



## WHOVA “HOW TO” GUIDE FOR ATTENDEES

Thank you for attending TAM 2022! Below are instructions for how to log in and how to navigate around the TAM conference in the Whova Virtual Platform.

A few things to know before you begin:

- The Whova platform functions best in the Chrome browser – many functions may not work properly from Safari or Microsoft browsers.
- Some information in your attendee profile has been pre-populated by TAM staff, based on the information you submitted when you registered for the conference. You will be able to edit this information from your personal profile page (see instructions below.)
- When logging into the Whova platform, please use the same email address you used when you registered for the conference. Otherwise, the platform will not recognize you as having access to the conference and/or your personal profile.
- All instructions provided below are based on the desktop/web platform. For instructions on using the mobile app, please see the Whova Attendee User Guide here: <https://whova.com/pages/whova-app-user-guide/>
- All events for this year’s conference will take place within the Whova app, unless noted otherwise.

### **Accessing Whova**

You can access much of the TAM 2022 conference information in the Whova platform:

- View the conference agenda, build your own customized agenda, and download presentation slides and handouts in advance
- Visit sponsor pages and virtual exhibitor booths
- Search the attendee list and message fellow attendees
- Participate in discussion board conversations or start your own
- Schedule video chat Meet Ups with colleagues or vendors using your own Zoom account or the Whova platform
- Edit and add to your Attendee Profile
- Download the Whova mobile app to access the conference on the go

The first time you access Whova you will have to create a Whova log-in password (unless you have used Whova before under the same email address.) To do this, sign into the Whova web app by using the email address you used to register for the conference. Then, click the “Sign up here” link underneath the blue “Sign in” button and create your Whova profile. Be sure to save the password you set up, as you will use this profile to access Whova and participate in

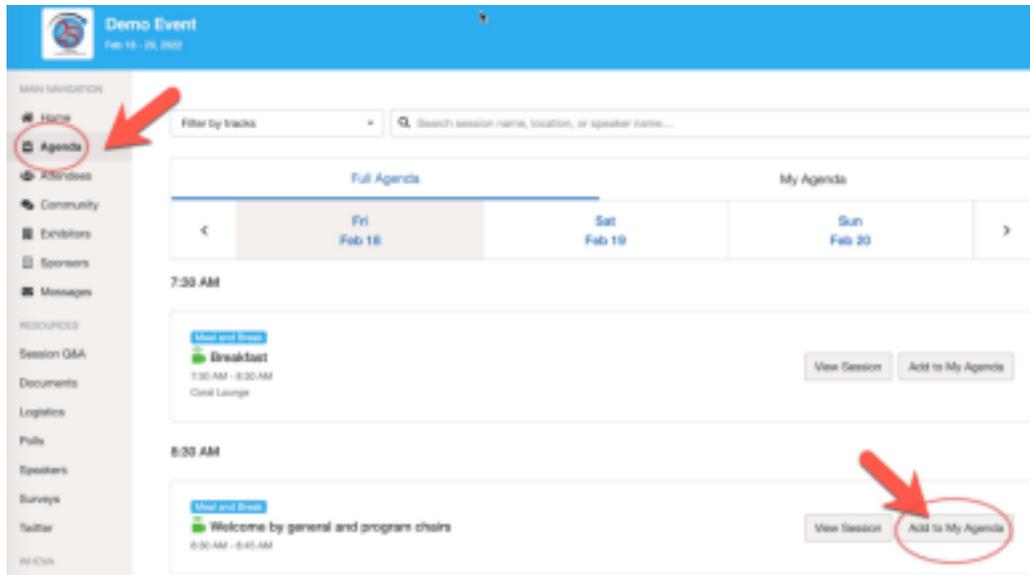
the TAM conference activities.

## **Completing your Personal Profile**

Edit your attendee profile by clicking on your name in the top right corner of the web app or click on your name in the Attendee listing in the Attendee tab. You can upload a photo, list your contact information, provide a bio, link your social media accounts and more. This profile will be visible to all attendees in the event and is useful for networking with colleagues, sponsors and exhibitors. If you are a speaker, this profile information will also be linked to the agenda item for your session, along with the session description and other details.

## **View the Agenda and Plan Your Schedule**

1. Find the Agenda tab on the side of the screen. 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
3. Browse or search for sessions on the top bar.
4. Once you find the session you want to access, tap on it.
5. If the session is live, it will begin playing immediately upon entering. Otherwise, a message will indicate the scheduled start time.
6. If the session hasn't occurred yet, you can click Add to My Agenda to put the session on your own personal agenda.

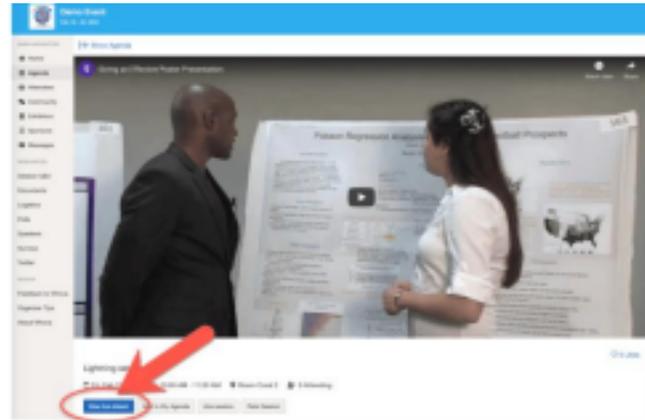
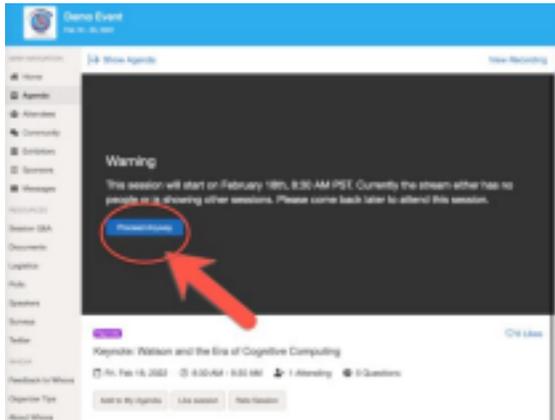


## **Accessing Session Content**

We suggest you use the Chrome browser to join the session streaming. Some streaming software may have compatibility issues with other browsers.

1. From the agenda list, click the session you want to watch via stream or video. There is a green camera icon for the sessions with stream or video.

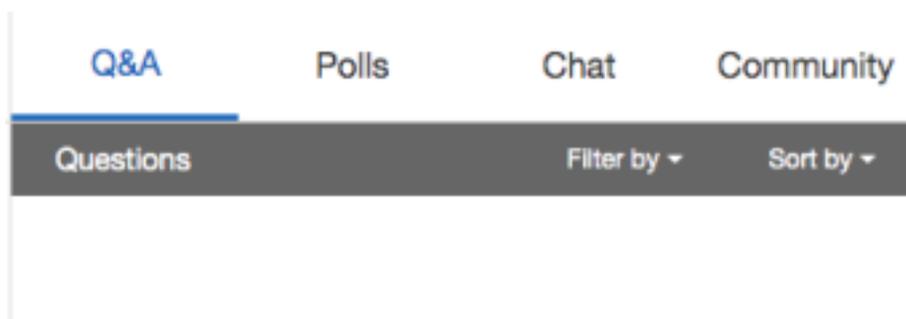
2. If the streaming screen directly shows up, click “Proceed” to start watching the stream. Otherwise click “View livestream” button to open a separate streaming page to watch.



3. If the session is pre-recorded, you will see a large thumbnail image and video control buttons. You may watch the video at any time, however it will be played and the speakers will be present for live Q&A during the designated time on the agenda.
4. Profiles for speakers in each session are linked in the session page. Click the “View Session” button from the Agenda to view the session description, speakers, handouts, etc.
5. Session slides (if available) may be viewed/downloaded via links in the text at the end of the session description.
6. Handouts (if applicable) may be viewed and downloaded via a link in the “Handouts” section at the bottom of the session information screen. Scroll past the session description to view any available handouts.

## **Session Chats, Q&A and Live Polls**

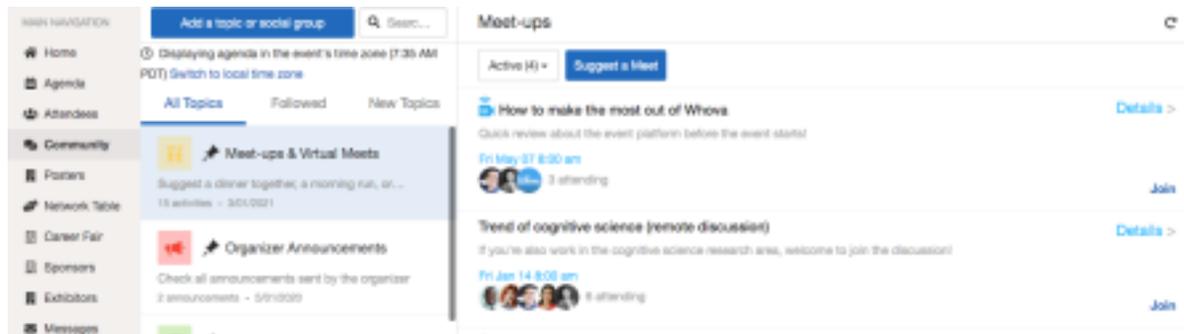
You can access three tabs on the right hand side of the virtual session: Session Q&A, Chat, and Community. You can submit questions for the presenter through Session Q&A, participate in ongoing discussions with the other attendees viewing the session through Chat, and browse the Community Board function through Community. If a session includes Live Polls, you will see a fourth tab as well, where you can participate in the poll(s) for the session.



## **Accessing Events via Meet-ups**

Certain sessions that require face-to-face interaction between speakers/facilitators and attendees will be held via a Zoom meeting accessed through the Meet-ups section of the Whova app. These sessions include all TAM Talks, coffee receptions and other less formal events. Sessions designated as Meet-ups will be noted as such in the main Agenda and the description for the session.

To access the link for these sessions, click on the Community tab in the menu on the left and find the TAM Talk or event that you are looking for in the list of Meet-ups on the right side of the screen.

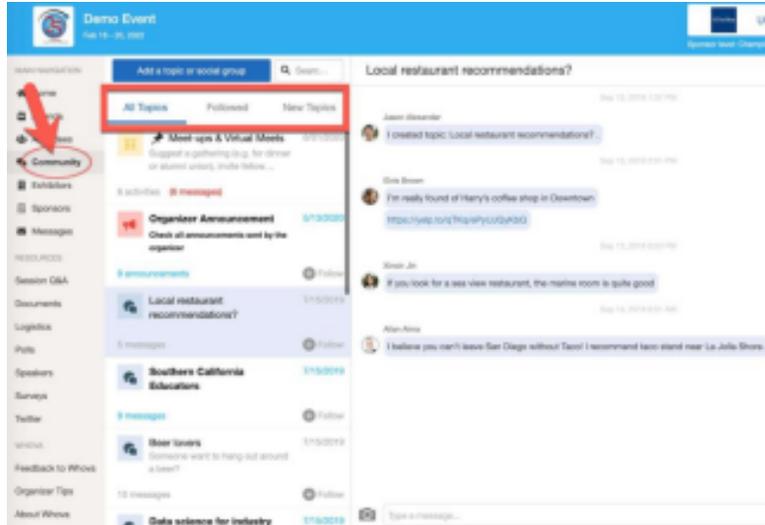


You can click “Details” to view the description of the TAM Talk or event. Once the meet-up has begun, click “Join Meeting Room” to join the Zoom meeting in progress.

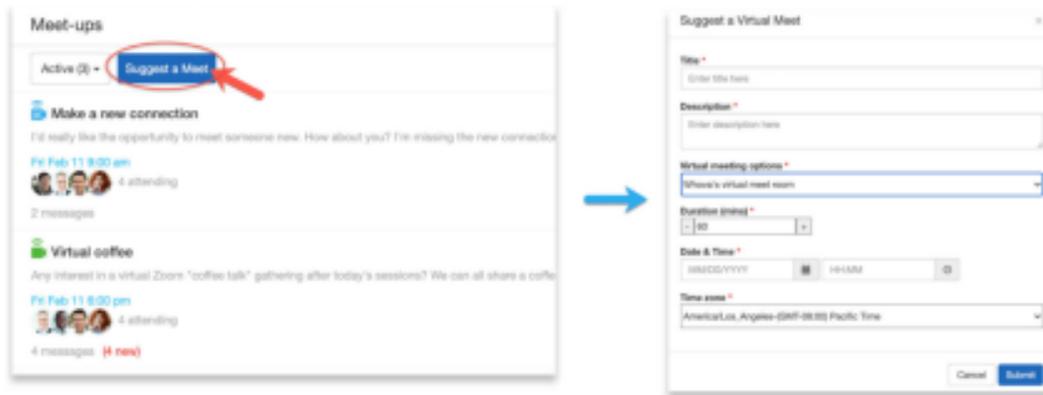
## **Network and Interact with Other Attendees**

There are multiple ways to engage with fellow attendees on the Whova platform:

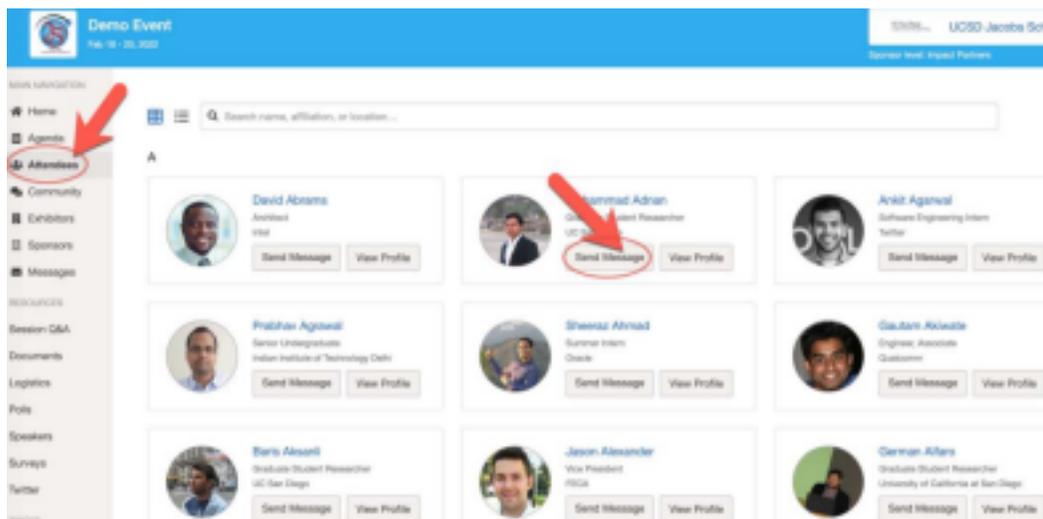
- Click “Community” at the left-hand side menu, and create, participate or follow discussion topics. o Click Follow directly next to the topics on the Community Board that you want to stay up to date with. To find the topics you’re following, choose between three tabs near the top of the topics list section: All Topics, Followed, and New Topics.



- Click “Community” at the left-hand side menu, select “Suggest a Meet,” and create virtual meetups to meet with colleagues or sponsors in groups of up to 30 using the Whova platform or your own Zoom account.



- Tap “Attendees” at the left-hand side menu to search and message individual attendees.



- Join networking sessions at designated times – see the Agenda for details.

## **View Sponsors and Exhibitors**

Take some time to check out the sponsors and exhibitors whose support is so important to TAM and the Texas museum community. Tap on Sponsors or Exhibitors in the side menu to see the complete list of businesses sponsoring and exhibiting at TAM 2022. Click on a sponsor profile or the “Visit Booth” button to learn more about the business, view photos or videos of their product or service, find contact information and chat with booth representatives. If you would like to find out more, you can send a message to the primary contact through Whova or even set up a video chat through the Meet-ups function in the Community tab.

## **Engagement, Surveys and Feedback**

Feedback from attendees is necessary, and important for keeping the conference relevant and enjoyable. Each session will have its own survey available, as well as a survey to rate the conference overall. Visit the Surveys tab from the menu on the left to complete and submit surveys for each session you attend via the “Session Feedback Surveys” section, or find the link to the survey for each session in the text at the bottom of the session description in the Whova platform.

The overall conference survey can also be found in the Whova Surveys tab, and you will receive a link to this survey at the conclusion of the event. Completing this survey is especially important, as responses submitted here will inform the planning and content for future TAM conferences.

You may also leave informal feedback and other comments for TAM on the Google Jamboard for each session or event. Jamboard is a virtual whiteboard where comments, questions, feedback and other content will be collected via digital “sticky notes” in Jamboard throughout the week and discussed during the Closing Reflections session on the last day of the conference. Access the Jamboard for each session via the link in the session description, or leave your comments in the session chat and organizers will transfer them to the Jamboard for you.

## **Post to Social Media**

The Whova conference platform also includes a live feed of Twitter posts related to the conference. Check the Twitter tab in the menu on the left to view recent posts. Tag your Twitter posts about the conference with #TAM2022 and #texasmuseums to see your own posts in the live feed!

## **Whova Video Guides**

Whova provides a variety of useful video guides to various aspects of the platform. To view these guides, click the links below:

- Attendee Guide - <https://whova.com/pages/whova-app-user-guide/>
- Mobile App Guide - <https://whova.com/resources/how-to-guide/user-tutorial/>
- Speaker Guide - <https://whova.com/pages/whova-speaker-guide/>
- Sponsor Guide - <https://whova.com/pages/whova-sponsor-guide/>
- Exhibitor Guide - <https://whova.com/resources/how-to-guide/leadgen-tutorial/>

## **Questions**

If you have any questions, refer to the Whova “Attendee How To” guide provided, or ask the organizers in the “Ask the Organizers” post on the discussion board.

If you need to talk to a real person, or have a question that is not Whova-related (registration, speaker or sponsor questions, etc.) you can reach out to the conference team directly:

- Attendees can contact Brittany Petrilli at 817-332-1177 or [admin@texasmuseums.org](mailto:admin@texasmuseums.org)
- Speakers and sponsors can contact TAM’s meeting planner, Monica Rhodes, at [monica@manifest-creative.com](mailto:monica@manifest-creative.com) or 979-285-8512 (cell)

We look forward to experiencing the TAM 2022 conference with you!