

Tutorial for oral presenters at ICP 2020+

Dear individual Oral, Keynote, and Symposia presenters,

Please read this tutorial to get fast familiar with the ICP 2020+ conference on-line platform and be ready to enjoy ICP 2020+ at the maximum!

1. Update your Speaker Information

On your email address which you used for abstract submission and registration to ICP 2020+ Congress has been sent the email with the personalised link for updating your Speaker Information. The mandatory is only your affiliation. Bear in mind that more attractive profile will catch more attention and opportunities for professional networking!

You can come back to update info whenever needed!

In case you did not receive our email with the personalised link please first check your junk/spam folder. Email was sent from email address event-noreply@whova.io with the subject “Time to set up your Speaker profile at ICP 2020+ “. If you will not find it please contact us at helpdesk@icp2020.com immediately.

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

LinkedIn profile (URL)

Twitter handle (URL)

Session Info

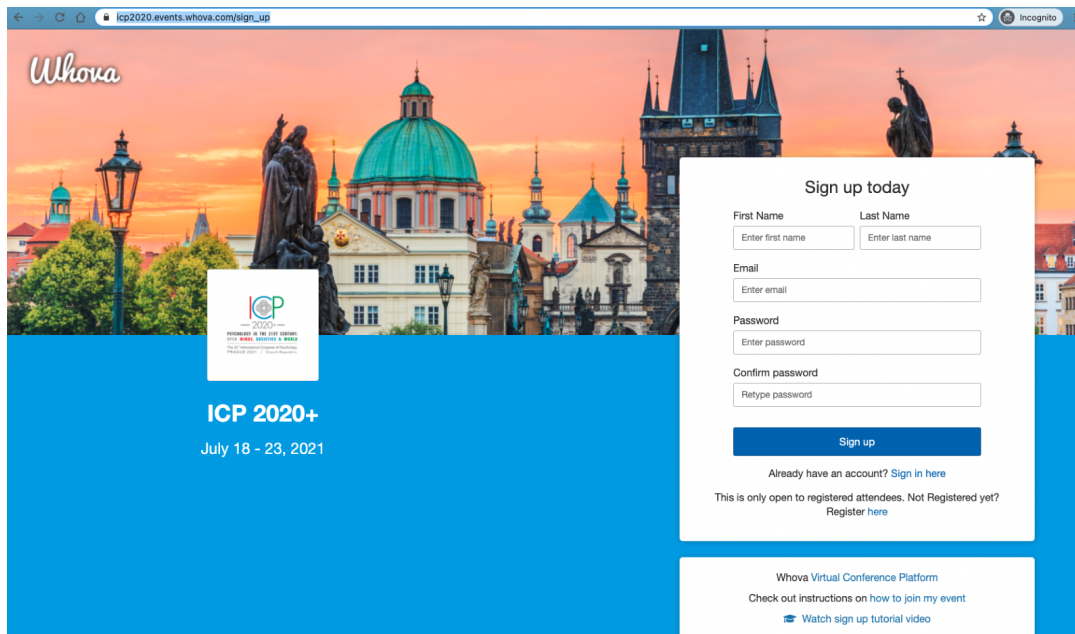
1. Session

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

Any topics you want your audience to discuss before or after your talk?

2. Log in to Whova conference online platform



The screenshot shows a web browser window with the URL icp2020.events.whova.com/sign_up. The page features a background image of a cityscape at sunset. On the left, the Whova logo is visible, along with the ICP 2020+ logo and the text "ICP 2020+ July 18 - 23, 2021". On the right, there is a "Sign up today" form with the following fields:

- First Name:
- Last Name:
- Email:
- Password:
- Confirm password:

Below the form is a blue "Sign up" button. Underneath the button, 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 of the page, 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.

Sign up at https://icp2020.events.whova.com/sign_up

- 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

! 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.

💡 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

3. Get familiar with Whova

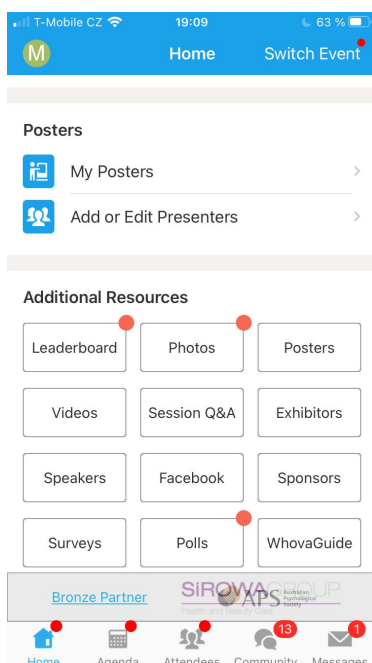
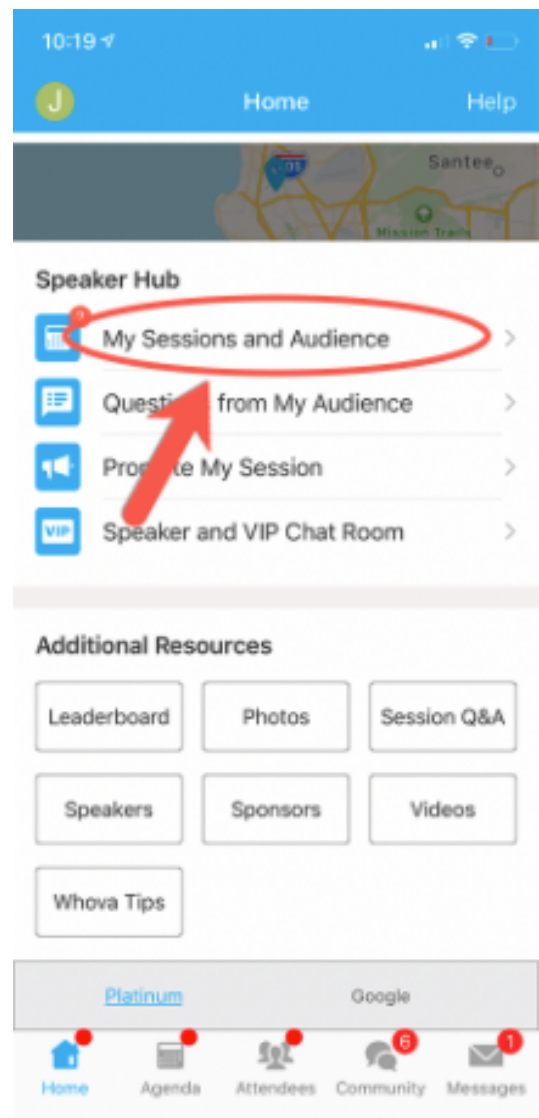
Check also the Whova User Guide for better understanding of the processes here:
<https://whova.com/pages/whova-app-user-guide/>

4. Check your sessions in your Speaker hub

We ask you to check your sessions under Speaker Hub in mobile Whova app. Please be aware Speaker Hub is available only on mobile devices!

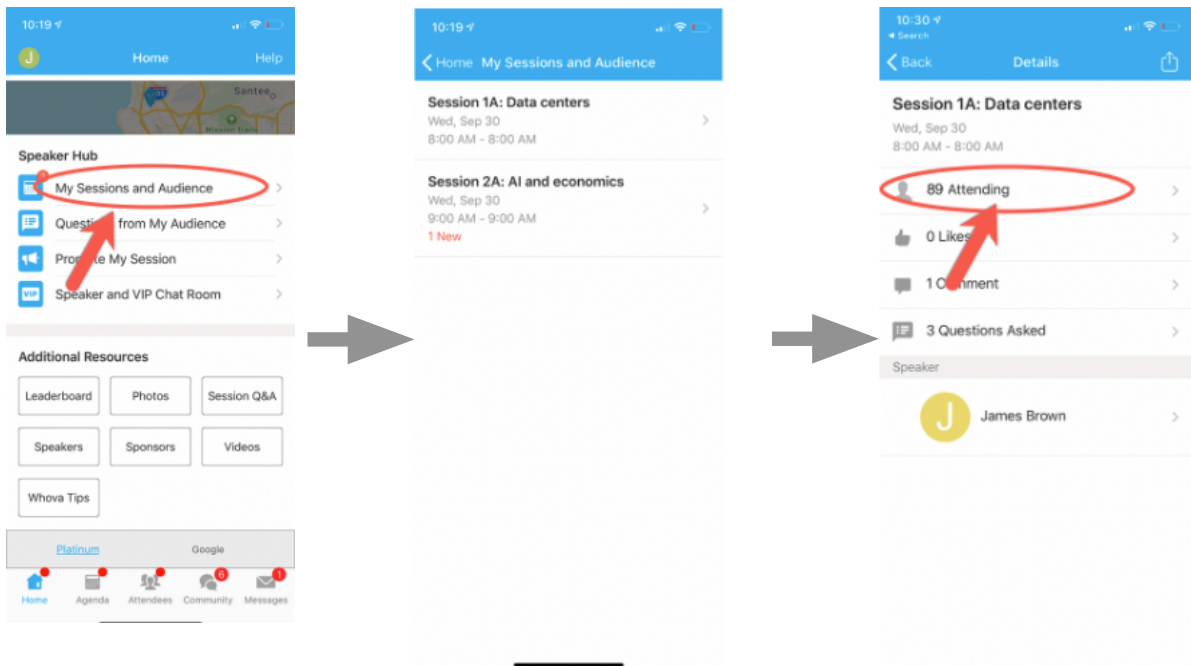
If you discover any discrepancies please contact us at secretariat@icp2020.com.

Note: If you are a Poster presenter too please do not forget to check your poster information in the mobile Whova app as well!



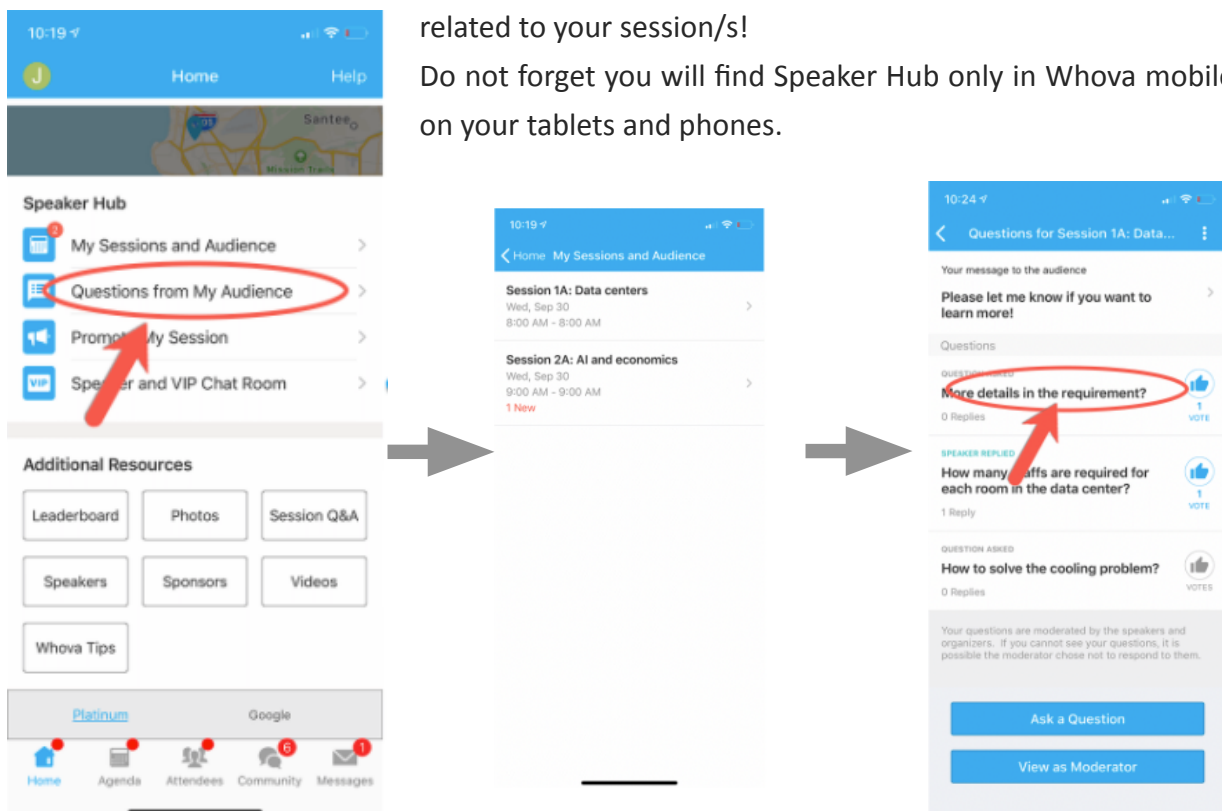
5. Interact with your attendees before your session

On your mobile app Home screen click on My Sessions and Audience under Speaker Hub where you can check your attendees.



The Speaker Hub is a great tool for managing questions and chats related to your session/s!

Do not forget you will find Speaker Hub only in Whova mobile app on your tablets and phones.

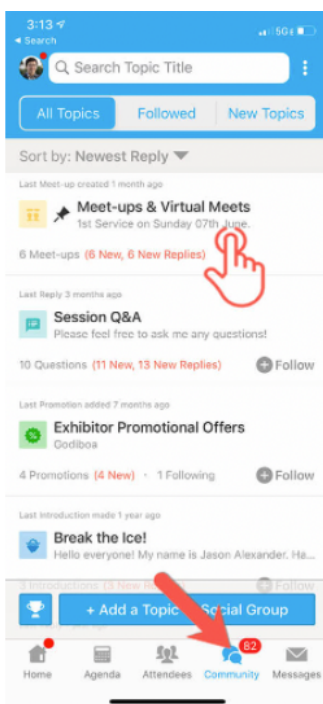


6. Prepare for your scheduled Session

There is a scheduled session for your presentation. Within this session, your prerecorded video will be available for attendees, and you are required to be online and answer the chat and Q&A associated with your presentation. You can invite your interested attendees to your deep dive discussion related to your presentation after your session or any time later. Just post your own meeting link /Zoom, MS Teams, etc./ to your chat. As your prerecorded presentation will be available on-demand after your scheduled session to accommodate delegates from different time zones, do not forget to monitor and answer the chat and Q&A for the rest of the conference days!

7. Interact with all congress attendees

You can be active in Community board!



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

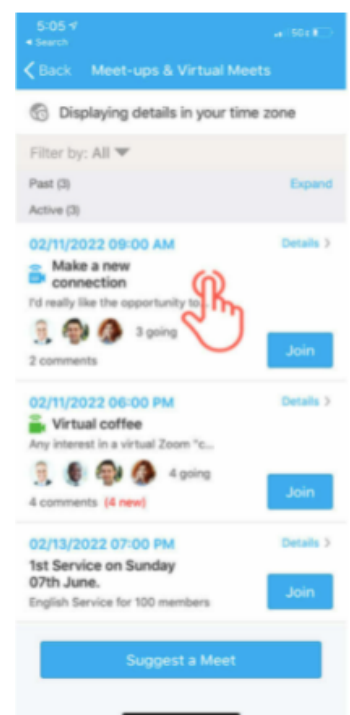
Click the Community tab (on the bottom of the screen and on the left-hand side on desktop)

Create a new conversation topic, or tap the topic to join existing one 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.

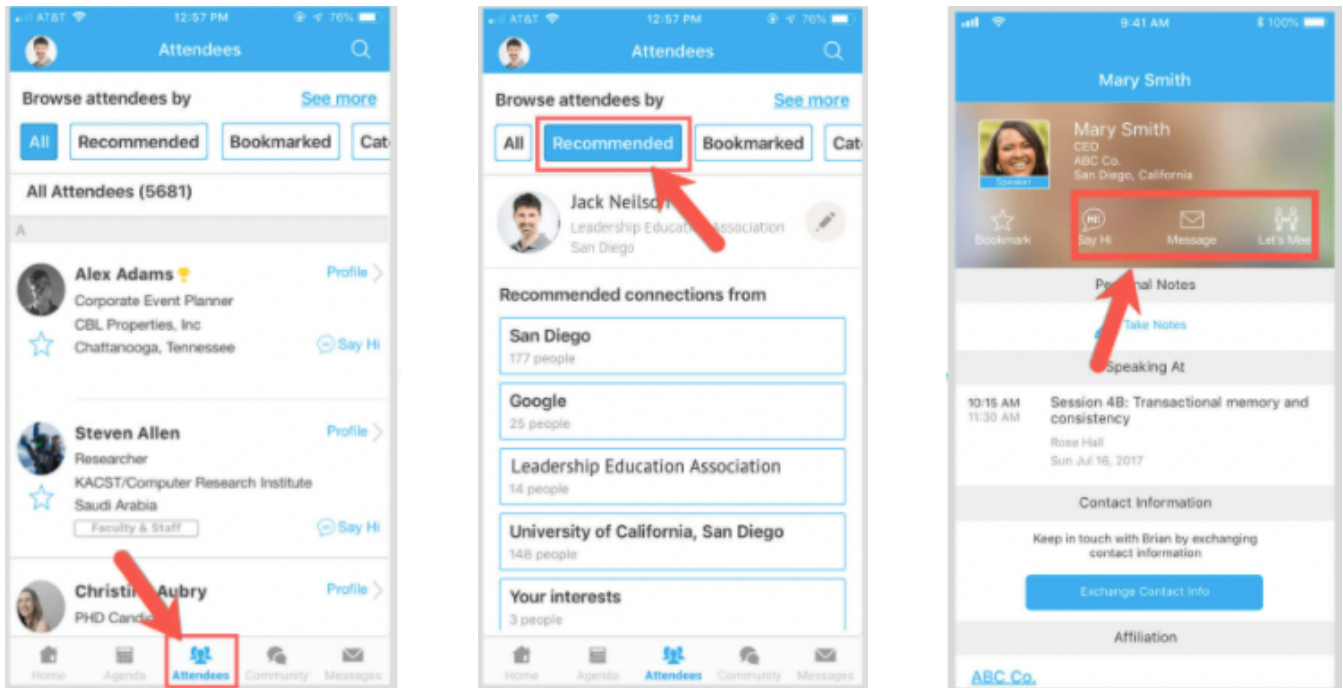
Find the meet-up you are interested in, join



directly, or tap into it to see more details, and then tap “Join”. You can also suggest a new meet-up by tapping “Suggest a Meet”, and inputting the details. If you know someone would be interested, don’t forget to invite them as well. If you have a meeting link, you can copy-paste it 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/.

Within the Community, you can check “Break the Ice!” and introduce yourself. Be inspired or inspired by others in the Sharing article!

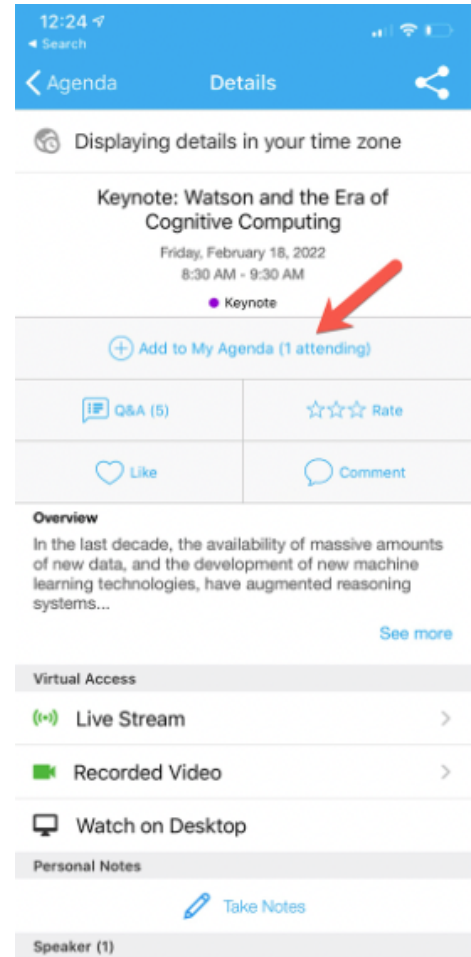
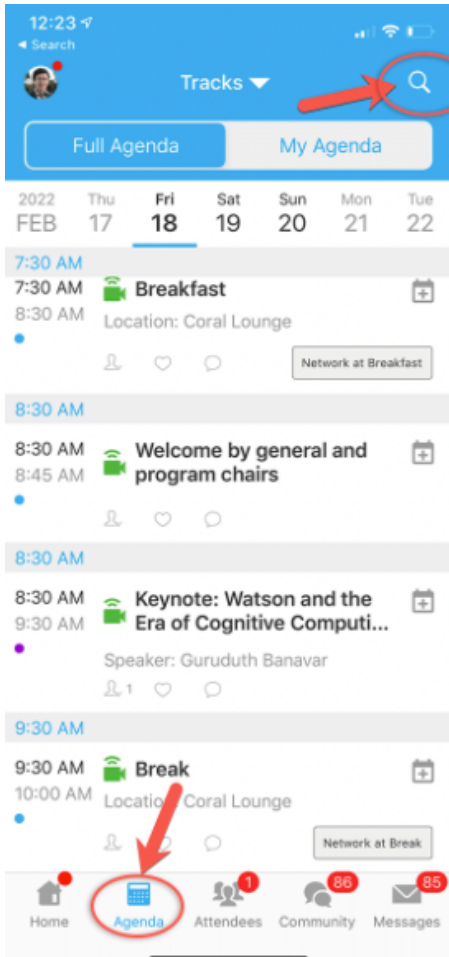
Use Whova to network! Discover who is attending the ICP 2020+.



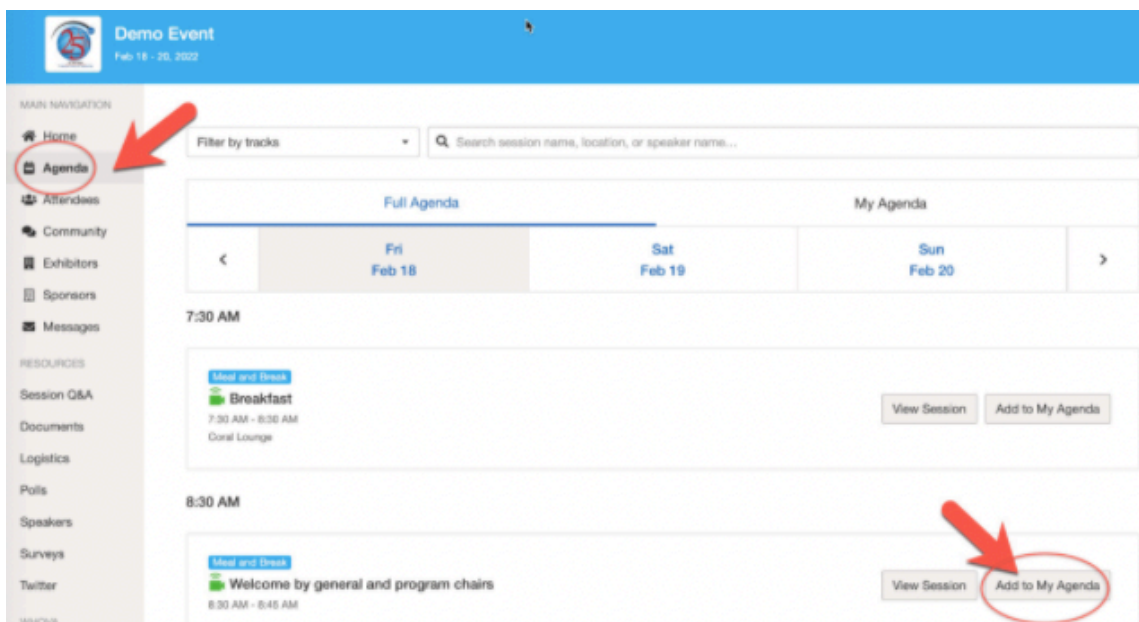
1. Click the “Attendees” tab on the bottom of the screen to browse the attendee list.
2. At the top of the page, you can search attendees by keywords such as company name or title. In their professional profiles, you can take notes or request contact information.
3. To find people with common backgrounds and interests, click the Recommended tab on the top of the Attendees list to find Whova’s recommendations about people you may be interested in networking with. Click into each item to see attendees who come from the same city or have the same affiliations, educational background, or interests as you.
4. Say Hi with one click or start a private chat by clicking the Message button. You can convert it to a private group chat by inviting more people.

View the agenda and plan your schedule!

Mobile Application



Desktop Browser Application





8. 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.