



IASE – IASC 2023 Satellite Conference

GUIDELINES FOR ATTENDEES

The IASE 2023 Satellite Conference will use [Whova](#) for managing the event and [Zoom](#) for broadcasting and presenting remotely. Below are instructions for setting up and interacting with these tools.

SETTING UP WHOVA (Both ONLINE and IN-PERSON ATTENDEES)

- You can access Whova on your computer through the [Web portal](#), or on your smartphone or tablet through the Mobile App.
- The Whova Mobile App is available for both iOS and Android and is free to use for event attendees. You can download the Mobile App from <https://whova.com/download/>.
- Once registered with Whova, you will be taken to the IASE 2023 Satellite Conference space, where you can update/complete your profile.
- When accessing Whova, be sure to use the same email as the email you used to register for the conference.
- Please refer to the following guides for more detailed instructions on using Whova
 - [Whova Tutorial \(How-to-guide\)](#)
 - [Whova App Attendee Guide](#)

SETTING UP ZOOM (ONLINE ATTENDEES)

- Online attendees should download a [Zoom Desktop Client](#) (for Mac/Windows/Linux/Chrome), or the Zoom [Mobile App](#) (iOS/Android).
- If you have not used Zoom before, you can join a test meeting at zoom.us/test to familiarize yourself with Zoom and test your speakers..

BROWSE THE PROGRAM AND BUILD YOUR AGENDA IN WHOVA (Both ONLINE and IN-PERSON ATTENDEES)

- Once Whova is set up on your device, you can visit the IASE 2023 Satellite Agenda and browse the available sessions.
- Use Whova's "Add to My Agenda" feature to build your own customised program and set reminders. Note that the Whova App will convert the timetable to your local time zone.

ACCESSING AN ORAL PRESENTATION

In order to access a presentation, you need to use the Whova web Portal or Mobile App with your Whova account. Parallel sessions (e.g., Session 1-A, Session 2-B, etc.) are further broken down into subsessions; one for each presentation. To find and join a presentation, please proceed as follows:

- Go to the Whova Agenda page and click on the session or subsession you are interested in.
- Click on View Live Stream to access the Zoom meeting room for that session. Note that a Zoom webinar will open in a separate window. We will use the same Zoom webinar for all presentations in that parallel session.

- The link will open your Zoom client and take you to the meeting room. Please note that you will still need to use Whova to access other areas of the program during a session, and to ask the presenter questions via the Whova session chat.
- When you enter the Zoom webinar, you will be given the “attendee” role. Your microphone and camera will be disabled.
- To ask questions to the presenter, use Whova’s Chat located on the right side of the subsession page on Whova. The messages in the Chat will be moderated by the Session Chair during the scheduled session.
- All sessions will be recorded and the Zoom recording will be posted on Whova as soon as possible for those who missed them.

SESSION Q&A

- If you would like to ask a question about a presentation after the live Zoom session, you can go to the appropriate session or subsession on Whova and use the Chat.
- Note that for sessions with multiple speakers, there are chats for both the session and the sub-sessions. Please post your question in the relevant subsession.
- *We will NOT be using Zoom’s chat facility; please direct all questions & discussion to Whova.* The Whova Chat will be available for all sessions throughout the conference to support asynchronous discussions on each presentation.

ACCESSING POSTERS

- Each poster presenter will showcase their work in a Virtual Poster Exhibit on the Whova platform; the virtual poster will be available throughout the conference.
- To view the list of poster exhibits, click ‘Posters’ on the home page of the Whova mobile app. The link to Posters is under ‘Agenda’ in the navigation pane on the web portal. You can use the search field to find specific posters.
- There are also two hybrid poster sessions in the program: one on Tue, July 11, 5:00-6:30pm EDT and another on Thu, July 13, 9:00-10:30am EDT. During these sessions you will have the opportunity to interact with poster presenters in real time. Use the “Filter” button on the top left of the posters section on Whova to find posters offered at each of the two poster sessions. You can post questions to the poster presenters in real time during the poster session through the chat in their Whova poster page. This chat will remain open throughout the conference.