

How to use

THE COMMUNITY ENGAGEMENT TOOLS IN *WhoVa*



1 Participate in Q&A During Sessions

WHOVA WEBSITE

* Once in your session, find Session Q&A, Polls, Chat, and Community on the right side of your screen. You can submit questions for the presenter through Session Q&A, participate in ongoing discussions with the other attendees viewing the session through Chat, vote in Polls, and browse the Community Board function through Community.

* You can use this function through the "Session Q&A" tab on the left-hand sidebar underneath "Resources."

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* 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 tap "Ask a Question" to ask a new one.

* On the event main page, tap "Session Q&A" button under "Additional Resources"; find the session you want to ask questions in, and tap on it.

2 Join Discussions on the Community Board



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- 1 Click the Community tab on the side menu to the left of the screen.
- 2 Create a new conversation topic, or join existing topics like “Meet-ups.”
- 3 If you want to stay up to date on certain discussion topics, click “Follow” directly next to the topic title. To find topics you are following, choose the “Followed” tab near the top of the Community page.

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- 1 Tap the Community tab on the bottom of the screen.
- 2 Create a new conversation topic, or tap on an existing topic, like “Meet-ups,” to join in.
- 3 If you want to stay up to date on certain discussion topics, tap “Follow” directly next to the topic title. To find topics you are following, choose the “Followed” tab near the top of the Community page.

3 Start or Join a Virtual Meetup



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- 1 Go to the Community tab on left side of screen, and click the on the topic “Meet-ups and Virtual Meets.”
- 2 Find the meetup you are interested in, join directly, or click into it to see more details, and then click “RSVP” to stay up to date on any changes.
- 3 When the meet-up starts, click “Join meeting room” to start chatting.
- 4 You can also suggest a new meetup by tapping “Suggest a Meet”, and inputting the details. 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.

WHOVA MOBILE APP

- 1 Tap the Community tab on the bottom of the screen and click the on the topic “Meet-ups and Virtual Meets.”
- 2 Find the meet-up you are interested in, join directly, or tap into it to see more details, and then tap “Join.”
- 3 You can also suggest a new meet-up by tapping “Suggest a Meet,” and inputting the details. Be sure to invite members that you think would be interested in joining. If you have a meeting link, you can copy-paste there. Otherwise, you can use Whova’s virtual meeting room, which allows up to 30 participants.