Whova Guide for Attendees

1. You will be sent an email with a link to the event on Whova. Please sign up/sign in with the email you used to register for the conference.

2. Whova is available via desktop apps and a mobile app. While the desktop app is more appropriate for viewing sessions, many users find it more intuitive to interact with other aspects of the conference via the mobile app so feel free to familiarise yourself with one, the other or both!

3. Follow the whova event app user tutorial for guidance on editing your profile, exploring the event agenda and engaging with event networking - Event User Tutorial

You can find more information here: Whova attendee guide:
https://whova.com/pages/whova-app-user-guide/?source=ems

Guide to Poster Presenters

An email will be sent to the email to you 10 days before the start of the conference with an individual link for you to follow. If you can't find this email, please check your spam folder or contact us and we can send another via the platform. Here, you can sign into Whova and fill in all the details regarding yourself, your poster and upload files.

If you have any issues updating your own profile or something is wrong, please don't hesitate to contact the organising committee for help.

Poster presentations on Whova can consist of up to three parts, each explained below.

1) the poster (mandatory)

2) the poster pitch (optional)

3) a Q&A session (optional)

1) The poster

The poster material should be a traditional conference poster, but we understand that creating a poster can be time-consuming and that not all posters might be equally effective in an online setting so feel free to put your own spin on it. We recommend making your poster on common software packages such as PowerPoint or Adobe as both .pptx and .pdf files can be uploaded to Whova.

In PowerPoint, your poster will be created as one slide. Under "Custom," select your width and height. (Typical sizes range from 24" high x 36" wide or 36" high x 48" wide. Be sure to select "Ensure Fit" to avoid lost information.)

2) The poster pitch

The poster pitch is an added option where you can upload a pre-recorded talk of approximately 2-3 minutes, where you "pitch" your research to the conference attendees. This the virtual equivalent of the presentation you would give when people come to see your poster in a regular face-to-face poster session and can provide more information if people are browsing posters outwith set poster sessions.

How to create a recorded presentation with Zoom

We recommend you use the free Zoom client to record your presentations. The guidance below has been written for colleagues who have not used Zoom previously. Please note that we will not be able to edit any submitted films.

1. If you have not already done so, please register with Zoom for their free service and download the Zoom client

2. Follow the instructions in the Zoom user guidance to enable a 'Local Recording' in your settings

3. Before you record, please test your audio and video.

4. Go to your Zoom account Settings (icon at the top right when you open your Zoom client) > click 'Recording' on the left-hand menu> tick against the option 'Recording a separate audio file for each participant who speaks'

5. When you are ready to record, you can set up and start a 'meeting' with yourself as the only participant of course!

6. As in point 2 above, the user guidance also shows you how to record once you are in your meeting

7. If you are would like to use any slides or other visual aids, you can 'share your screen' while presenting. For example - you can bring up a Powerpoint or PDF of your poster before you start your recording. The video will show both the shared screen and yourself.

8. Important: Please note the conference programme cannot accommodate presentations longer than 3 minutes in duration. Please ensure you keep within this time limit.

9. After you stop the recording and end the meeting, Zoom will then download both the video and audio-only files for you 3 10. Rename the video file with your name and upload to recorded video section of your poster page.

3) The Q & A session (optional)

Your poster pitch and poster will be available before and throughout the conference on Whova, and other attendees can give comments and feedback. Besides, you will be allotted a 30 mins timeslot to address some of the queries live. This will be set-up as a Zoom room where attendees can drop in to ask you about your research. Ideally, they would already have seen your poster pitch in Whova and ask you questions based on that, but you can also use this time to give a short presentation to interested delegates. This will be live during your allocated poster session, and you will have screen-sharing options.