

Empowering Learners AI Attendee User Guide

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Executive Summary

Welcome to Empowering Learners in the Age of AI. We are so excited for you to be joining us this week. We hope that you have carved out some time to spend with us each day during the conference to catch some high-quality panel discussions, engaging network opportunities and thought-provoking keynote speaker sessions.

Please continue scrolling through this thorough guide *adapted from Whova* to provide detailed instructions on how to engage with the conference and utilize the Table of Contents to toggle between topics as needed.

Whova Technology Requirements & Recommendations

For Whova Live Streams, please use the Chrome browser.

We recommend viewing all sessions on a laptop or desktop computer to be able to view the sessions alongside the chat and Q&A. You can view the livestream on a mobile device; however, you will need to toggle between the livestream and other tools if you wanted to engage with other attendees and/or speakers

Part 1. Whova

Whova Event Page URL: https://whova.com/portal/webapp/empow_202112/



▶ [Watch the guide video](#) 6 minutes

🔊 [Or watch it muted with captions](#)

Sign in to Whova

📱 On mobile app

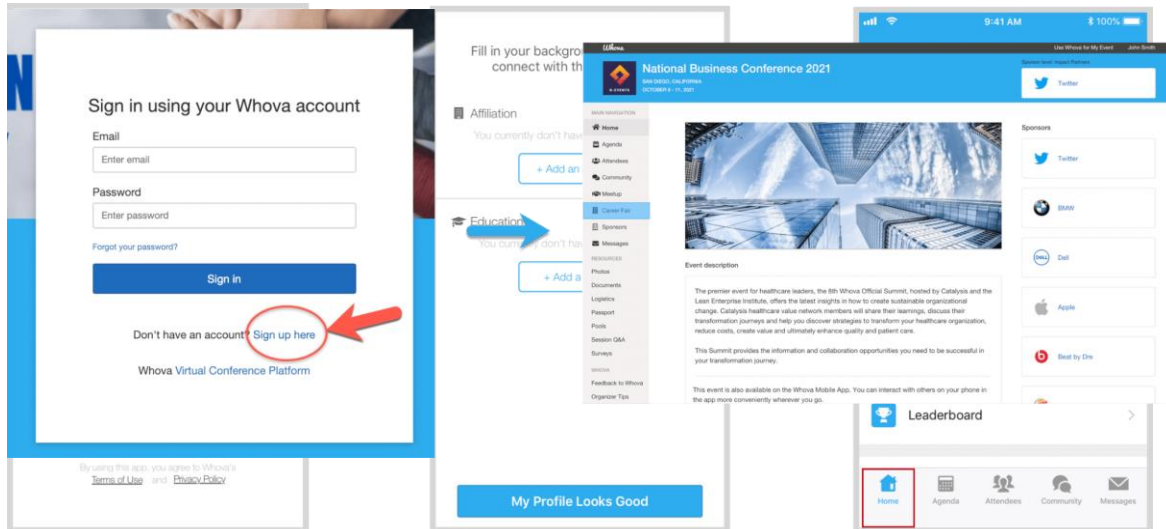
1. Find and Download the Whova app from your app store on your mobile device.
2. Enter the email address you used for event registration or use your social media account.



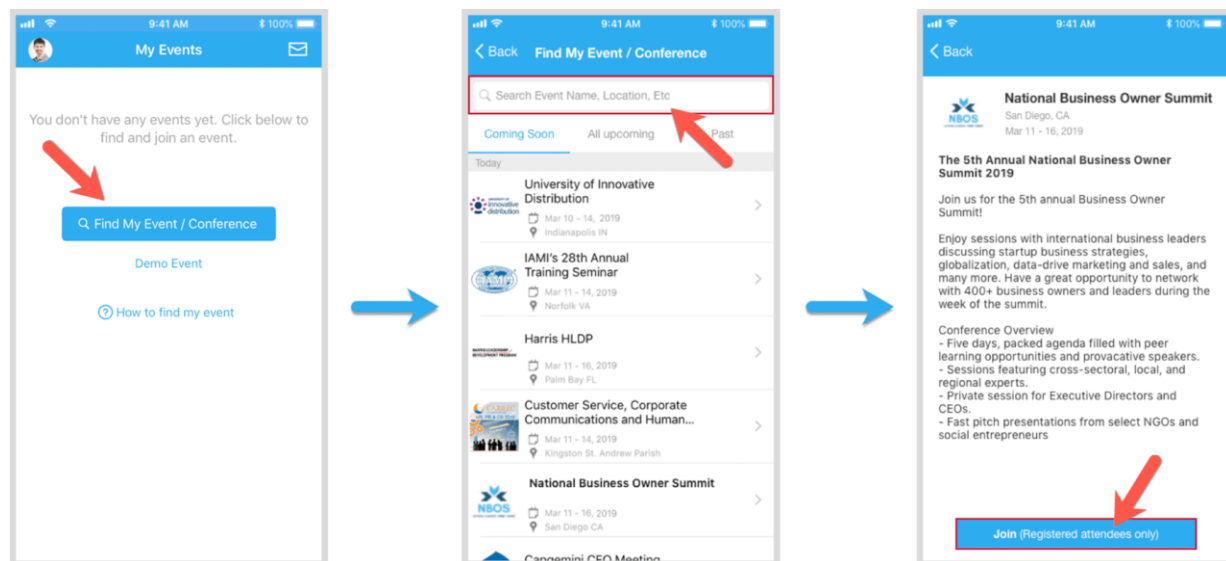
To automatically log in to your event, please make sure to use the email you used when registering for the event.

3. Create a password and type in your name
4. Edit your profile. Other attendees will use this to network with you.
5. The app will take you to your event page automatically if the organizers have updated the app with your registration information

If your event doesn't show up automatically, **search** for it. Then, click the **join** button on the bottom of the event



description page, and enter the **event invitation code** the organizers sent you.



On Web Browser



We suggest that you use Chrome as your browser for the web version of Whova. Some streaming software may have compatibility issues with other browsers.

1. The link to access the web version of Whova for EMPOWERING LEARNERS IN THE AGE OF AI is: https://whova.com/portal/webapp/empow_202112/
2. Click "Sign up here" if you don't have an account yet, and fill in your email and password.



Please make sure to use the email you used when registering for EMPOWERING LEARNERS IN THE AGE OF AI. Otherwise it won't allow you to join the event.

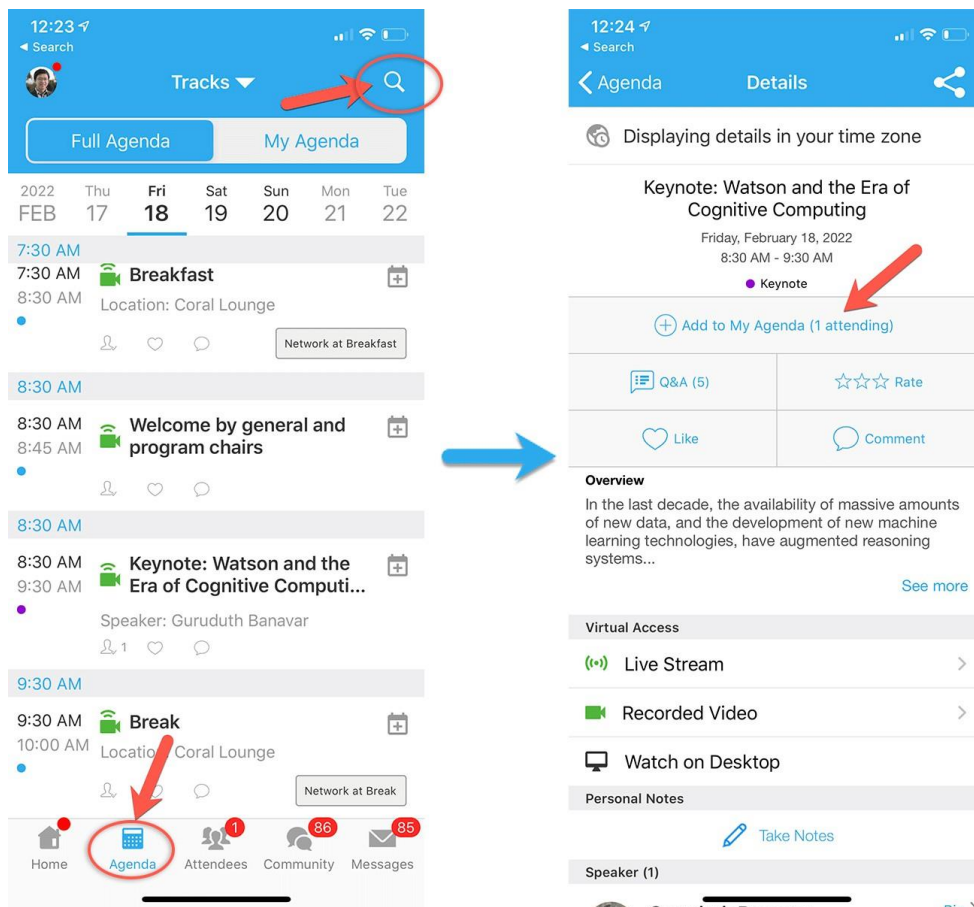
3. Whova will automatically take you to the event main page.

View the agenda and plan your schedule

On mobile app

Find the Agenda tab at the bottom of the screen. You should see a list of sessions for that day.

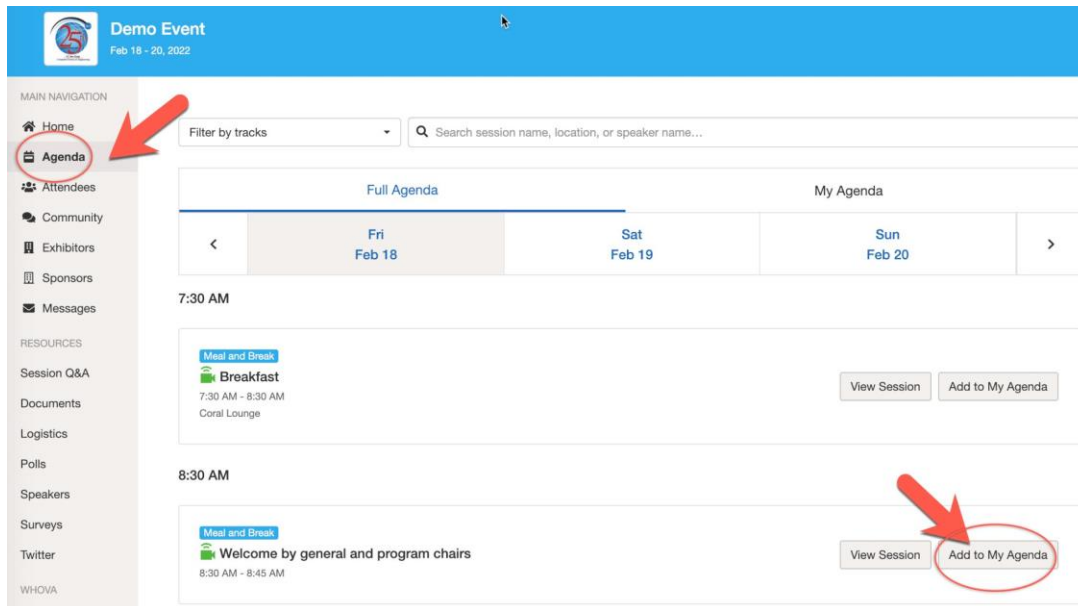
1. You can move through different days by selecting the date you want to view on the calendar at the top of the agenda
2. Browse or search for sessions on the top bar.
3. Once you find the session you want to access, tap on it.
4. If the session is live, it will begin playing immediately upon entering. Otherwise, a message will indicate the scheduled start time.
5. If the session hasn't occurred yet, you can click Add to My Agenda to put the session on your own personal agenda and set a reminder.



On Web Browser

1. Find the Agenda tab on the side of the screen. 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
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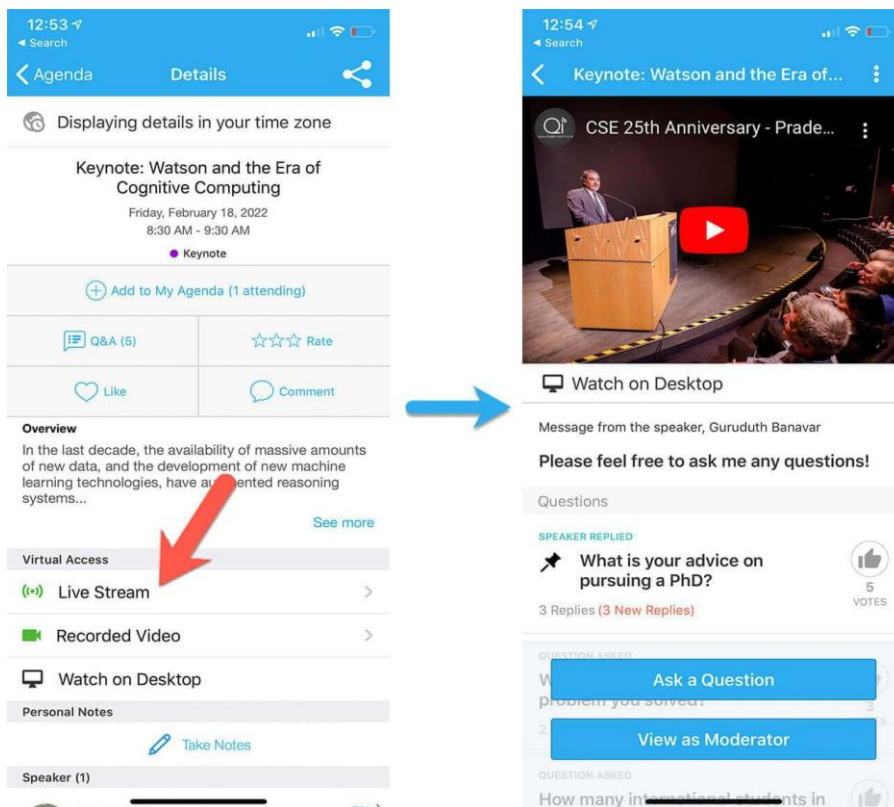
personal agenda.




Access live streams and session videos

On mobile app

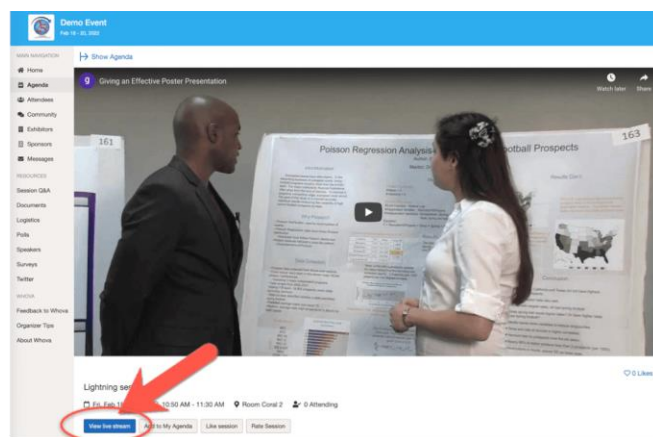
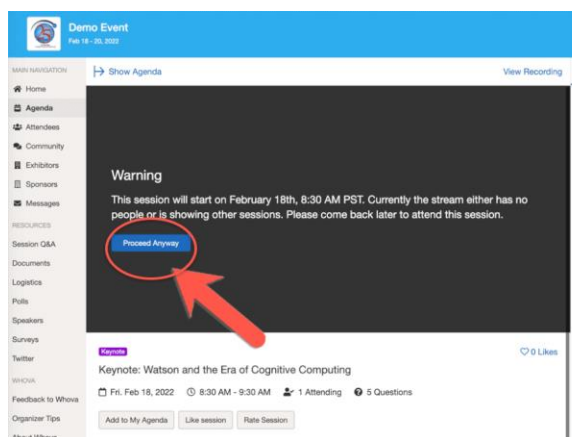
You can watch videos and livestreams directly through the agenda item. Once you've accessed the agenda item, click on one of the options beneath Virtual Access: either Live Stream or Recorded video.



On Web Browser

 We suggest you use the Chrome browser to join the session streaming. Some streaming software may have compatibility issues with other browsers.

1. From the agenda list, click the session you want to watch the stream or video. There is a green camera icon for the sessions with streaming or video.
2. If the streaming screen directly shows up, click “Proceed” to start watching the stream. Otherwise click “View livestream” button to open a separate streaming page to watch.



3. During EMPOWERING LEARNERS IN THE AGE OF AI, you will have the option to either Join via Zoom or Join with Whova. Either option is fine however, please keep in mind that if you join through Zoom, a separate window will open with your Zoom Client and in order to follow along with the session Q&A and chat with other attendees in the session you will need to also have a Whova window open as well and view both at the same time. The Zoom Chat function will be disabled. As noted above, Chrome is the recommended browser to avoid any streaming issues.

4.

RECOMMENDED OPTION: Another option if you do opt to open the live stream directly with Zoom is to follow along with the chat and session Q&A using your mobile app.

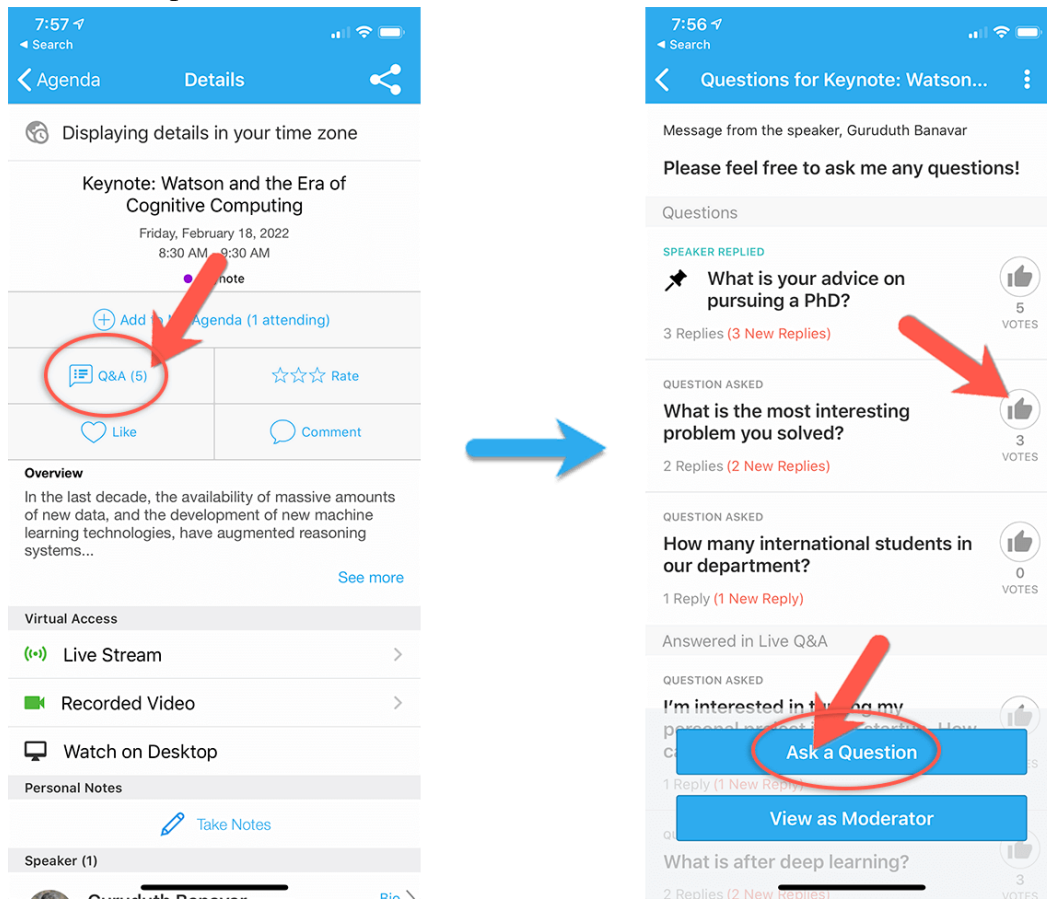
Use session Q&A

On mobile app

- Option 1: On the session detail page, tap the “Q&A” button; on the next page, view the existing questions, vote on the questions you are interested in, or click “Ask a Question” to ask a new one
- Option 2: On the event main page, tap “Session Q&A” button; find the session you want to ask

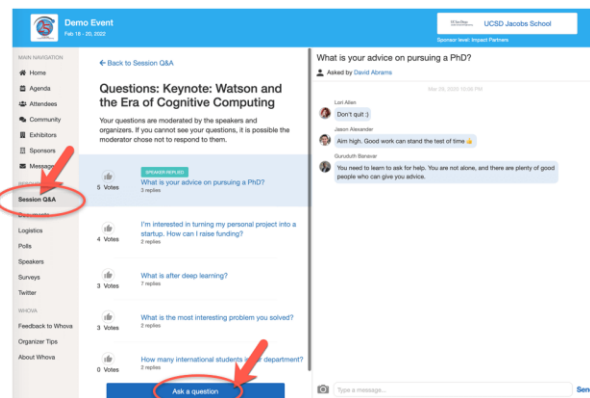
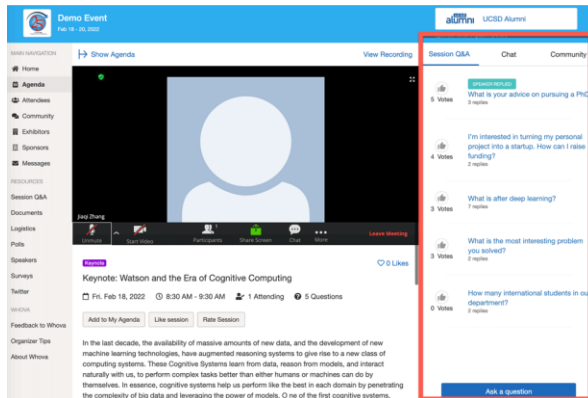
questions in, and tap on it.

- Important to note that you can ask questions before, during and after sessions. Q&A will be accessible to all participants throughout LAK and up to 6 months after the event. Presenters will check back throughout the event to answer any questions that they do not address during their allotted presentation time.



On Web Browser

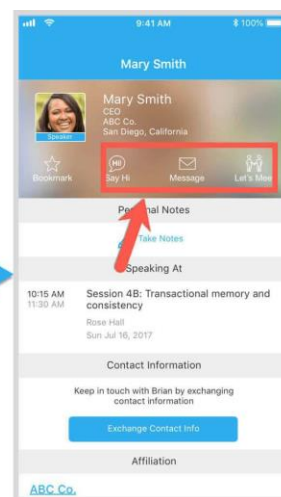
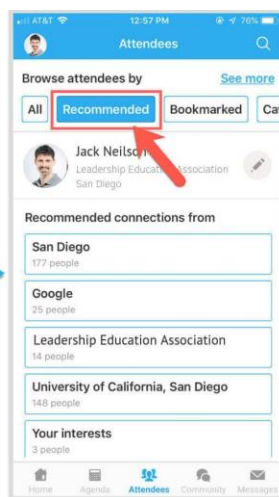
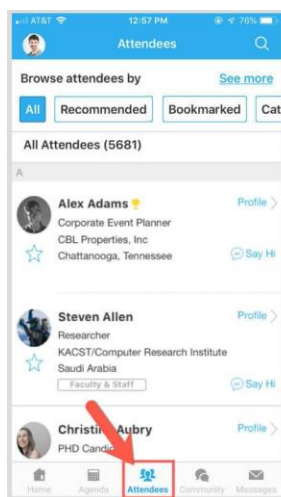
1. Option 1: You can access three tabs on the right hand side of the virtual session: Session Q&A, Chat, and Community. You can submit questions for the presenter through Session Q&A, participate in ongoing discussions with the other attendees viewing the session through Chat, and browse the Community Board function through Community
2. Option 2: You can use this function through the “Session Q&A” tab on the left hand sidebar underneath Resources.



See who is attending the event

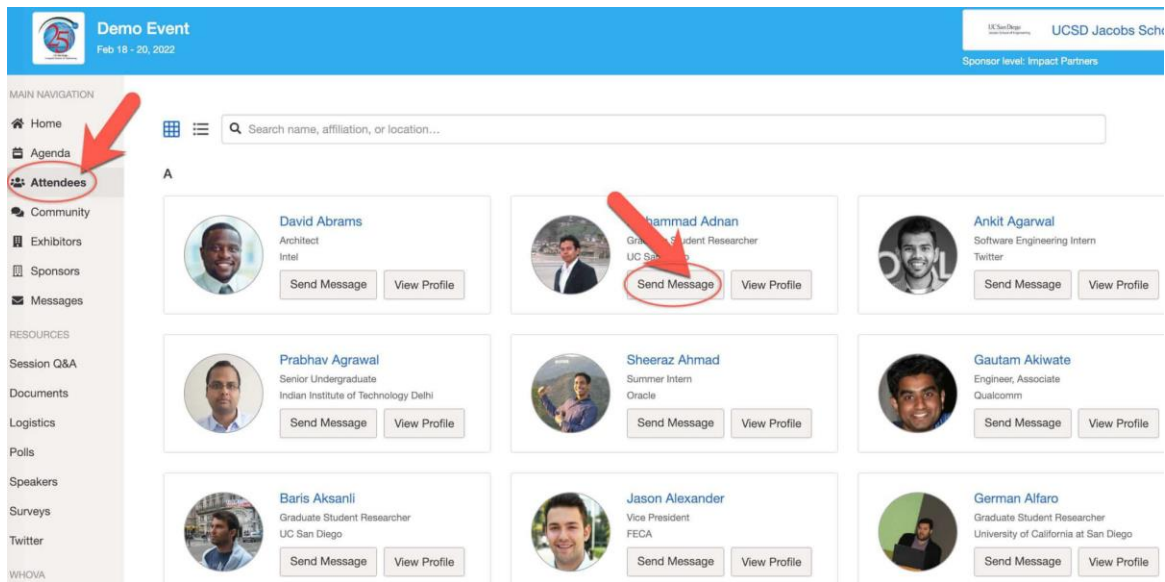
On mobile app

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 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, etc.
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.



On Web Browser

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.
3. To start a conversation, click Send Message to begin a chat.

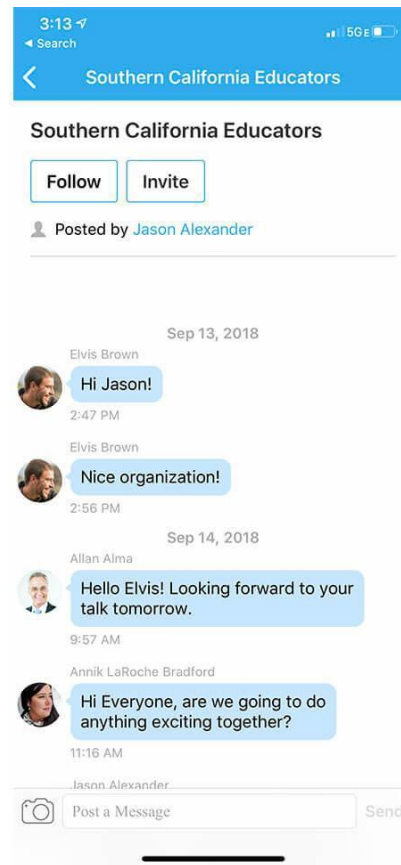
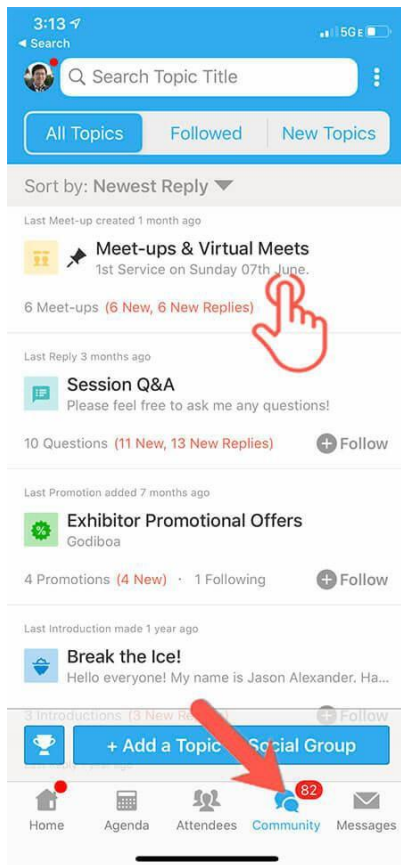


Join discussion on the community board

On mobile app

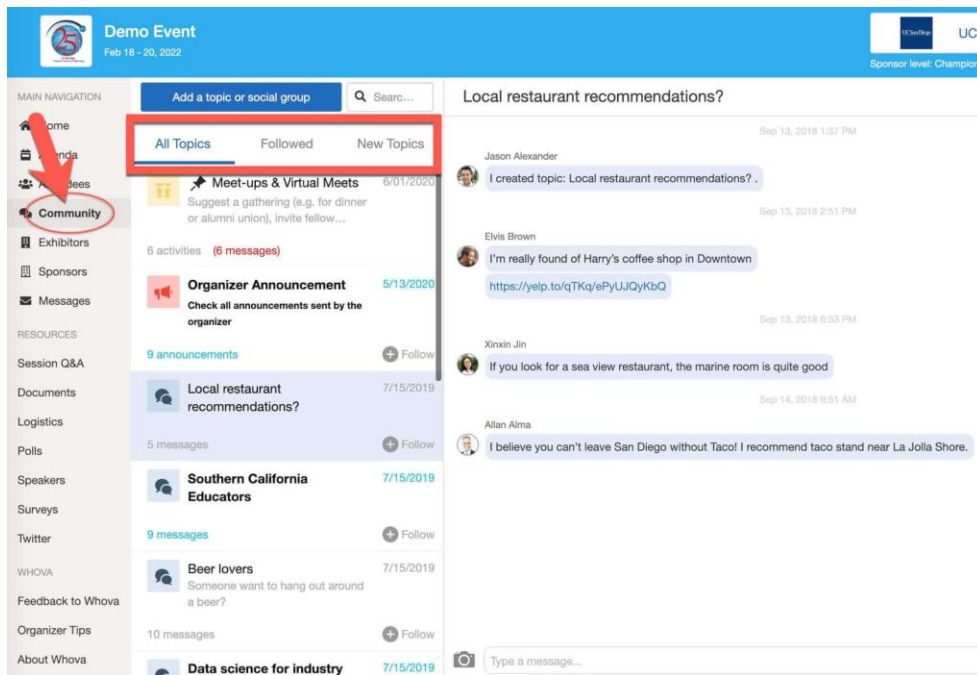
1. Click the Community tab (on the bottom of the screen)
2. Create a new conversation topic, or tap the topic to join existing topics like “Meet-ups.”
3. Click Follow directly next to the topics on the Community Board that you want to stay up to date with.

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



On Web Browser

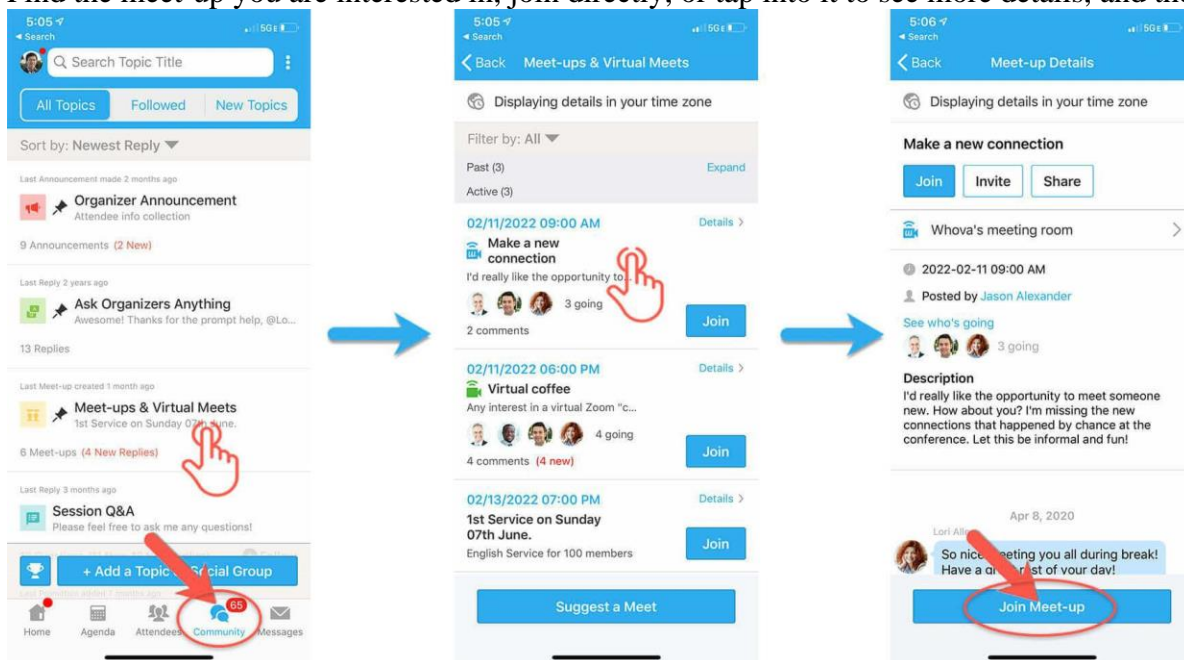
1. Click the Community tab on the side menu to the left of the screen
 2. Create a new conversation topic, or use existing topics like “Meet-ups.”
 3. Click Follow directly next to the topics on the Community Board that you want to stay up to date with.
- To find the topics you’re following, choose between three tabs near the top of the topics list section: All Topics, Followed, and New Topics.



Start or join a virtual meetup

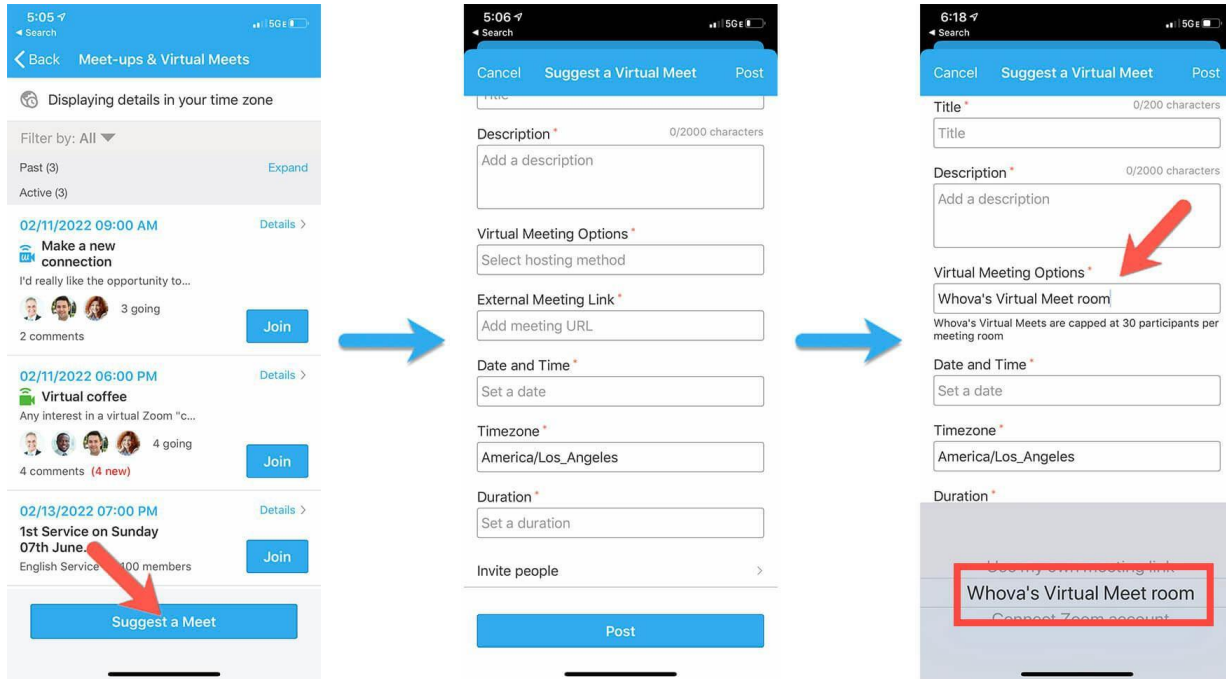
On mobile app

1. Go to the Community Board, and find the board for Meet-ups and Virtual Meets.
2. Find the meet-up you are interested in, join directly, or tap into it to see more details, and then tap “Join”



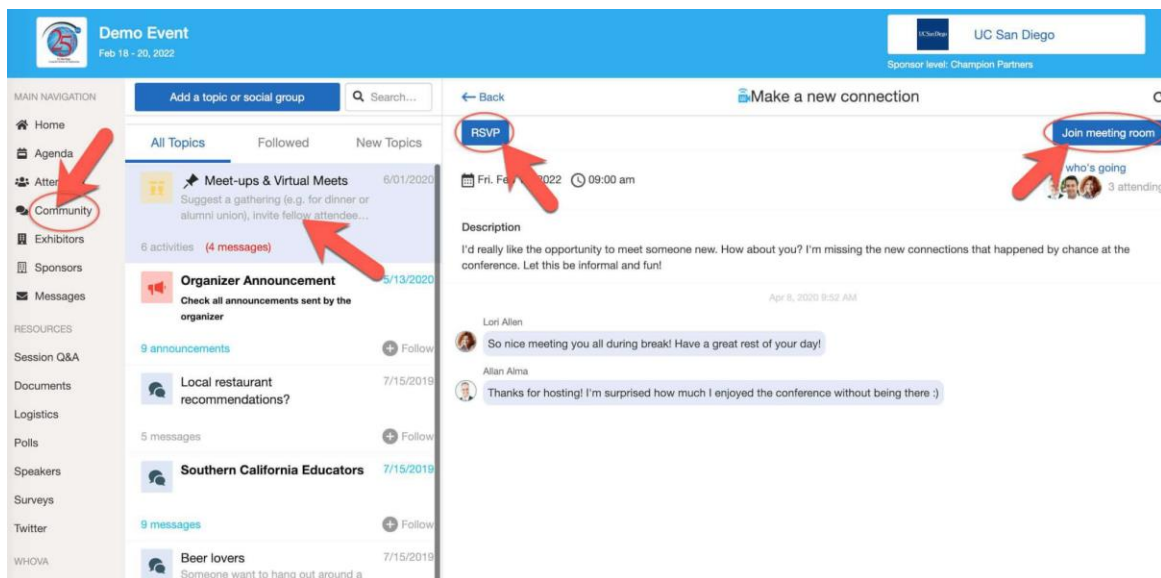
You can also suggest a new meetup by tapping “Suggest a Meet”, and inputting the details. If you know someone will be interested, **don’t forget to invite** them as well. If you have a meeting link, you can copy-paste

there. Otherwise you can use **Whova's virtual meet room**, which allows up to 30 participants.



On Web Browser

1. Go to the Community Board, and find the board for Meet-ups and Virtual Meets.
2. Find the meetup you are interested in, join directly, or click into it to see more details, and then click “RSVP”
3. When the meetup starts, click “Join meeting room” to start chatting!



You can also suggest a new meetup by tapping “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**.