

Presenting and Organizing a Session

On desktop

Although Whova works with many live stream providers, we are using Zoom in our summer meeting. As an organizer, we recommend that you use the web app as the mobile app may be too small to see and present slides.

1. Make sure your camera, network, and microphone work.
2. As the organizer you choose how your speakers enter the session. They can enter into zoom directly or through the web app. The zoom links will let them in directly where they can be viewed in Whova and the web app link can allow them to join either in Whova or in Zoom. Speakers will have options presented.
 - As an organizer if you get the Zoom link (like “https://...zoom.us/...”), click it to open the Zoom app and click login. There you can enter the email (username) and the password provided. The password is also in the link. If you’ve already installed the Zoom app, it starts automatically. Otherwise, follow the instructions to download the Zoom app and enter the Zoom meeting/webinar.
 - If you got the web app link (like “https://whova.com/portal/webapp/...”), simply click the link to go to the web app. Please make sure to sign up with the email address you used to register for the event as a speaker. Once you click into the session on the web app, you may select whether you want to join from Zoom’s app, or join in Whova app. If you choose to join in Whova, your organizer will be notified to promote you as a panelist, and you can start presenting inside the Whova app without opening the Zoom app

[→ Show Agenda](#)

Looks like you are a speaker of this session, how would you like to join the Zoom meeting?

zoom

Join in Zoom

We will take you to the native Zoom App to join this meeting

Whova

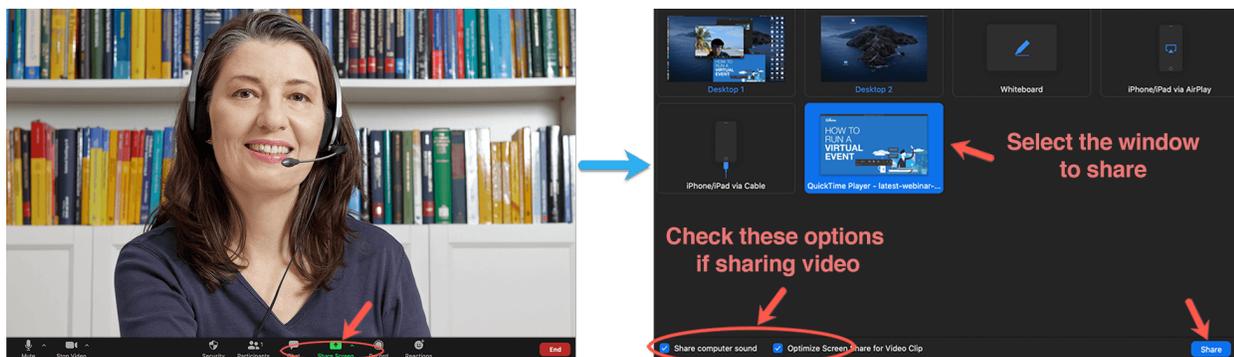
Join in Whova

You will join the meeting directly on the Whova web app. We will notify the organizer to promote you as a panelist for your presentation.

CMS will enter all the speakers into your session within Whova so the software will know if your speaker enters through Whova and will present the option to enter through Zoom or Whova. Attendees watching in Whova have the same controls as anyone in Zoom and they can have their camera on, ask questions and event chat.

3. If you need to use slides or a pre-recorded video, open the slides/video, click “Share Screen”, and select the slides/video you want to share. If you are sharing a video, please remember to check the 2 optimization options on the bottom-left of the popup.

Also, consider [checking this checklist](#) to get better prepared.

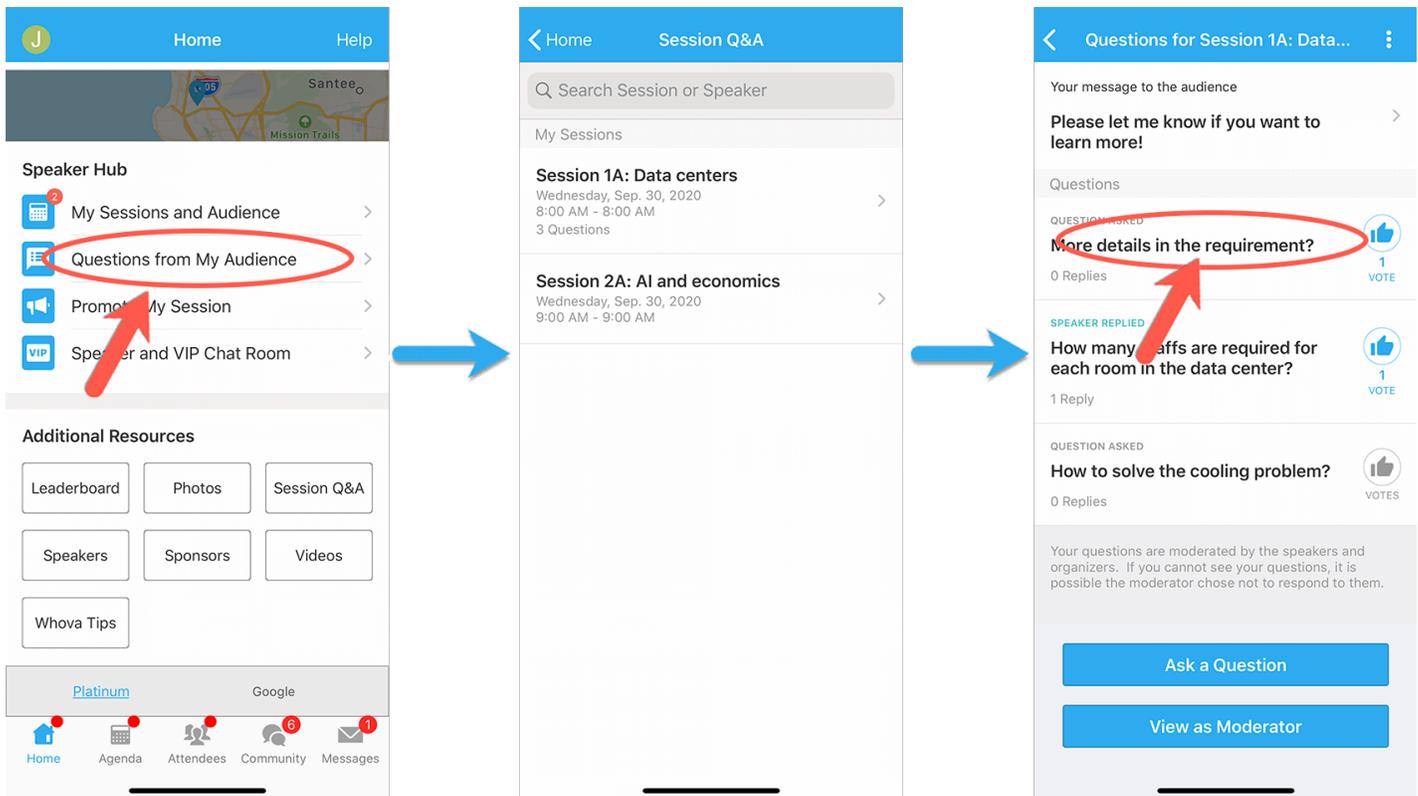


Answering Q&A

On mobile app

Prerequisites: Follow the previous steps to log in to the app.

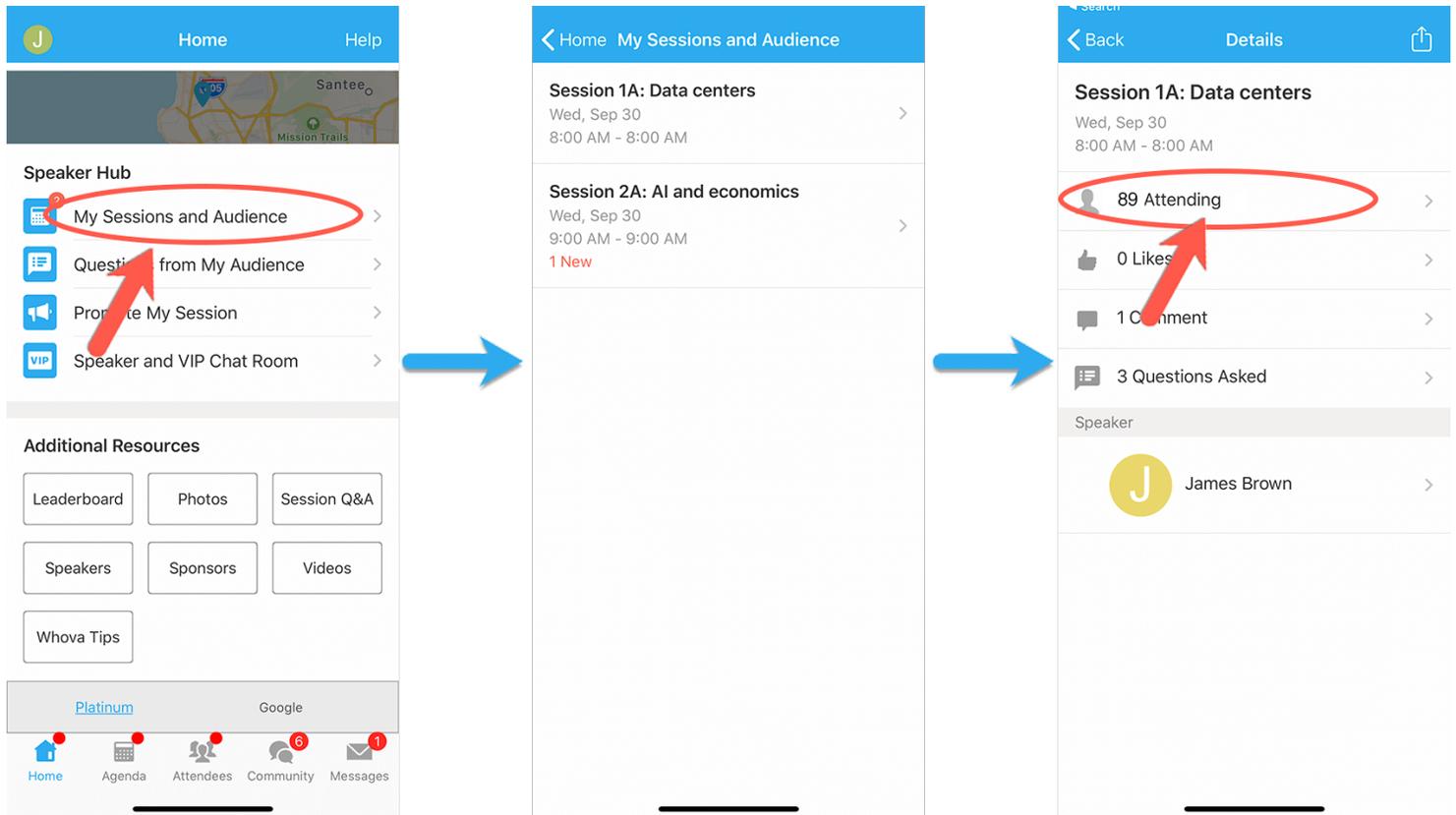
1. Tap **Questions from My Audience** under **Speaker Hub**
2. You will see the list of sessions that you speak in. Tap the one you want to check.
3. The session shows all the questions asked by the audience, arranged in order by the number of **votes** for each question
 - If it is during the live session, you may answer the questions directly
 - If it is before or after the live session, you can tap onto the question and answer it in the app



Checking who is attending your session

On mobile app

1. Sign into the app.
 Please use the email you used when you registered the event as a speaker or organizer. Otherwise, the speakers' tools will not be available to you.
2. Find the **Speaker Hub** section and click on **My Sessions and Audiences**.
3. From there, you can find all the sessions you speak in. Tap the one you want to check.
4. Tap **XX Attending** and you will see the list of people who added the session to their personal agenda



IN Whova

Speaker Information

Upload and edit your profile and session information as you would like it to appear on the event materials.

Profile Info

Full name (Speaker's display preference) *

Email *

Affiliation (Company, association, university, etc.) *

Job Title

Biography (No character limit)

Profile picture


 No file chosen

Session Info

1. Session [Delete session](#)

Session title (Talk title, keynote name, etc.)

Session 1A: Data centers

🕒 08:00 AM to 08:00 AM, 09/30/2020

Documents (If you would like to include any documents such as abstracts, slideshow presentations, etc., please upload them here.)

Maximum 3 documents with 10 MB file size limit

Virtual presentation (Add a link to live stream your session or upload a recorded video for your session)

Live Stream URL

Services recommended: Zoom Meeting, Google Hangouts Meet, Vimeo Livestream, WebEx, Microsoft Teams, Skype for Business, GoToMeeting, UberConference, Jitsi, Blue Jeans, GlobalMeet, CenturyLink, EasyWebinar, On24, Hopin, ClickMeeting, LiveStorm, Wowza, Adobe Connect, Twitch, Youtube Live, Facebook Live, Periscope, Younow, Bambuser, Ustream, Dacast, Crowdcast, and Brightcove

Recorded Video

Maximum video size of 200 MB (set by event organizers) allowed for videos uploaded through Whova.

In Whova, speakers can fill in their profiles before the event. These profiles include their name, email, affiliation and biography. They can also attach a picture so others can find them easily. This is a great tool for networking and finding colleagues.

Preparation Checklist

This is a general checklist to prepare for speaking in a virtual session.

- Please test your camera, microphone, and screen-sharing etc. You can do it with your friends or colleagues
- Consider a dry run of your talk and time it. Speaking in front of a camera feels different from speaking in front of a live audience.
- Instead of a mobile phone, we recommend you to start Zoom on your computer, which provides more stable network and better performance.
- Choose what background you want to use. You can choose from a virtual background provided by Zoom or by the organizers.
- Make sure the main light source isn't coming from behind you. If you are close to a window, try not to be in darkness.
- If possible, close other applications on your computer.
- Let other people in your home know about your presentation so that they won't use too much bandwidth while you're presenting.

Things to Test

Before the event, please take some time to test each item below.

- **Test your Internet speed.** Streaming software usually has Internet speed requirements. For example, if your event is using Zoom, the requirement is [2Mbps at the minimum](https://www.speedtest.net/). You may test your Internet speed here: <https://www.speedtest.net/>.
- **Test your audio/video device and make sure it works with the streaming software.** The easiest way is to start a Zoom meeting with your friends and see if they can see you and hear from you. Also, try to share your video/slides in Zoom to see if they work properly.
- **Test other setups with a dry run.** If your organizers arrange a dry run, please try your best to attend. During the dry run, in addition to checking the above items, you can also test out the lighting, and your background.

In Case of Emergency

If something unexpected happens during the event or session, please follow this guide to solve them.

Cannot join the session as speaker or panelist:

- Please join from the Zoom client instead of the event app.
- Please make sure the link you are using is the speaker link instead of the attendee link.
- If it requires a password, please contact the session host to resend you the link or remove the password.

Your Internet connection has problems (unable to reconnect, or has unbearable delay):

- Please contact the organizers to move on to another speaker while you get back online

Cannot share screen or share video:

- Please contact the session host to make sure they set the permission correctly or enable them on the Zoom client.

The camera does not work properly:

- Please check with the session host if it's OK that you present without a camera. If it is fine, you may still present with audio and slides. Otherwise, please ask the host to start the pre-recorded video.

The audio device does not work properly:

- Please contact the session host or check your internet connection.