



## **Whova Attendee User Guide (Mobile App)**

Thank you for participating in **PESGB/ HGS Africa E&P Conference 2021**. We look forward to welcoming you to the virtual show! Please find below the logistical information required to ensure you have a smooth and successful delegate experience.

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## LOG IN AND SIGN UP

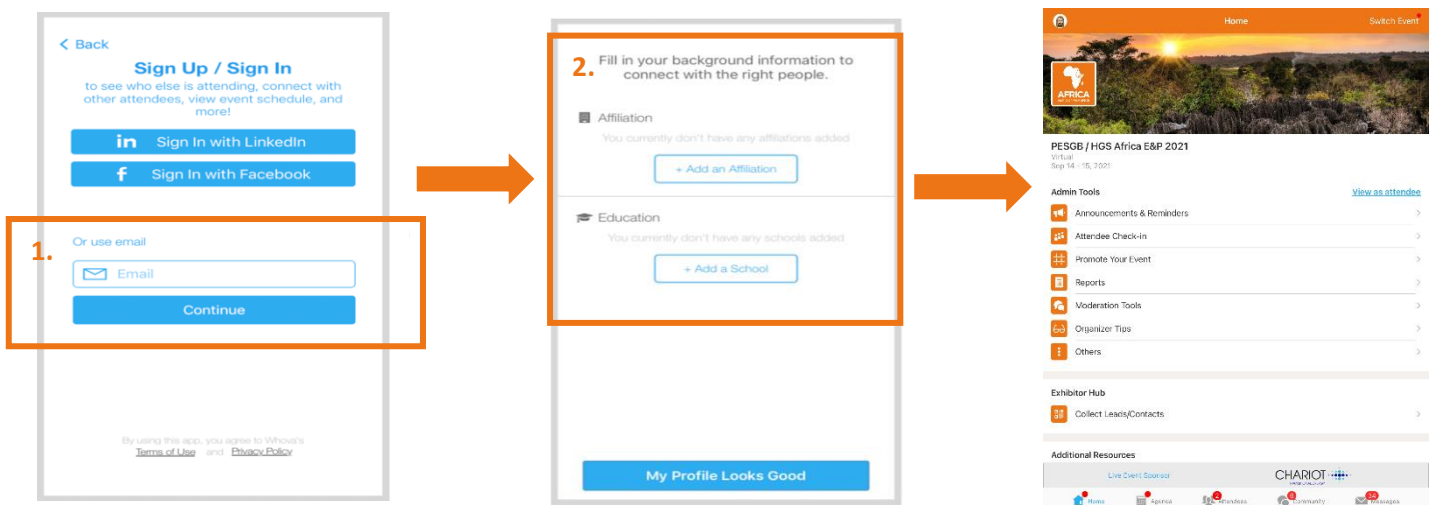
In the app store of the device you are using, search for the **“Whova – Event & Conference App”** and install onto your device. Once downloaded, open the app to begin the “sign-in” process.

1. Enter the email address you used for event registration and select **“Continue”**.

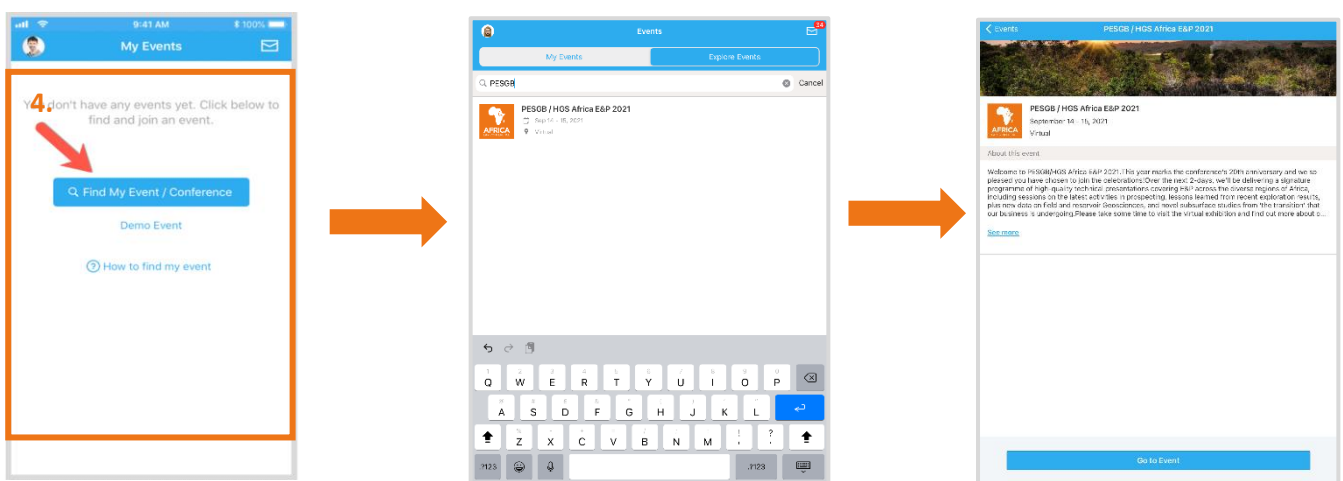
**Please make sure to use the email you used when registering the event. Otherwise it won't allow you to join the event. The events team can confirm the email used if necessary.**

2. Create a password and type in your name. You'll then be able to add some additional profile information that you'd like to share with other attendees.
3. Did you attend PROSPEX 2020? If you did and you registered with the same email address as the one you have used for this event you'll already have a login. Please use this and make use of the ‘forgot your password?’ link if you've lost your login details.

*You will only need to “Sign-up” once. For all future access, please just “Sign-in” using the credentials you have submitted during the “Sign-up” process*



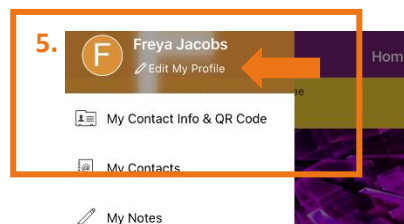
4. Once completed, you'll be taken to the homepage. If the **Africa E&P Conference 2021** event doesn't show automatically, you can **search** for it on the Whova app. Once found, click the **join** button on the bottom of the event description page, and enter the **event invitation code** we have already sent you.



## EDITING YOUR PROFILE

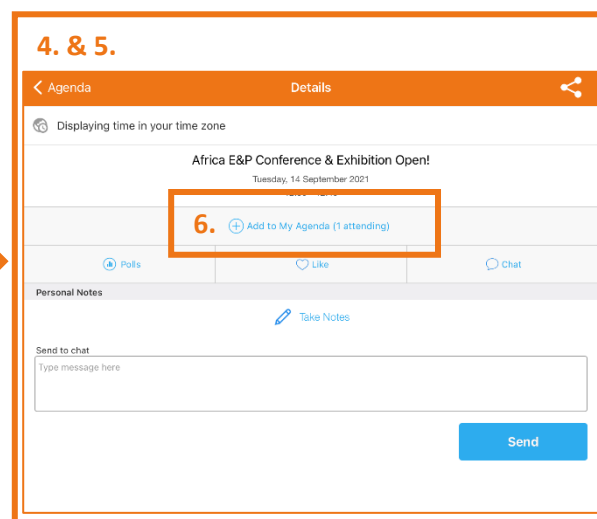
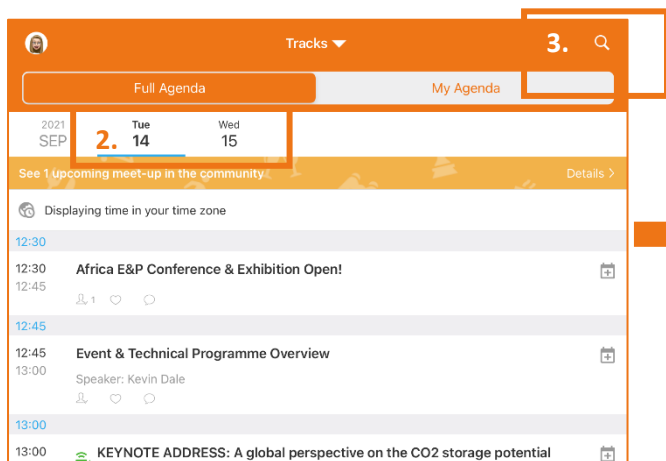
Once loaded you have the option to edit your profile. Remember that other attendees will use this to network with you. To do this:

- 4.1. Tap your icon in the top left corner of the screen
- 4.2. Select **"Edit My Profile"**
- 4.3. Enter details you'd like others to know



## VIEW THE AGENDA AND PLAN YOUR SCHEDULE

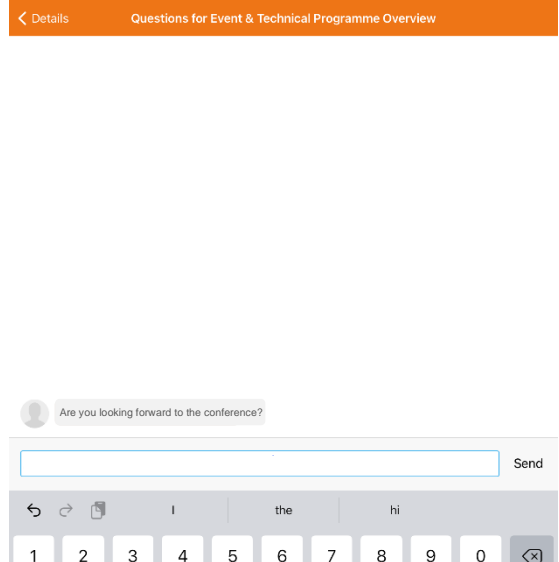
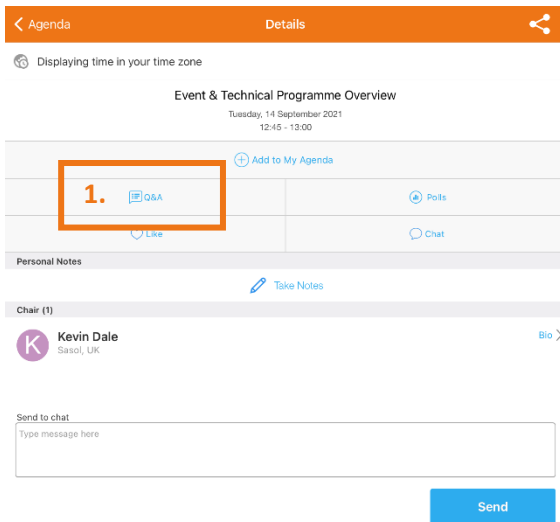
1. Once you are on the **Africa E&P Conference 2021** homepage, click on **"Agenda"** featured at the bottom of the screen.
2. You can move through both days at the top of the agenda.
3. Browse or search for sessions on the top bar.
4. Once you find the session you want to access, click the title to view the session. If the session is live, it will begin playing immediately upon entering.
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.



**i** Please note that recordings of any sessions will **not** be available until the end of the conference, and recordings will only be made available where speaker permission has been granted

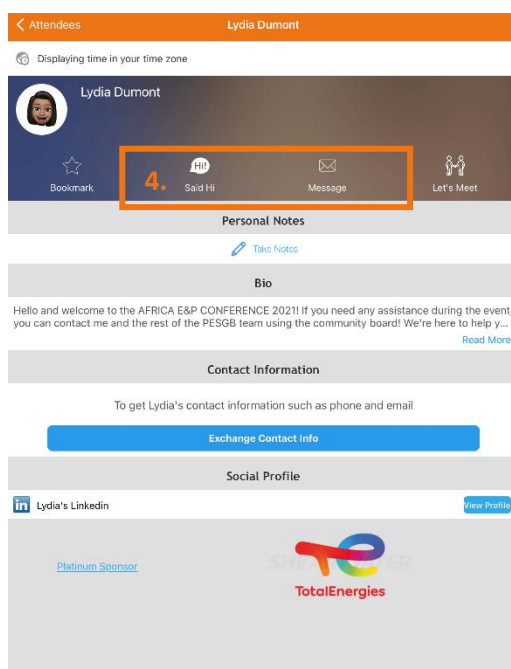
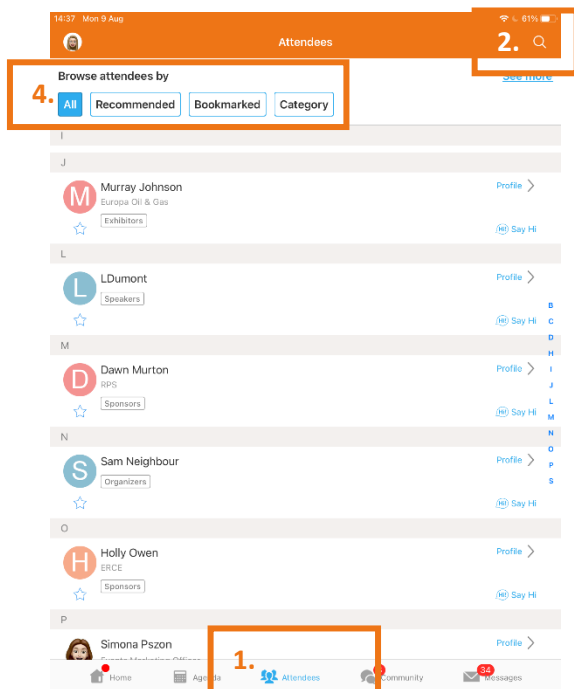
## ASKING A QUESTION

1. You can submit questions through the session detail page, tap the **"Q&A"** button; on the next page, view the existing questions, or click **"Ask a Question"** to ask a new one.
2. Has another attendee's question piqued your interest? Click the thumbs up to vote up the question! Once it's been answered, simply click on the text to view what response the moderator has given.



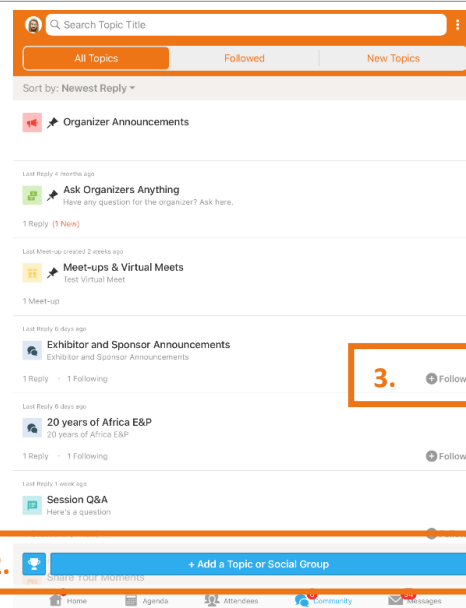
## SEE WHO IS ATTENDING THE EVENT

1. Click the **"Attendees"** tab at 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 a single click or start a private chat by clicking the Message button. If at any point you would like to add more delegates to the chat you can do so by adding multiple delegates to a new conversation.



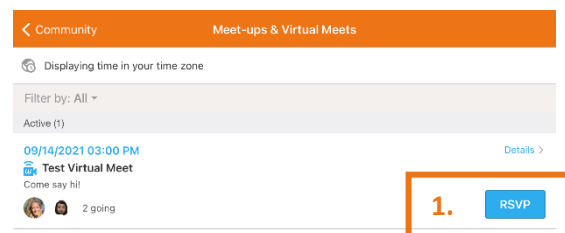
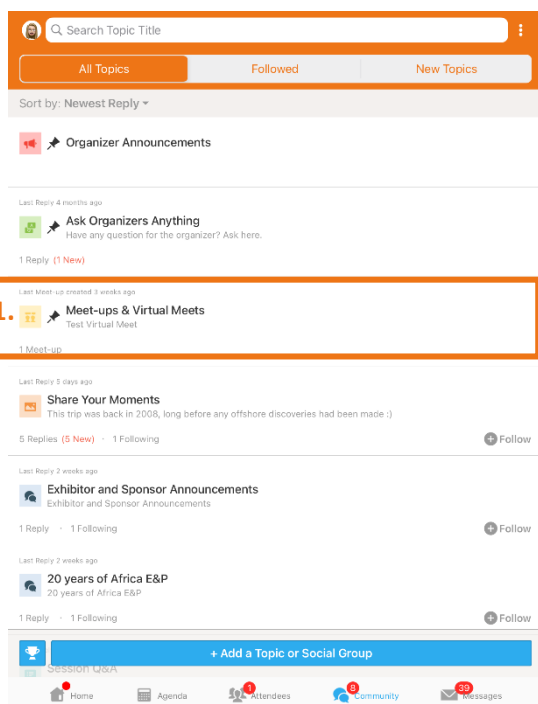
## JOIN DISCUSSIONS ON THE COMMUNITY BOARD

1. Click the **“Community”** tab.
2. Message an existing topic, or **“Add a topic or social group”** to start a new discussion.
3. If you’d like to be kept up to date with a topic, click **“Follow”** directly next to the topics on the Community Board. To see a list of all the topics you are following, choose between three tabs near the top of the page, All Topics, Followed, and New Topics.



## START OR JOIN A VIRTUAL MEETUP

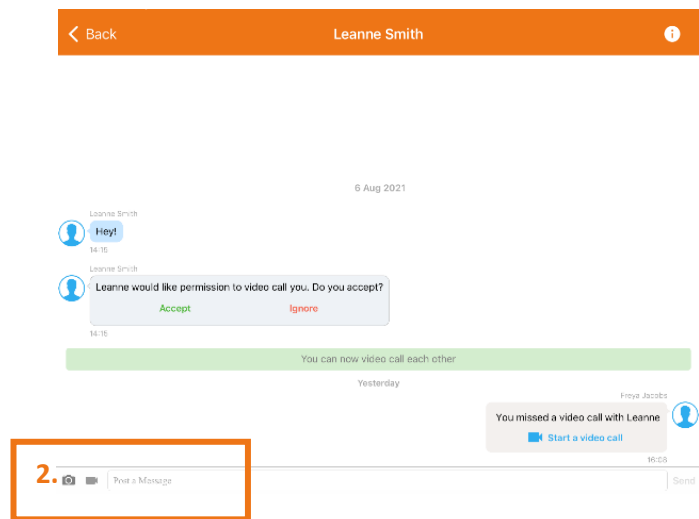
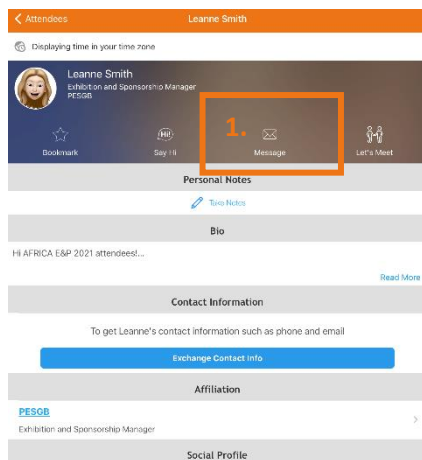
1. Within the **“Community”** tab, there will be a pinned thread for virtual meets. If there is something scheduled that you would like to attend, click it to see more details. You can also **“RSVP”**.



2. You can create a new meetup by tapping **“Suggest a Meet”** and inputting the details. If you have a meeting link (eg; through Zoom), you can paste it here. An alternative is to use **Whova’s virtual meet room**, which allows up to 30 participants. **Please note that in this room can only host up to 5 meetings at any time, so please make sure you have checked the schedule to avoid clashes.**

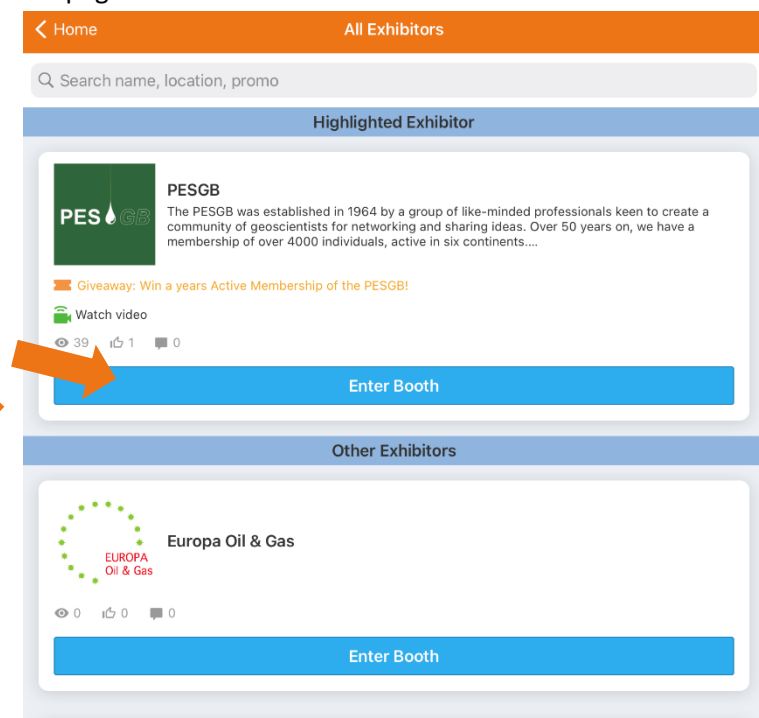
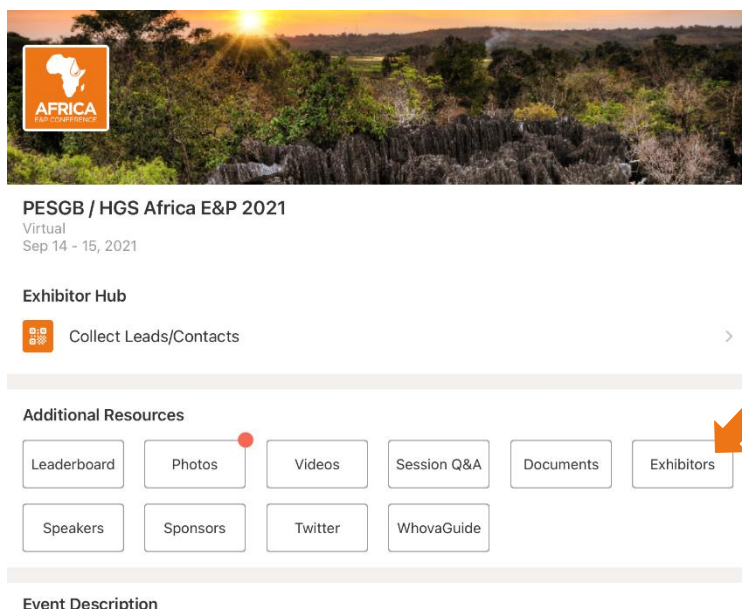
## WANT TO START A PRIVATE 1:1 VIDEO CALL WITH AN ATTENDEE?

1. Search their name in the attendee list and send them a message.
2. In your messaging centre, click on the **“Video Call”** icon to request a video call with that attendee. Once they have accepted, you will both be able to join a private call on Whova’s in-platform video calling system.



## EXPLORE EXHIBITOR AND SPONSOR PROFILES

The virtual exhibition will be accessible throughout the conference for you to explore and connect with exhibiting companies. Simply head to the **“Exhibitors”** button on the homepage to enter.

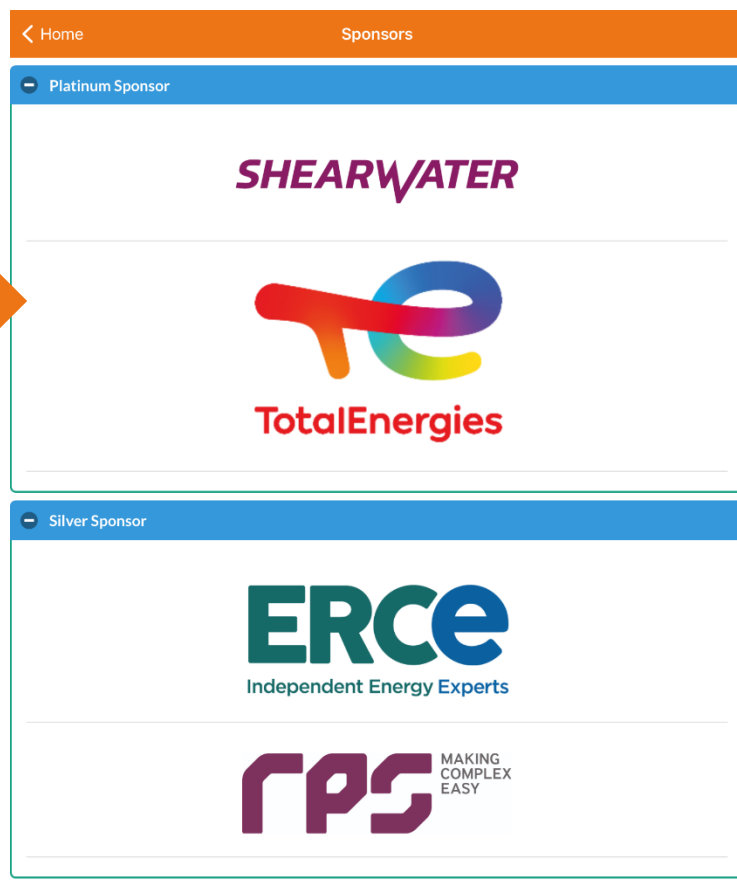
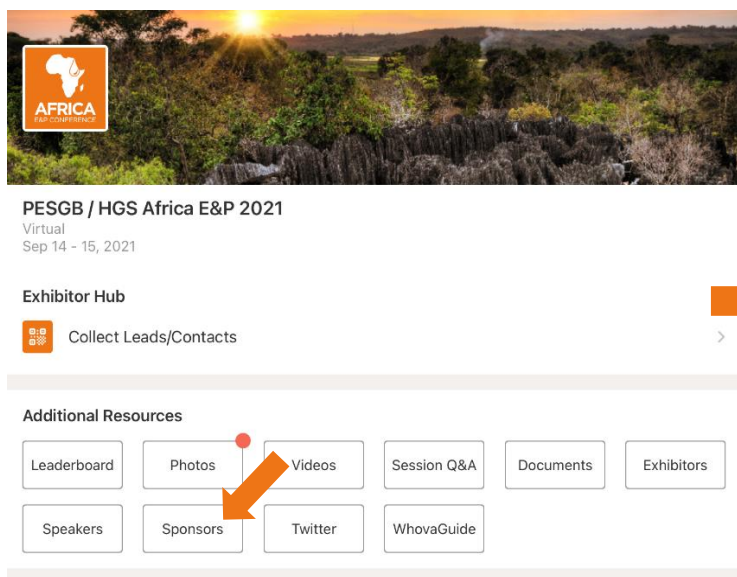


**“Enter Booth”** will take you to each profile containing;

1. A company overview
2. Key contact details
3. Any promotional videos or handouts they’ve chosen to upload
4. A **“Chat”** window so you can speak with someone on their team



You can also find out more about each of our event sponsors by visiting their sponsor profile at any time during the conference. Click the **“Sponsors”** button on the homepage and select any one of the sponsors listing to view key company information and any promotional items they have added.



*If you have any queries about the platform during the conference, please direct your questions to the “Ask Organizers Anything” topic board in the “Community” area. PESGB will be monitoring this board and will be able to respond to your queries.*

*We look forward to welcoming you to PESGB / HGS Africa E&P Conference 2021!*