Virtual Conference Attendee Guide:

We are delighted to host you at the Chinese Studies Association of Australia's 17th Biennial Conference!

Whova is the conference virtual platform that we will be using to host all of the event content. Speakers will need to log into Whova to gain access to all of the sessions and other conference features.

Downloading the Whova App

For mobile download:

1. The Whova app is free to download

2. Open the Apple Store or Google Play on your mobile device and search for "Whova." Or, visit https://whova.com/download/ in your mobile device's web browser

3. When you have found Whova, click to download and install the Whova app.

If you wish to use a web browser instead, please go to this link to create an account:

https://whova.com/portal/webapp/csaab_202107/

Sign in to Whova

1. Make sure you use the email address you used when registering for the event

2. Create password and type in your name

3. The app will take you to the conference home page automatically.

If you have trouble accessing with your email, please email csaa.conference@anu.edu.au and we will send you a unique invitation code.
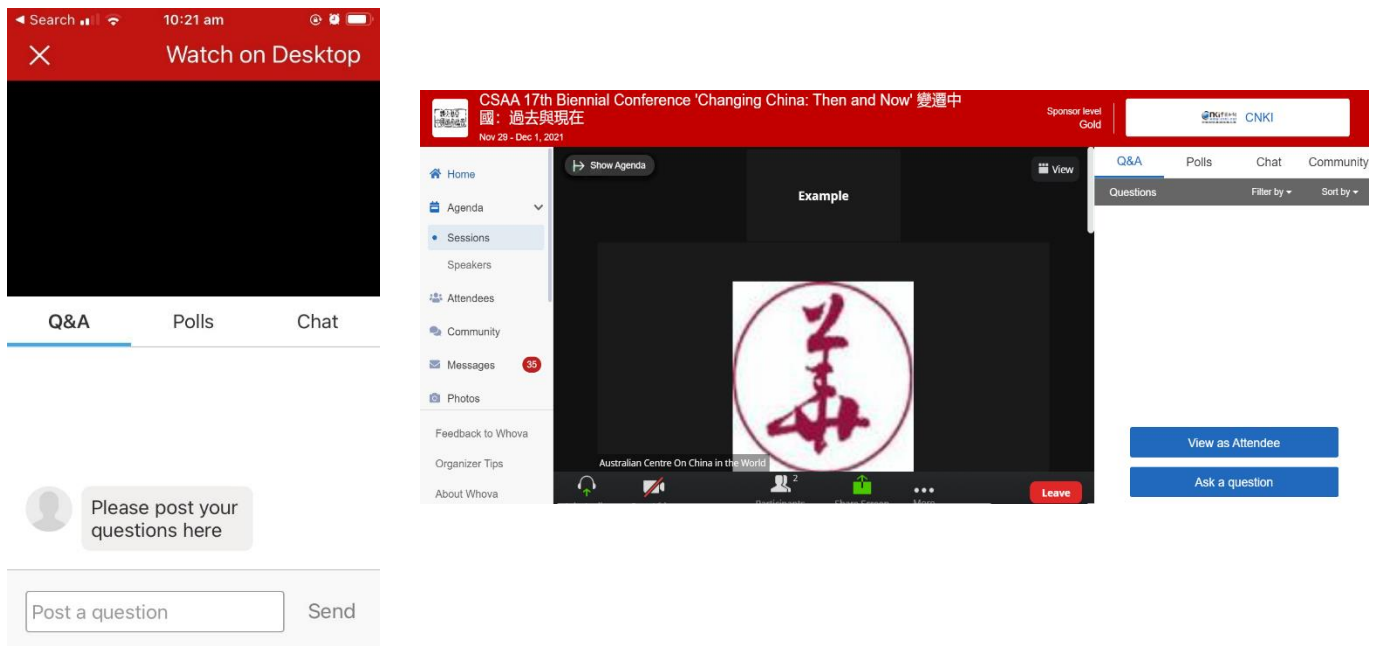
Accessing Sessions

1. Under each session you will see 'sub-sessions', which are the panels happening in that time slot.

2. There are 4 concurrent panels in the majority of sessions across the conference.

3. The zoom links for each session will become available 5 minutes prior to the start of the zoom session. To access, please click on the title of the panel you would like to access or click 'view details'.

4. You may need to refresh the page if you have clicked the link before the session host starts the session.

5. If the start time of the panel has passed and you cannot access, please first refresh your page, and then email csaa.conference@anu.edu.au for assistance. For urgent help please phone 02 6125 9267.

How will Questions and Answers work?

1. All sessions will be run through zoom, but embedded in the Whova App.
2. Q&A will be moderated through the Whova app, so please post any questions during the talk in Whova's Q&A panel.
3. Alternatively, you can use the zoom 'raise hand' function to ask questions in the allocated Q&A time.
4. You can also upvote questions asked by other attendees.
5. The Chair will moderate Q&A after all presenters have presented their papers.
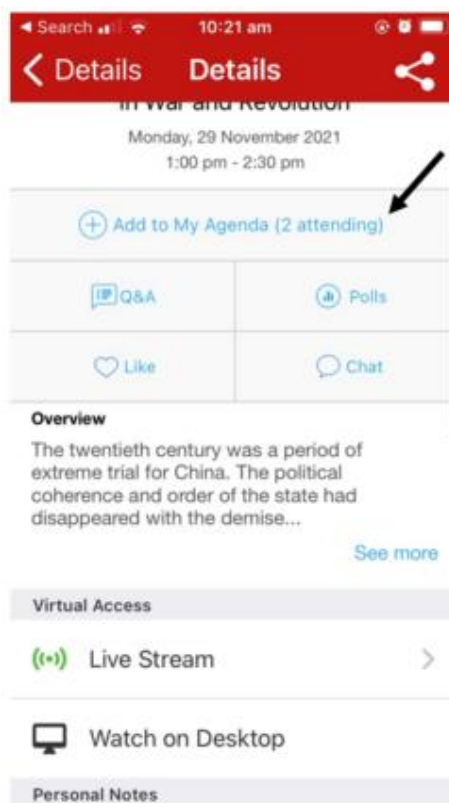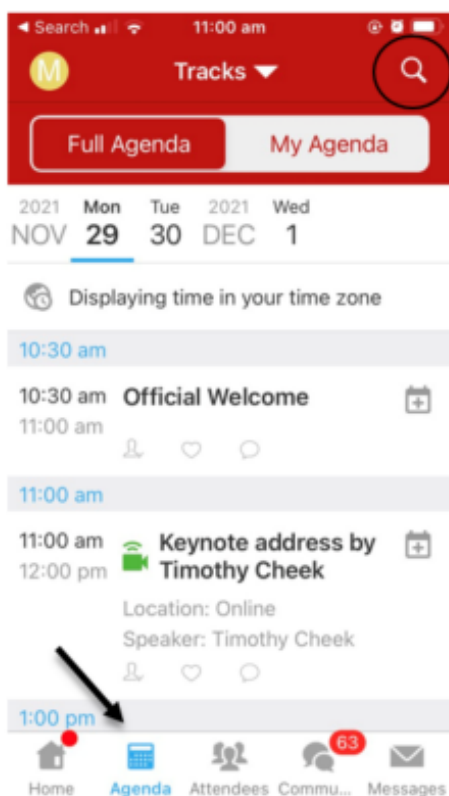

Q&A Appearance on a desktop/mobile view

FURTHER WHOVA INFORMATION

System Check: Web Browser:

1. Chrome is the ideal web browser for Zoom and the conference platform Whova. Please use this to avoid issues. It's free. https://www.google.com/chrome/ *Don't forget to refresh your browser if a video/workshop is not playing at the start time within Whova

View the Agenda & Plan Your Schedule

1. Find the agenda tab on the navigation menu on the left side of the screen in the web version of Whova. 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. Browse or search for sessions on the top bar.

3. Once you find the session you want to access, click on it.

4. The session playing immediately upon entering. Otherwise, a message will indicate the scheduled start time.

5. If the session hasn't occurred yet, you can click "Add to My Agenda" to put the session on your own personal agenda.

Access live streams and session videos

1. From the agenda list, click the session you want to watch. If the streaming screen directly shows up, click "Proceed" to start watching the stream.

2. Is the Zoom session not playing on your screen? Try refreshing your page by hitting Ctrl + r or just generally refreshing the web page you're on in Whova. If you arrive to

the video page before it's officially started, you might just need to refresh. Also check if you can watch on the mobile app.

Join discussion on the community board

1. Please feel free to engage other attendees on the community board!
2. Click the Community tab on the side menu to the left of the screen.
3. Create a new conversation topic or tap the topic to join existing topics like "Meet-ups."
4. Click "Follow" directly next to the topics on the Community Board that you want to stay up to date with.
5. To find the topics you are following, choose between three tabs near the top of the topics list section: All Topics, Followed, and New Topics.
6. Check the Community board for conference updates and to ask questions.

Engaging with other attendees outside of sessions

1. Go to the "Attendees" tab located on the main ribbon on the bottom of the app.
2. Click the name of the person you want to add to connect with.
3. You can:
   a. Bookmark their profile which will be saved for you
   b. Create a message to send
   c. Schedule a meeting with the "Let's Meet" feature

Other Whova User Guides

Whova has created several user guides to help you prepare for a virtual conference.

1. Whova Attendee User Guide https://whova.com/pages/whova-app-user-guide/
2. Whova Mobile App User Guide https://whova.com/pages/whova-app-user-guide/?source=ems
3. Emergency Troubleshooting Guide https://d1keuthy5s86c8.cloudfront.net/static/ems/upload/files/Whova_Organizer_Emergency_Guide_.pdf