ATTENDEE GUIDE

WSPHA 2020 Annual Conference for Health

WASHINGTON STATE PUBLIC HEALTH ASSOCIATION



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ACCESSING THE CONFERENCE Desktop:

Go to https://whova.com/portal/webapp/wspha_202010/

UN220 ANNUAL CONFERENCE FOR HEALTH

Leveraging Science, Partnerships, and Community for Health



2020 WSPHA Annual Conference Oct 12 - 16, 2020

Sign in using y

Fmail Enter email Password

Enter password

Don't have an

Whova Virtua

If you open this link using a mobile device, it will take you to a page to download the Whova app. You are welcome to use the app and the desktop version during the conference to access all available features.

our Whova account	
Sign in	
Sign in	
account? Sign up here	
Conference Platform	

ACCESSING THE CONFERENCE Desktop:

If you already have an existing Whova account, please sign in.

If you do not have an account yet, click on the "Sign up here" button.

When creating a new account, you will need to use the same email address that was used to register for the conference.

Sign in using your Whova account

Email

Enter email

Password

Enter password

Forgot your password?

Sign in Don't have an account? Sign up here Whova Virtual Conference Platform

ACCESSING THE CONFERENCE Mobile device:

For the mobile device, you will need to download the Whova app on your smart phone. Once the app is downloaded, it's the same procedure as the desktop:

If you already have an existing Whova account, please sign in.

If you do not have an account yet, click on the "Sign up here" button.

When creating a new account, you will need to use the same email address that was used to register for the conference.



ACCESSING THE CONFERENCE Sign in/Sign Up Errors:

If you receive an error message when signing up or signing into Whova, it's likely that we have a different email address on file for your conference registration.

If someone registered for you, such as an employer, please check with them to see what email address they used at the time of registration.

Or, you may email jenna@wspha.org or info@wspha.org to confirm and/or change your email associated with your conference registration.

Sign up today

This email is not on the attendee list. If you are a registered attendee, please contact the event organizers to add you to the attendee list. Have an invitation code? You can sign into the event from our mobile app. Click here to get the download link.

Password

.....

Confirm password

.....

Sign up

Already have an account? Sign in here

Whova Virtual Conference Platform

Once you are logged in, the conference home page on the desktop will look like this:





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Washington State Depa...

Sponsors





To update your profile, you'll click your name at the top right corner of the web page, and then click My Profile. From there, you'll be able to add as much information as you'd like. All conference attendees will be able to see this information when they view your profile.

	NAME Jenna Wilson
INTERESTS	You currently don't have any interests added Add interests
AFFILIATION	Add an affiliation
EDUCATION	You currently don't have any schools added Add a school





Click Agenda to view the schedule and sessions for each day of the conference, along with session descriptions and speakers.

2020 WSPHA Oct 12 - 16, 2020	A Annual Confere	nce		Sponsor level: Quer Here Come Form C.
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Video Gallery	Speakers: Jenna Wilson			
Speakers				
Whova Guides	10:05 AM			
WHOVA				
Feedback to Whova	Keynote Speaker: Governor Jay Inslee			View Session Add to My Agenda
Organizer Tips	10:05 AM - 10:30 AM			

You can also create a personalized agenda with just the sessions you plan to attend. To do so, just click the Add to My Agenda button. To view your personalized agenda, click My Agenda at the top of the page



MAIN NAVIGATION



When you view a session, you'll be able to see the speakers listed, the session description, and the ability to like or remove the session from your agenda.

To join the session, copy and paste the Zoom link at the top of the session description into a new tab or window.

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Click Community to join or start new community topics and discussions with all conference attendees. You can click Follow on a community board to keep up to date with discussions, or click New Topics to see what's new in the community board since you last looked.



From here, you can also suggest a virtual meet up with other conference MAIN NAVIGATION attendees. A Home 🛱 Agenda 2020 WSPHA Annual Conference Sponsor level Platinum Oct 12 - 16, 2020 Attendees Q Search . Meet-upc MAIN NAVIGATION Add a topic or social group A Home Community New Topics All Topics Followed Active (0) -Suggest a Meet 🛱 Agenda ★ Meet-ups & Virtual Meets Attendees ij Sponsors Suggest a dinner together, a morning run, or anything els... Sommunity 0 activities • 4/09/2020 Posters Sponsors Posters Ask Organizers Anything Messages 2 Messages 2 Have any question for the organizer? Ask here. 1 question • 11/01/2019 RESOURCES Organizer Announcements Session Q&A RESOURCES Check all announcements sent by the organizer Video Gallery 0 announcements • 11/01/2019 Session Q&A Speakers Job Openings Whova Guides E:o Video Gallery Check out here if you're looking for/offering a job WHOVA 0 posts • 11/01/2019 + Follow Feedback to Whova Speakers Share Your Moments Organizer Tips Whova Guides









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Welcome to Organizer Private Channel of 2020 WSPHA Annual Conference. organizers here:)

Once you're signed in, if you made a new account, you can update your profile information. This is what all other attendees will see if they click on your name. If you already have a Whova account, you can edit your profile to keep it up to date.

C Back Sign Up / Sign In to see who else is attending, connect with other attendees, view event schedule, and more! in Sign In with LinkedIn f Sign In with Facebook		 Fill in your background information to connect with the right people. Affiliation You currently don't have any affiliations added + Add an Affiliation
Or use email Email Continue	\rightarrow	Education You currently don't have any schools added + Add a School
By using this app, you agree to Whova's <u>Terms of Use</u> and <u>Privacy Policy</u>		My Profile Looks Good





To view the conference agenda, click the Agenda button on the bottom of the screen. Once you click on a session, you'll be able to add it to your personal agenda, like, comment and rate the session. From this view, you can also read the session description. To join the session, copy and paste the Zoom link at the start of the session description into a new tab or window.





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Click Attendees at the bottom of the app to view all conference attendees. You can search or browse by recommended (based on interests or affiliations you have in common). To connect with someone, you can click Say Hi or Message to start a conversation.

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Click Community at the bottom of the app to view and join conference topics and discussions. You can click on a topic to read the community board, and you can post a message for all conference attendees to see and respond to.



On the Community page, you can also join or set up a virtual meeting with other conference attendees. To do so, click on the Meet-ups & Virtual Meets community board. From there, you can join meet-ups of create your own by clicking "Suggest a Meet." Then, you'll be able to provide a Zoom link and new meet up topic.





DURING SESSIONS

- Please feel free to have your video turned on during the sessions. Presenters love seeing friendly faces!
- Please keep yourself on mute unless the presenters invite you to unmute. This will hopefully prevent background noise from interfering with presentations.
- If you have a question for the presenters, post it in the chat box in Zoom! The session moderator will keep track of questions and bring them to the presenters' attention.
- All presentations will be held via Zoom. If you do not already have a Zoom account, it's free to sign up. You may also view sessions without needing to make an account.
- You are welcome to leave a session and attend another if you'd like. To do so, you would close out of the current session in Zoom, navigate to the Whova agenda page again, find a session you'd like to join, and click the Zoom link posted in the session description.



DAY-OF SUPPORT & HELP

If you need help for any reason, including technical issues, trouble logging into Whova, unable to find/access a Zoom session, etc., please contact conference organizers.

Email assistance: jenna@wspha.org info@wspha.org

Call WSPHA staff for immediate assistance: 206-454-9453

Direct message conference organizers in Whova by searching for "Organizers": Jeff Ketchel Jenna Wilson Karianna Wilson Reta Waldrop Shelby De Lappe

