

## Tutorial for Rapid poster presenters at ICP 2020+

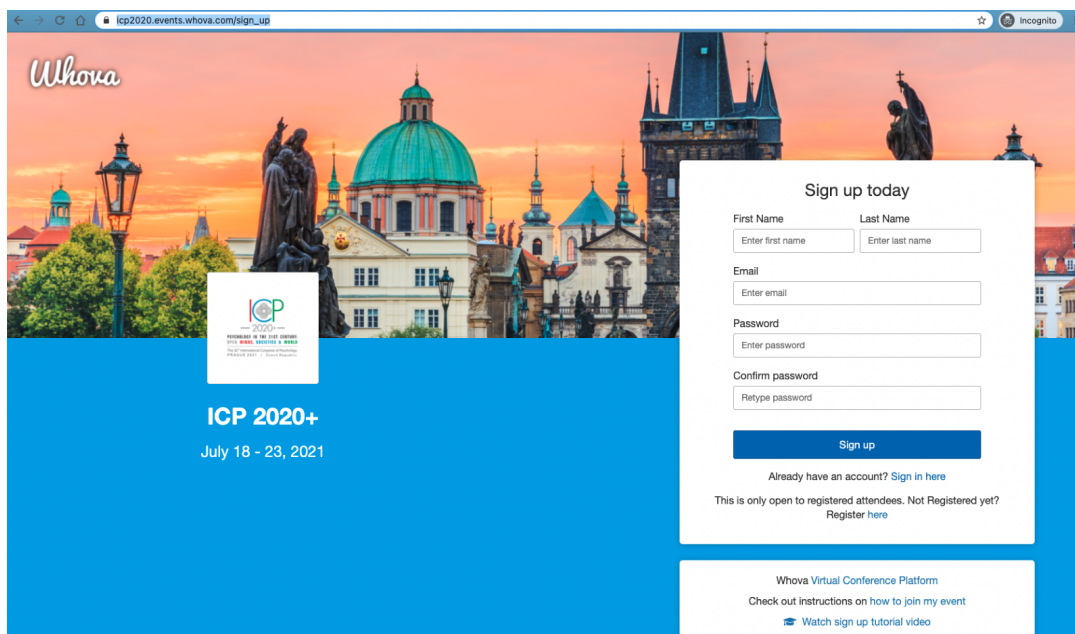
### 1. Upload your poster

To your email address which you used for abstract submission and registration to ICP 2020+ congress has been sent the email with the personalized link for uploading your Rapid Communication poster. Please fill in your information and upload the poster. Uploading the cover photo for the poster is not mandatory but definitely will attract more attention to your poster. You can come back to update info whenever needed!

In case you did not receive our email with the personalized link please first check your junk/spam folder. Email was sent from email address [helpdesk@icp2020.com](mailto:helpdesk@icp2020.com) with the subject "Time to set up your Poster at ICP 2020+ ". If you will not find please contact us at [helpdesk@icp2020.com](mailto:helpdesk@icp2020.com).

### 2. Log in to Whova conference online platform

When you finish step #1 you are ready to Sign up!



The screenshot shows a web browser window with the URL [icp2020.events.whova.com/sign\\_up](https://icp2020.events.whova.com/sign_up). The page features a background image of a cityscape at sunset. On the left, there is a logo for ICP 2020+ with the text "PSYCHOLOGY IN THE 21ST CENTURY: OPEN MINDS, SOCIETIES & WORLD" and "The 32<sup>nd</sup> International Congress of Psychology PRAGUE 2021 / Czech Republic". Below the logo, it says "ICP 2020+" and "July 18 - 23, 2021". On the right, there is a "Sign up today" form with the following fields: First Name, Last Name, Email, Password, and Confirm password. A "Sign up" button is located below the form. Below the form, there are links for "Already have an account? Sign in here" and "This is only open to registered attendees. Not Registered yet? Register here". At the bottom, there is a section for "Whova Virtual Conference Platform" with a link to "Check out instructions on how to join my event" and a "Watch sign up tutorial video" button.

Please visit [https://icp2020.events.whova.com/sign\\_up](https://icp2020.events.whova.com/sign_up) and

- sign up with the same email address by which you created your ICP 2020+ account for abstract submission and registration
- create your new unique password

💡 Whova has web browser and mobile application options. You have to use the same log in to the mobile app as you created in the web app. You can download Mobile app here:

[GOOGLE PLAY for Android phones and tablets](#)

[APPLE STORE for iPhones and iPads](#)

**! It is important to sign in to Whova on all your devices only with the email address associated with your ICP 2020+ account!**

This email address is your “ID” for Whova. If you will use more email addresses or log in via the social media button you will create multiple accounts in Whova which causes functional difficulties of Whova. E. g. we cannot give you the access to ICP 2020+ conference if you log in via Facebook as your ICP 2020+ registration is done to your one unique email address.

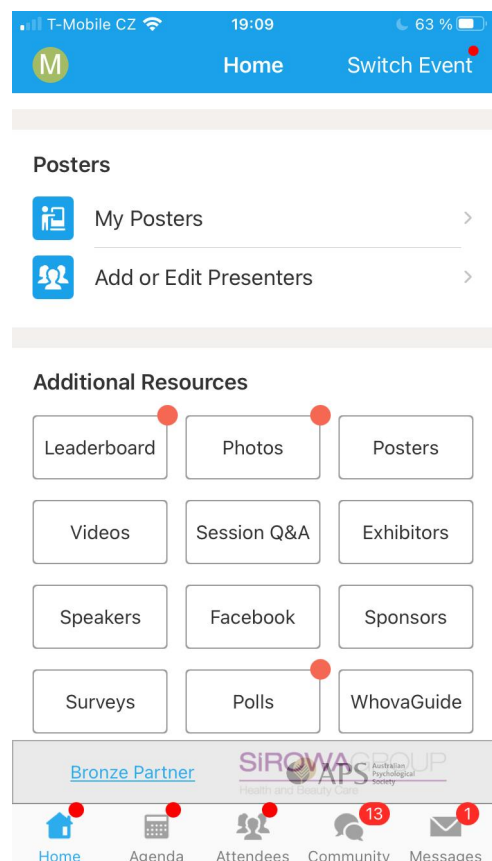
### 3. Get familiar with Whova

Check also the Whova User Guide for better understanding of the processes here:

<https://whova.com/pages/whova-app-user-guide/>

### 4. Check your poster/s

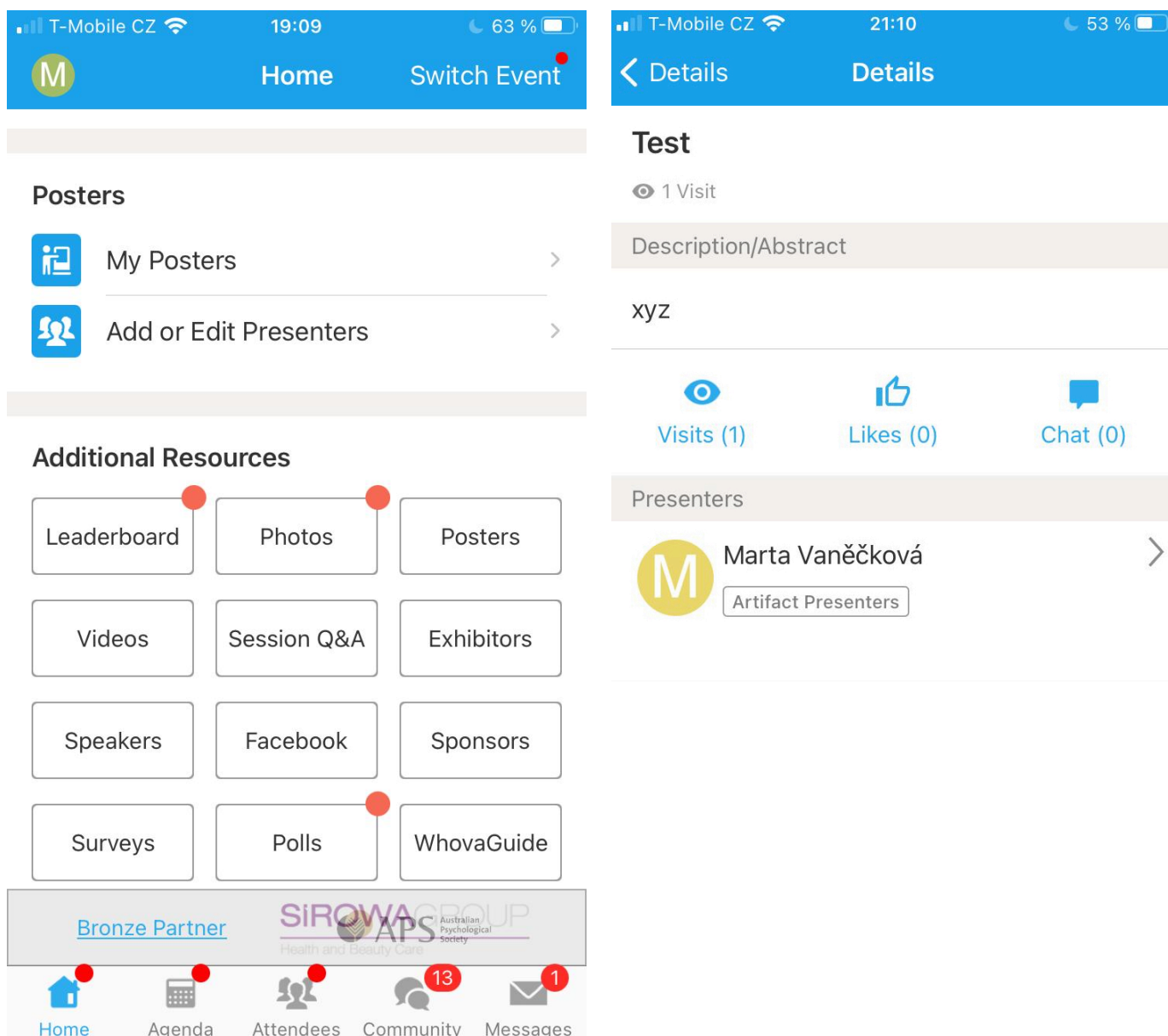
We ask you to check your poster/s under your Whova account. You can simply find it your Whova mobile app under “My posters”. If you discover any discrepancies please contact us at [secretariat@icp2020.com](mailto:secretariat@icp2020.com).



## 5. Interact with your attendees

On your mobile app home screen click on My posters and check how many people already visited your poster, liked it or started the chat with you.

If you will have more to discuss with your attendees you can invite them to your own video chat. Post the link with your Zoom meeting or other tool at the chat and discuss!



**Home Screen (Left Screenshot):**

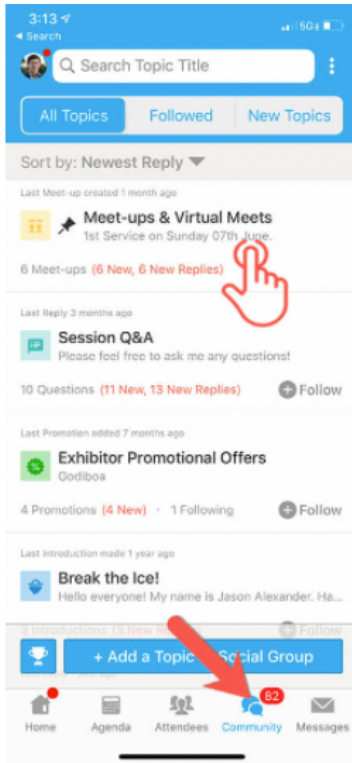
- Time: 19:09, Battery: 63%
- Header: Home, Switch Event
- Section: Posters
  - My Posters
  - Add or Edit Presenters
- Section: Additional Resources
  - Leaderboard, Photos, Posters
  - Videos, Session Q&A, Exhibitors
  - Speakers, Facebook, Sponsors
  - Surveys, Polls, WhovaGuide
- Footer: Bronze Partner, SIROWA GROUP, APS Australian Psychological Society, Health and Beauty Care
- Bottom Navigation: Home, Agenda, Attendees, Community (13), Messages (1)

**Details Screen (Right Screenshot):**

- Time: 21:10, Battery: 53%
- Header: Details
- Section: Test
  - 1 Visit
  - Description/Abstract: xyz
  - Interactions: Visits (1), Likes (0), Chat (0)
  - Presenters: Marta Vaněčková (Artifact Presenters)

## 6. Interact with all attendees

Beside your Rapid Communication Poster you can be active in Community board.



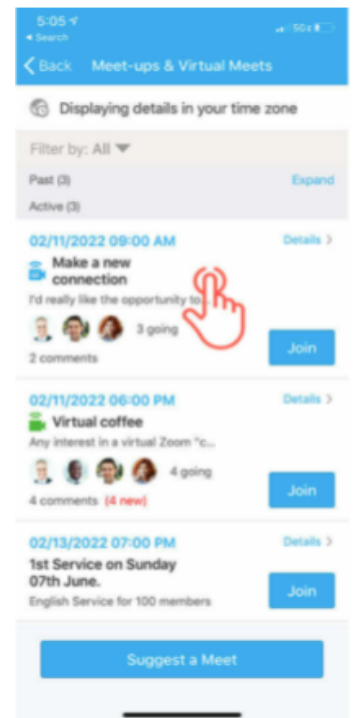
### Join or create discussion and meet-ups on the community board

Click the Community tab (on the bottom of the screen and on the left-hand side on desktop)

Create a new conversation topic, or tap the topic to join existing topics like “Meet-ups.”

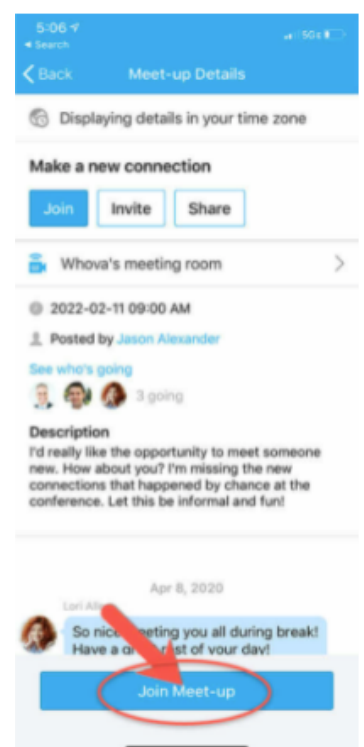
Click Follow directly next to the topics on the Community Board that you want to stay up to date with.

To find the topics you’re following, choose between three tabs near the top of the page: All Topics, Followed, and New Topics.



Find the meet-up you are interested in, join directly, or tap into it to see more details, and then tap “Join”.

You can also suggest a new meetup by tapping “Suggest a Meet”, and inputting the details. If you know someone will be interested, don’t forget to invite them as well. If you have a meeting link, you can copy-paste there. You can use Whova’s virtual meet room, which allows up to 30 participants but please be aware there is limit on how many can be of them at one time and we expect high traffic. Given to that we recommend to use your personal link for the meet-up /e.g., free Zoom Meeting/.





## 6. Adjust Whova notifications to your needs

ICP 2020+ is global event happening across all time zones. You can adjust the notification within the settings in your profile.