

Tutorial for Poster presenters at ICP 2020+

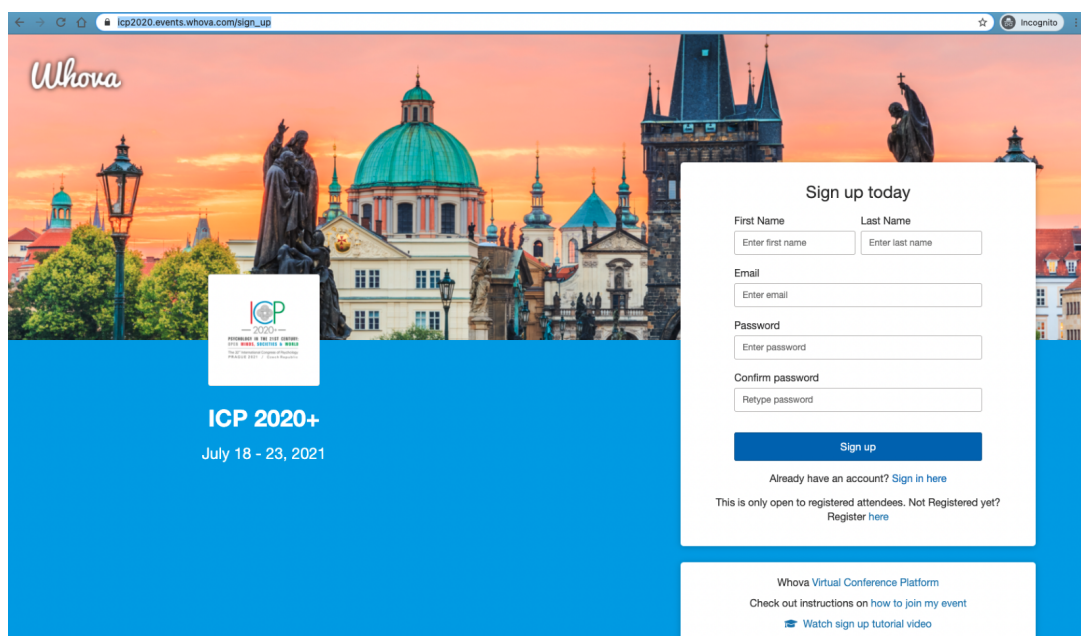
1. Upload your poster

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 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 with the subject “Time to set up your Poster at ICP 2020+ “. If you will not find please contact us at helpdesk@icp2020.com.

2. Log in to Whova conference online platform

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



Please visit 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.

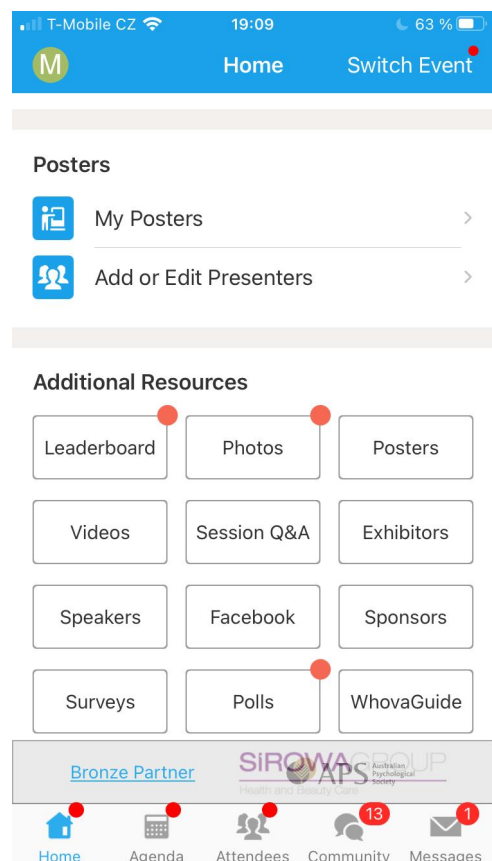
3. Get familiar with Whova

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

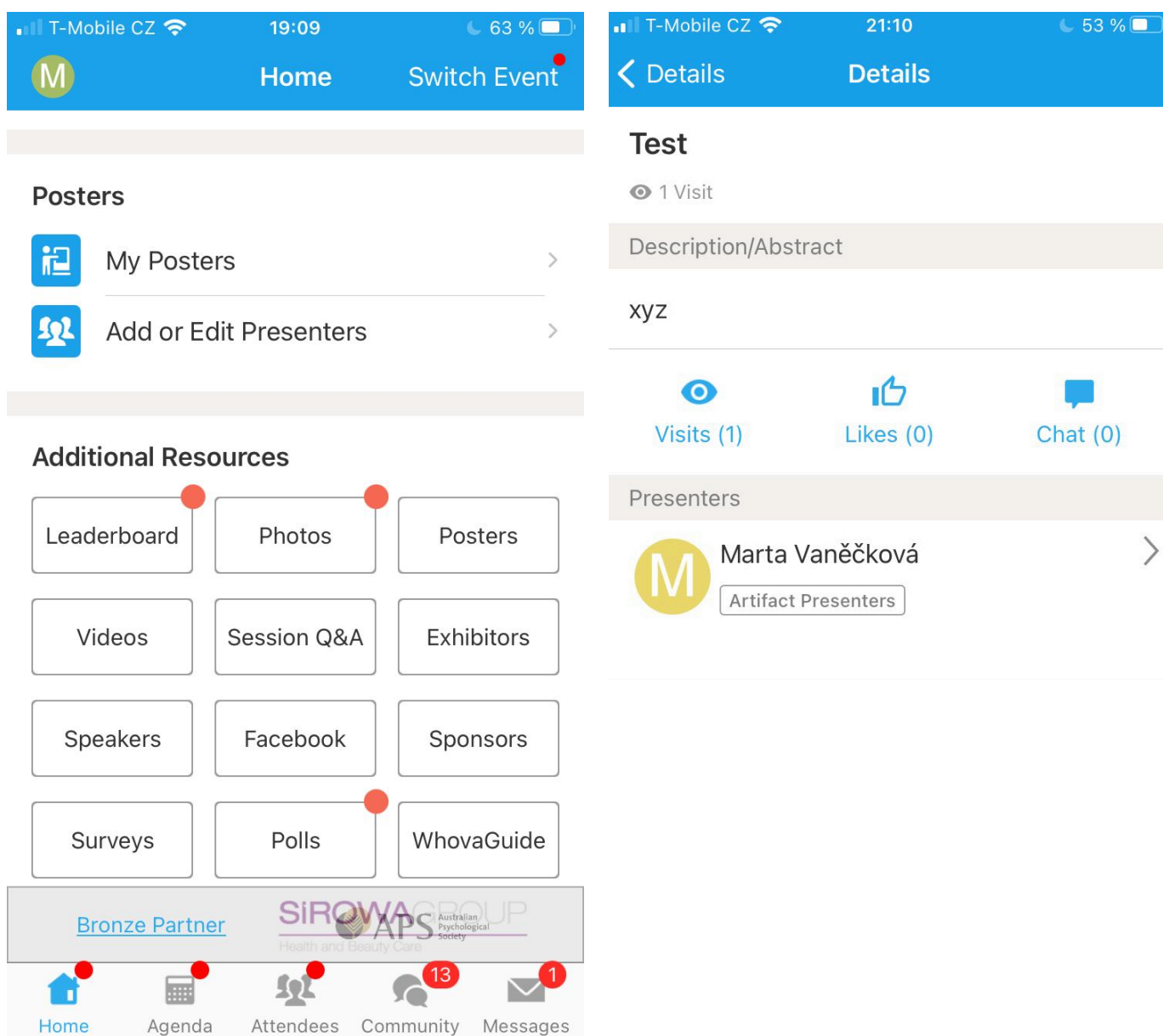
We ask you to check your poster/s under your Whova account. You can simply find it your Whova mobile app under “My posters”. If you discover any discrepancies please contact us at secretariat@icp2020.com.



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 Poster Session Breakout Room. In case your Breakout Room already past you can post there your own link with your Zoom meeting or other tool.



Home Screen (Left Screenshot):

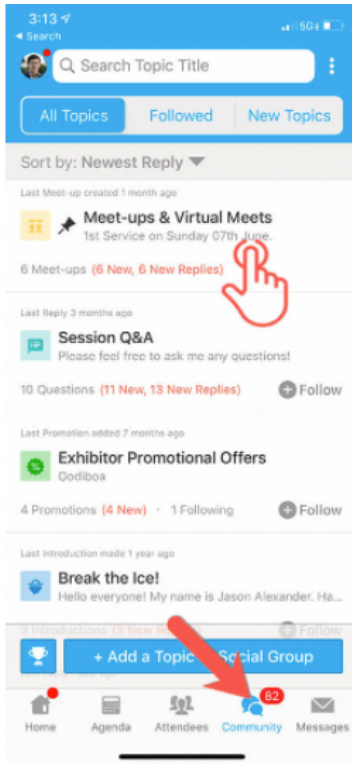
- Header: T-Mobile CZ, 19:09, 63% battery. Navigation: Home, Switch Event.
- Section: **Posters**
 - My Posters >
 - Add or Edit Presenters >
- Section: **Additional Resources**
 - Leaderboard, Photos, Posters
 - Videos, Session Q&A, Exhibitors
 - Speakers, Facebook, Sponsors
 - Surveys, Polls, WhovaGuide
- 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):

- Header: T-Mobile CZ, 21:10, 53% battery. Navigation: < Details, Details.
- Section: **Test**
 - 1 Visit
 - Description/Abstract
 - xyz
- Interaction Options: Visits (1), Likes (0), Chat (0).
- Section: **Presenters**
 - Marta Vaněčková >
 - Artifact Presenters

6. Interact with all attendees

You can be active in Community board!



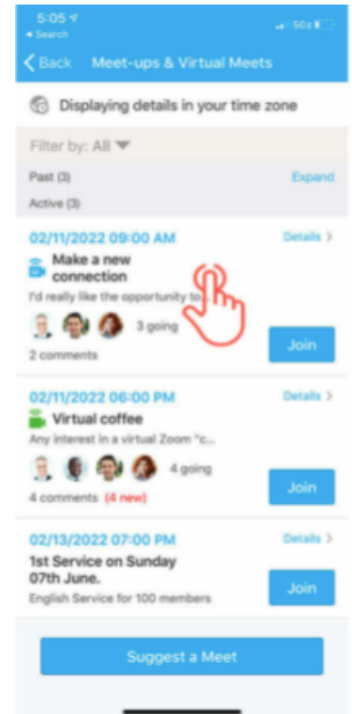
Join or create discussion and meet-ups on the community board

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 topics like “Meet-ups.”

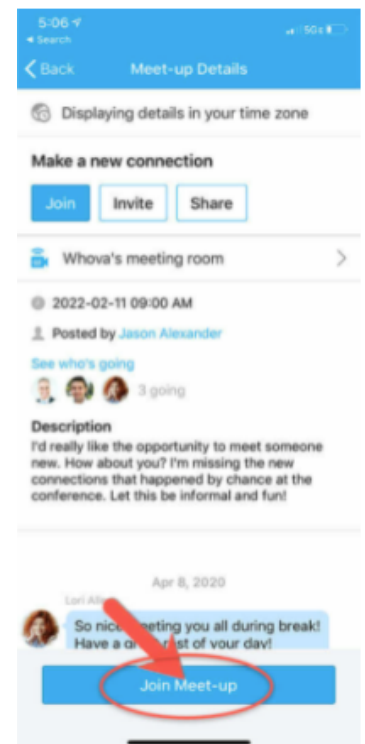
Click Follow directly next to the topics on the Community Board that you want to stay up to date with.

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 meet-up 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/.





7. Prepare for your Poster Session Breakout Room

There is scheduled live Poster Session Breakout Room for specific group of posters at specific time. You can find your time slot in Agenda under your name or poster title. You will find the Zoom meeting link there and we ask you to join the session 5 minutes before the start of the Poster Session Breakout. You will choose the breakout room which you are allocated to based on your name.

For Poster Session Breakout Room, we recommend to follow our Preparation Checklist:

- Please test your camera, microphone, and screen-sharing etc. You can do it with your friends or colleagues.
- 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 ICP 2020+ [here](#).
- 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 your Poster Breakout Room, please take some time to test each item below.
 - Test your Internet speed. Poster Session Breakout Room will use Zoom, the requirement is 2Mbps at the minimum. 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.

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.