

INTERNATIONAL DEATH, GRIEF AND BEREAVEMENT



Computer User Guide

Welcome! We will be using Whova for the online event platform and Zoom for the video conferencing tool. This guide will walk you through the basics of Whova when accessing the online event from your computer.

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Coordinated by



Sign in to Whova

1. Go to the Whova sign in page for this event:
https://whova.com/portal/webapp/dcdwg_202106/
2. If the email address used to register for this event has been used for another event in Whova, sign in using your sign in details.
3. Click “Sign up here” if you:
 - a. Have used Whova before but with a different email address.
 - b. Have not used Whova and don’t have an account.
4. Edit your profile. Other attendees might use this to network with you.

Sign in using your Whova account

Email

Password

[Forgot your password?](#)

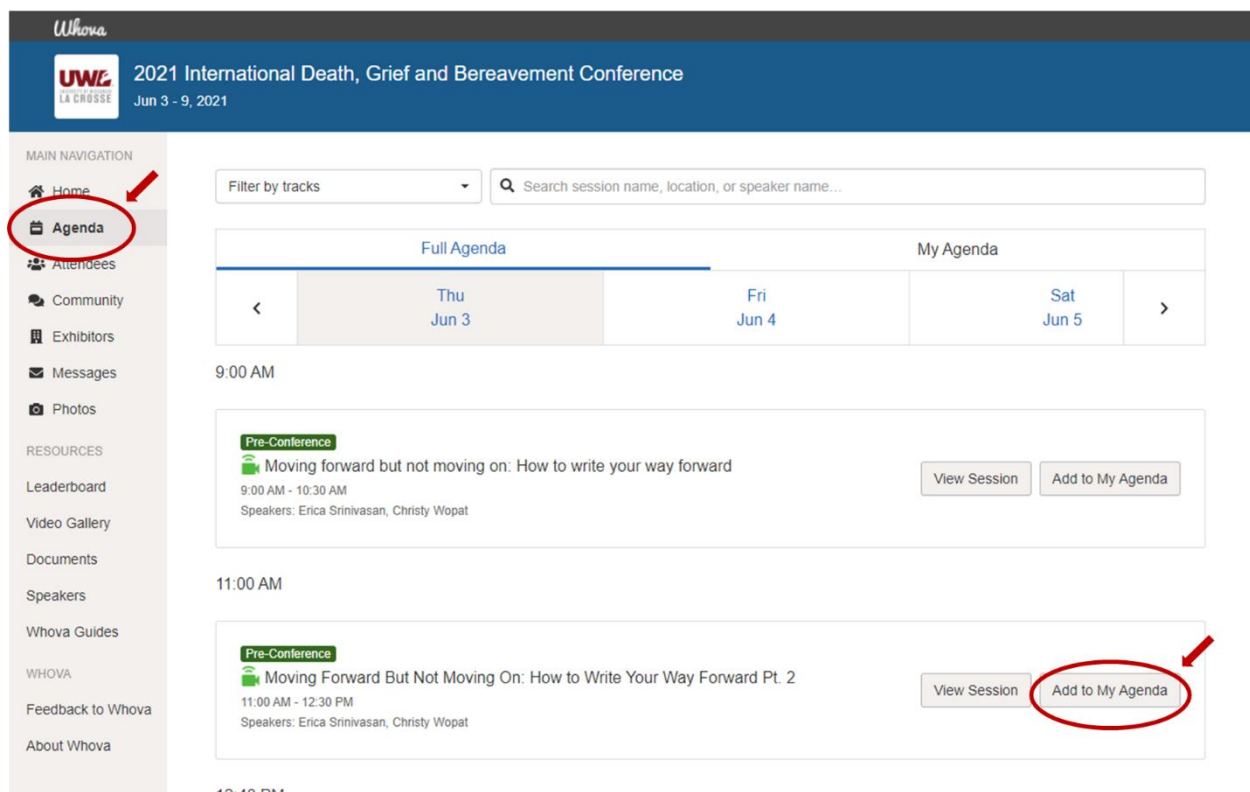
[Sign in](#)

Don't have an account? [Sign up here](#)

Whova Virtual Conference Platform

View the Agenda and Plan Your Schedule

1. Once signed in, find the “Agenda” tab on the side of the screen, under “Main Navigation”. You should see a list of sessions for that day.
2. You can move through different days by selecting the date you want to view on the calendar at the top of the agenda.
3. Browse or search for sessions on the top bar.
4. Once you find the session you want to access, click on it.
5. If the session is live, the Zoom link will be visible upon entering. Otherwise, a message will indicate the scheduled start time.
6. If the session hasn’t occurred yet, you can click “Add to My Agenda” to put the session on your own personal agenda.



Whova

UWZ 2021 International Death, Grief and Bereavement Conference
LA CROSSE Jun 3 - 9, 2021

MAIN NAVIGATION

- Home
- Agenda**
- Attendees
- Community
- Exhibitors
- Messages
- Photos

RESOURCES

- Leaderboard
- Video Gallery
- Documents
- Speakers
- Whova Guides

WHOVA


- Feedback to Whova
- About Whova

Filter by tracks


Full Agenda My Agenda

< Thu Jun 3 Fri Jun 4 Sat Jun 5 >

9:00 AM

Pre-Conference
 Moving forward but not moving on: How to write your way forward
 9:00 AM - 10:30 AM
 Speakers: Erica Srinivasan, Christy Wopat
 View Session Add to My Agenda

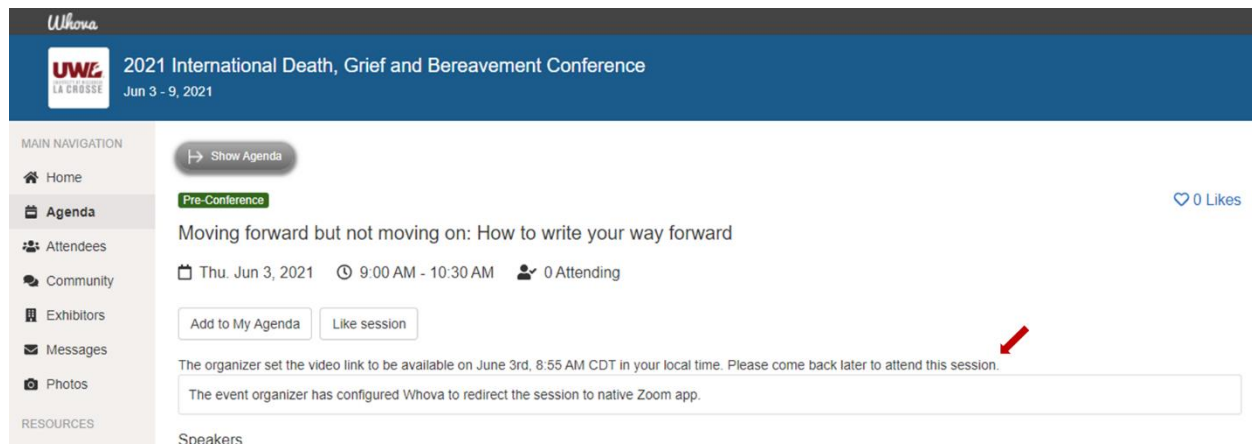
11:00 AM

Pre-Conference
 Moving Forward But Not Moving On: How to Write Your Way Forward Pt. 2
 11:00 AM - 12:30 PM
 Speakers: Erica Srinivasan, Christy Wopat
 View Session **Add to My Agenda**

12:40 PM

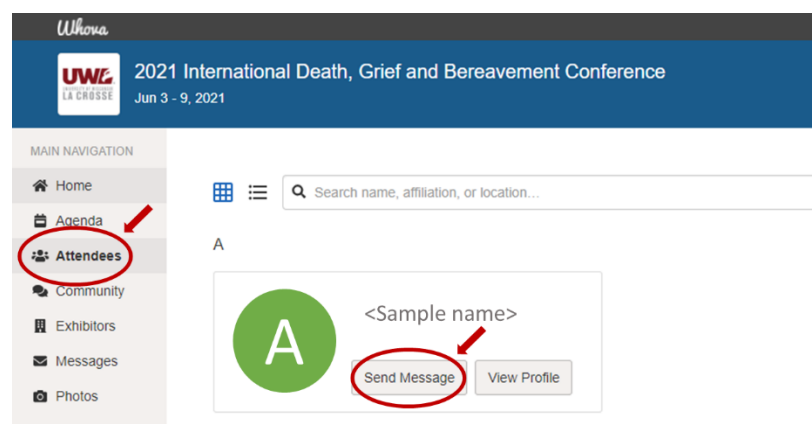
Access live streams

1. From the agenda page, click the session you want to watch.
2. If the session is live, the Zoom link will be visible upon entering. Links will be available 5 minutes before the session is scheduled to start.
3. Click on the Zoom link to launch Zoom. View the Attendee Zoom Guide for help as it relates to Zoom.



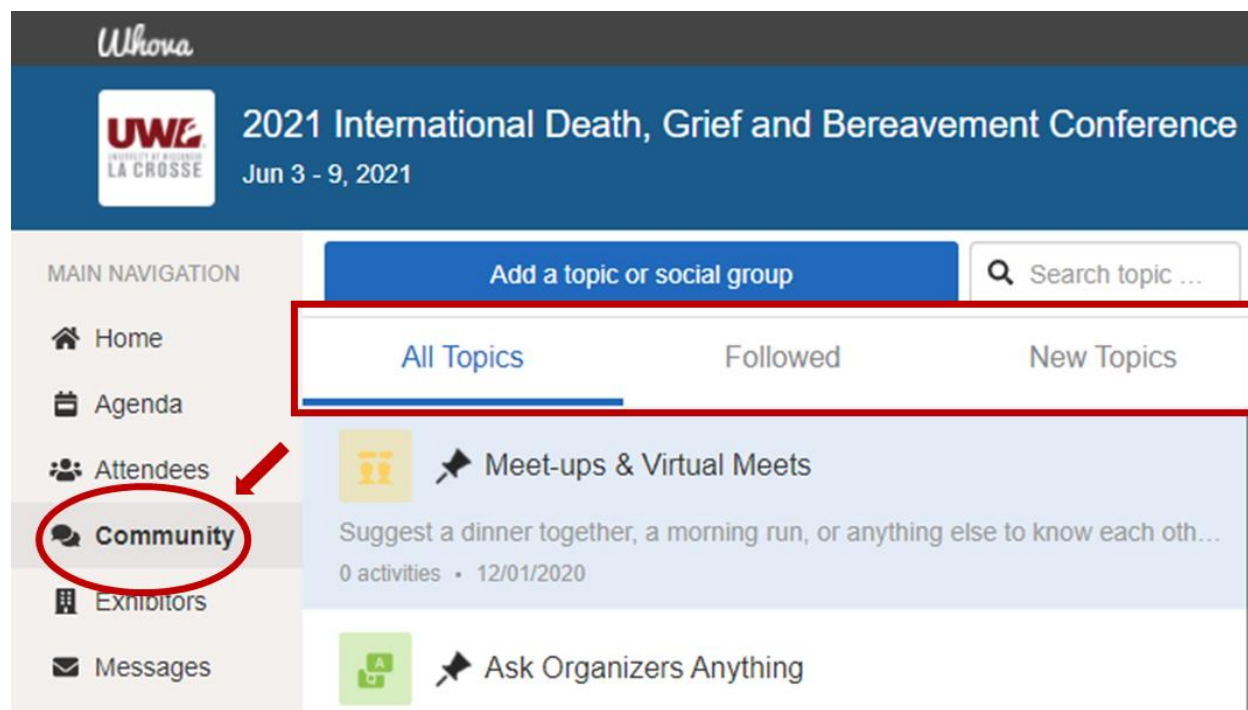
See who is attending the event

1. Click the “Attendees” tab on the left side of the screen under “Main Navigation”.
2. At the top of the page, you can search attendees by keywords such as company, name, or title. To start a conversation, click “Send Message” to begin a chat.



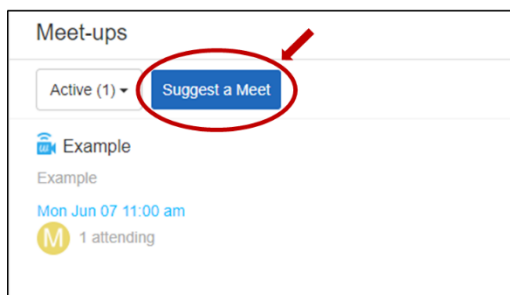
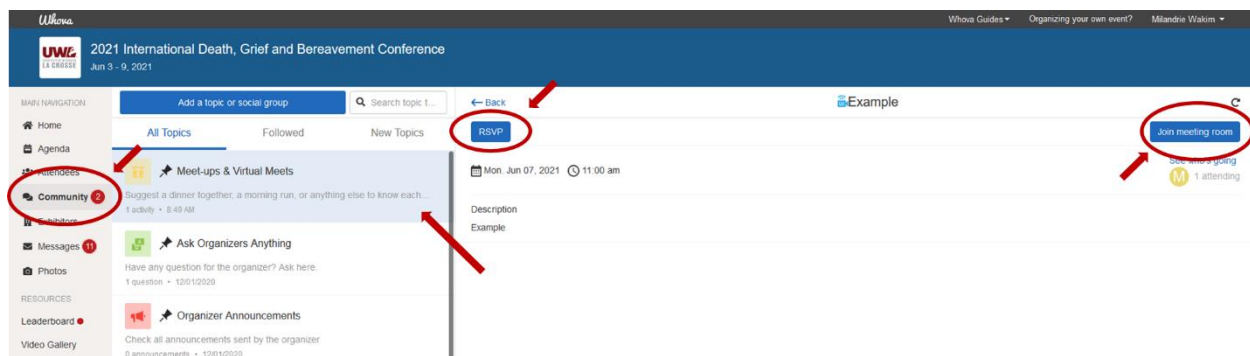
Join discussion on the community board

1. Click the “Community” tab on the left side of the screen under “Main Navigation”.
2. Create a new conversation topic or tap the topic to join existing topics like “Meet-ups.”
3. 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 are following, choose between three tabs near the top of the topics list section: All Topics, Followed, and New Topics.
4. Check the Community board for conference updates and to ask questions.



Start or join a virtual meetup

1. Click the “Community” tab on the left side of the screen under “Main Navigation”.
2. Find the board for “Meet-ups & Virtual Meets”
3. Find the meeting you are interested in, join directly, or click into it to see more details, and then click “RSVP”.
4. When the meetup starts, click “Join meeting room” to start chatting.
5. You can also suggest a new meetup by clicking “Suggest a Meet” and inputting the details. If you have a meeting link, you can copy-paste there. Otherwise, you can use Whova’s virtual meet room.



Suggest a Virtual Meet ✕

Title *

Description *

Virtual meeting options *

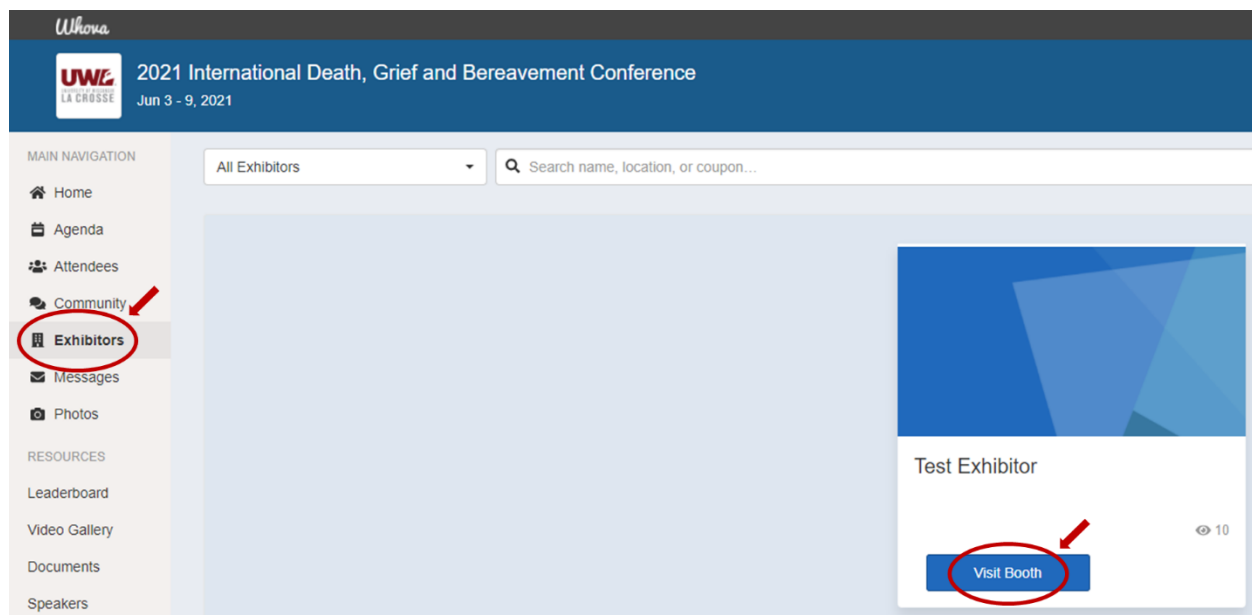
Duration (mins) *

Date & Time *

Time zone *

Connecting with Exhibitors

1. Click the “Exhibitors” tab on the left side of the screen under “Main Navigation”.
2. Find the exhibitor booth you would like to visit, and click “Visit Booth”.
3. Once inside the booth:
 - a. You can send a message to the exhibitor booth (panel on the right) or directly to a booth staff member.
 - b. You can view any of the booth content.
 - c. See the company description for details about when an exhibitor representative will be available to connect.



Messages

1. To view messages that have been sent to you directly in Whova, Click the “Messages” tab on the left side of the screen under “Main Navigation”.
2. You can view existing message or create a new message.
3. Once inside a specific message thread, click on the arrow to return to the list of messages.

