



WHOVA “HOW TO” GUIDE FOR SPEAKERS —Joining and Participating in Your Conference Session—

Thank you for your participation in TAM 2022! Below are instructions on how to log in, access your rehearsal and live sessions and how to navigate around the TAM conference in the Whova 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 other browsers.
- Some information in your profile has been pre-populated by TAM staff, based on the information you submitted when you completed your speaker agreement. You will be able to edit this information if necessary.
- When logging into the Whova platform, please use the same email address used to complete your speaker registration and information forms. Otherwise, the platform will not recognize you as having access to your session.

Accessing Whova:

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 where you have been receiving correspondence related to your session. 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 all of the TAM conference activities. Much of the conference information will be populated in the Whova platform at the time the rehearsals are taking place. You may log in to Whova from your desktop or mobile device at any time to view the agenda, visit sponsors and exhibitors, or search and message other attendees.

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. We encourage you to 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.

Adding brochures and handouts:

You can upload up to two brochures and handouts. The attendees will be able to download them from your company profile page.

1. Click “Upload PDF file.” You may upload at most two PDF files, each with a max size of 10MB.
2. Add a title for the handout and select a PDF file from your local computer.
3. Click “Upload” and save the form.

Note: uploads will not be saved until you click the “Save” button at the very bottom of the form.

Session 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. Attendees may visit the Surveys tab from the menu on the left to complete and submit surveys for each session they attend via the “Session Feedback Surveys” section, or find the link to the survey for each session in the “Rate Session” button at the top of the session page.

The overall conference survey can also be found in the Surveys tab, and all attendees 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. Speakers will also receive another survey after the conference asking for your feedback specifically regarding your experience as a speaker.

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/>