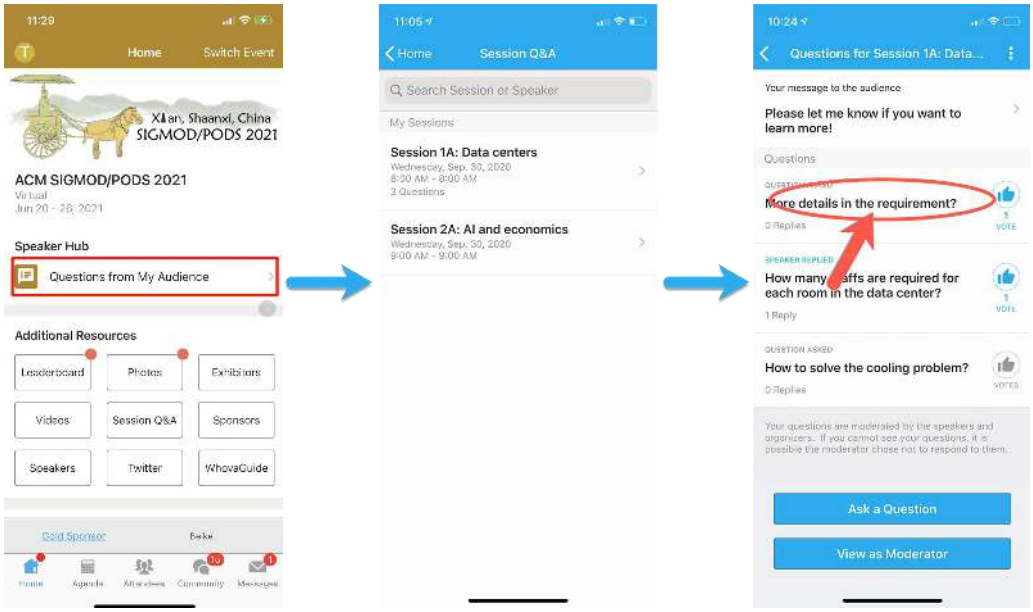
Answering Q&A

This part of the questions can be answered at your leisure time.

On mobile app

1. Tap **Questions from My Audience** under **Speaker Hub**
2. You will see the list of sessions that you speak in. Tap the one you want to check.
3. The session shows all the questions asked by the audience, arranged in order by the number of **votes** for each question

- If it is during the live session, you may answer the questions directly
- If it is before or after the live session, you can tap onto the question and answer it in the app



In Case of Emergency

Please in the Community –> Ask Organizer Anything to raise the current problem.