Virtual Conference SPEAKER Guide:

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

Please read through all of the details under 'Preparing for your session' carefully to ensure a smooth delivery of your panel.

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. You can edit your speaker bio information if you haven't already

4. 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.
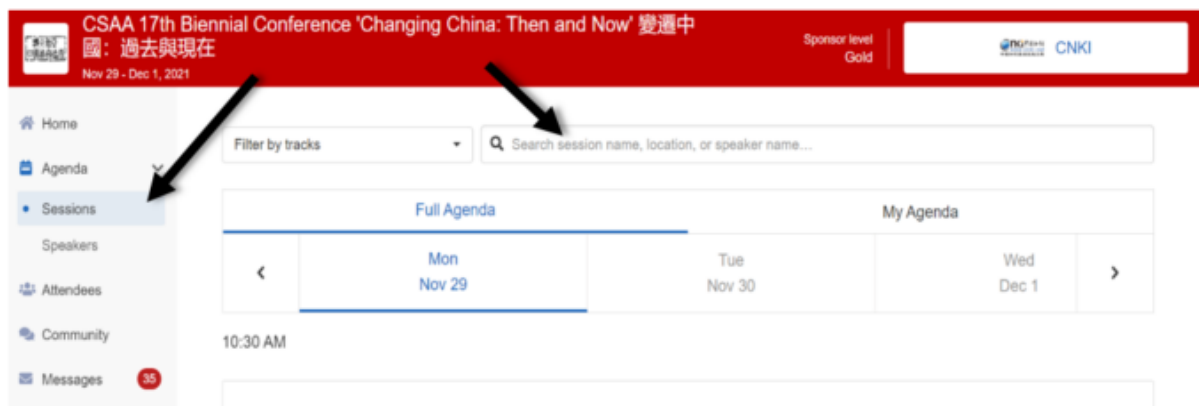
PREPARING FOR YOUR SESSION

How do I find my session time?

1. You should have been notified of your session title and time via email already. PLEASE DO NOT CHANGE ANY SESSION INFORMATION including your session title, as this is the name of your Panel, **not** the name of your individual paper.

2. Please check the program here if you would like to check your session time. You can also search your name under the session's tab of the platform.

If there are any changes to a session which you are involved in you will be emailed directly.


What time should I log on?

1. Please log on **15 minutes prior** to your session time. This will be an opportunity for you to ask any last minute questions to the chair of your session, to test your screen sharing function, and deal with any technical issues that may be occurring.

2. To join the session, simply click on the link of your session title, if you are on the web app.

3. If you are using the mobile app navigate to the 'Live Stream' Button.

How will Questions and Answers work?

1. Chairs will let attendees know at the beginning of the session to post any Q&A's during the talk in the Q&A Panel on Whova.

2. Questions can be seen by all participants and up voted by other attendees.

3. In the allocated Q&A time, participants may also use the Zoom 'raise hand' function to ask questions

4. The Chair will moderate Q&A after all presenters have presented their papers.
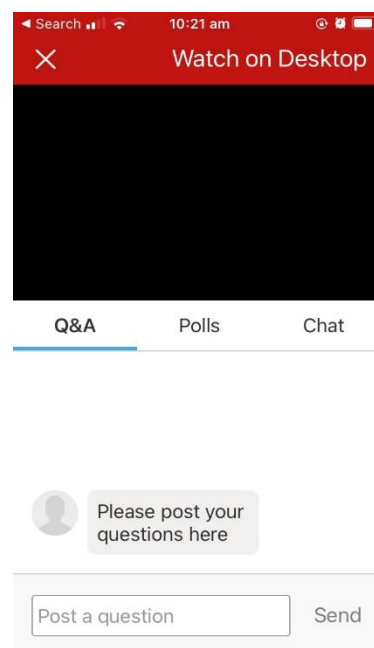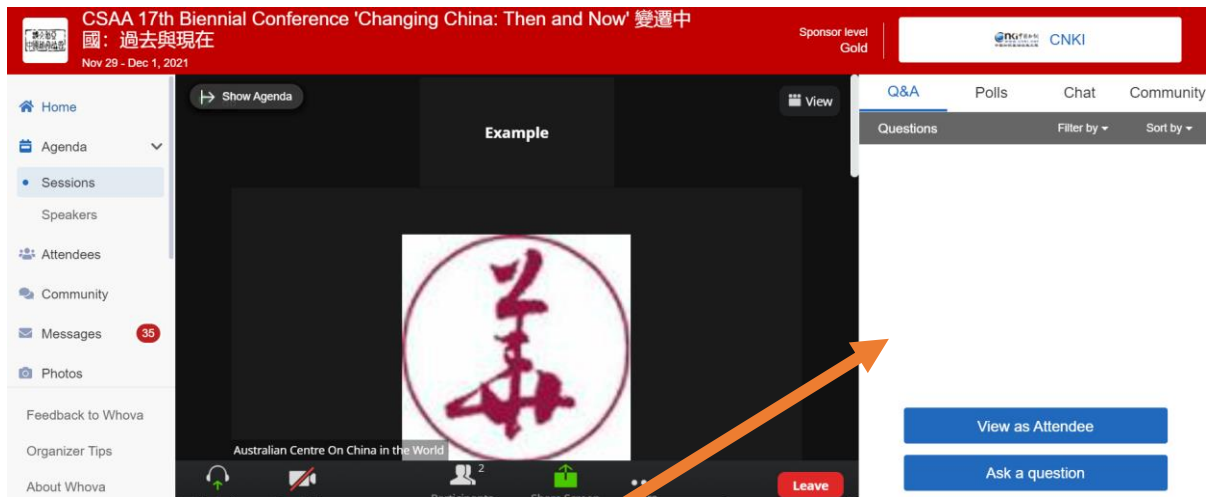
Q&A Appearance on a desktop view

What do I need to prepare in advance?

1. If you applied as an individual presenter **please ensure that your presentation is no longer than 15 minutes**. Your chair will act as timekeeper and ensure presentations do not run past this time.

2. Please note, if you are presenting a co-authored paper you will have 15 minutes combined to present the paper.

3. You can choose the style of sharing for your presentation (i.e. PowerPoint), so long as it is compatible with screen sharing in Zoom and is appropriate for a 15 minute time slot.

4. If you have applied as part of a pre-formed panel, your nominated chair will be in charge of timekeeping and moderating the Q&A for your session. They will receive a separate guide for this.

5. You also have editing rights for your session on Whova, and may choose to upload your abstract as an attached document if you wish.

6. If you anticipate slide sharing issues, you can email your slides through to csaa.conference@anu.edu.au in advance and we can share as a backup if needed.

Troubleshooting during the session

1. If you have issues during the session related to Q&A and/or content, please send an individual chat message to the chair of your panel. If you are having an emergency and cannot access the zoom for any reason please phone 02 6125 9267.

2. If you are dealing with a technical issue, there will be a CIW admin staff or technical support person in each session to manage the Zoom functions so you can focus on content delivery.

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.
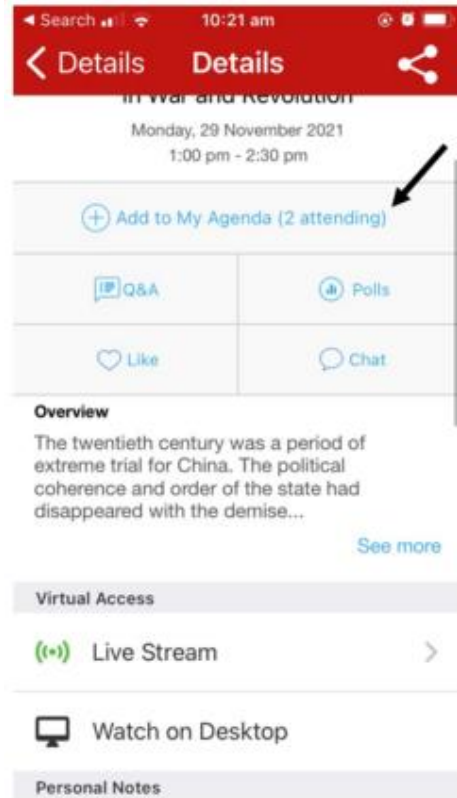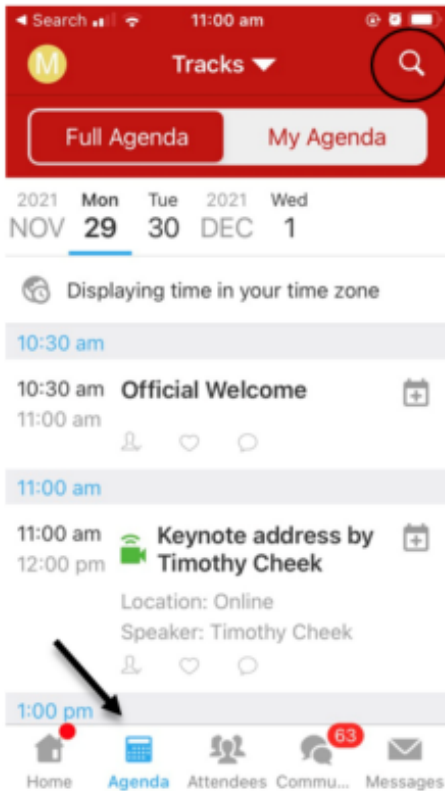
Access live streams and session videos

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