



**ACCOUNTANTS' WEEK**  
NOVEMBER 6 - 12, 2022



*Ukhova*

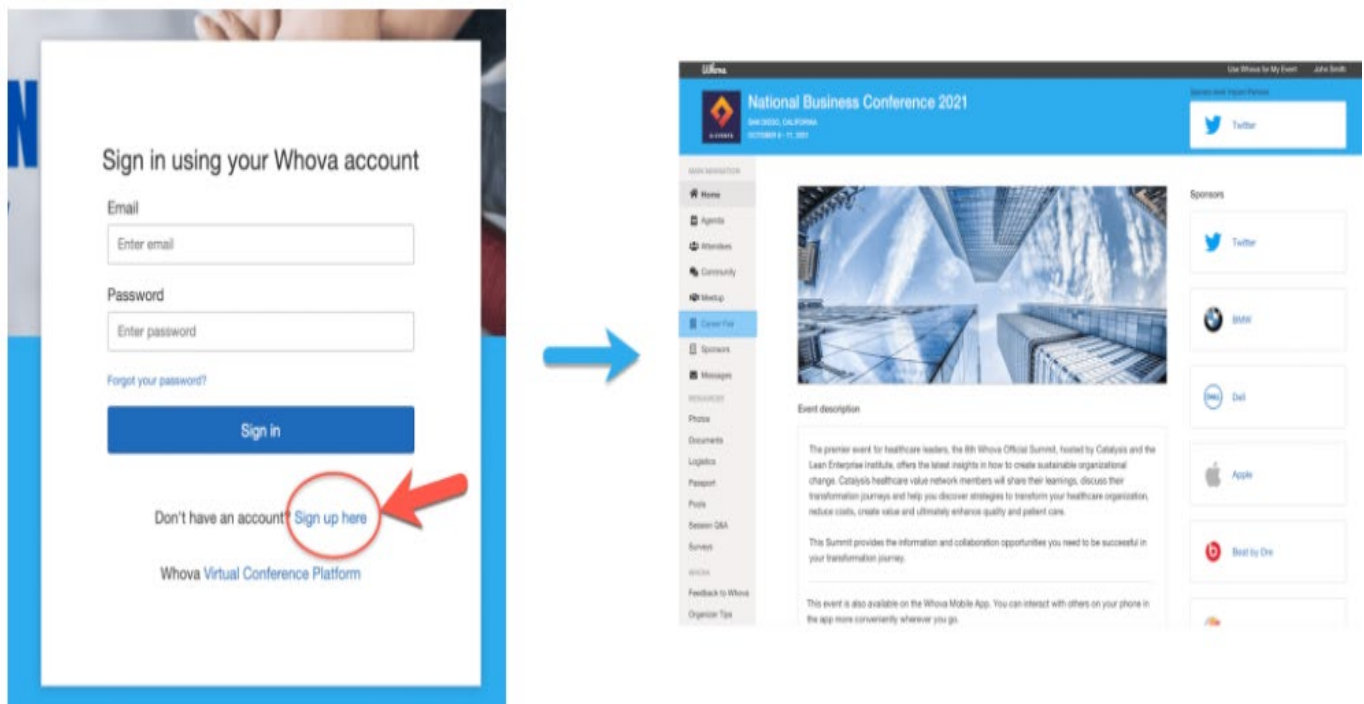
**Attendee Computer User Guide**

# Whova Attendee Computer User Guide

## Sign in to Whova

**Recommendation:** Please use Chrome browser for the web app. Some streaming software have compatibility issues with other browsers.

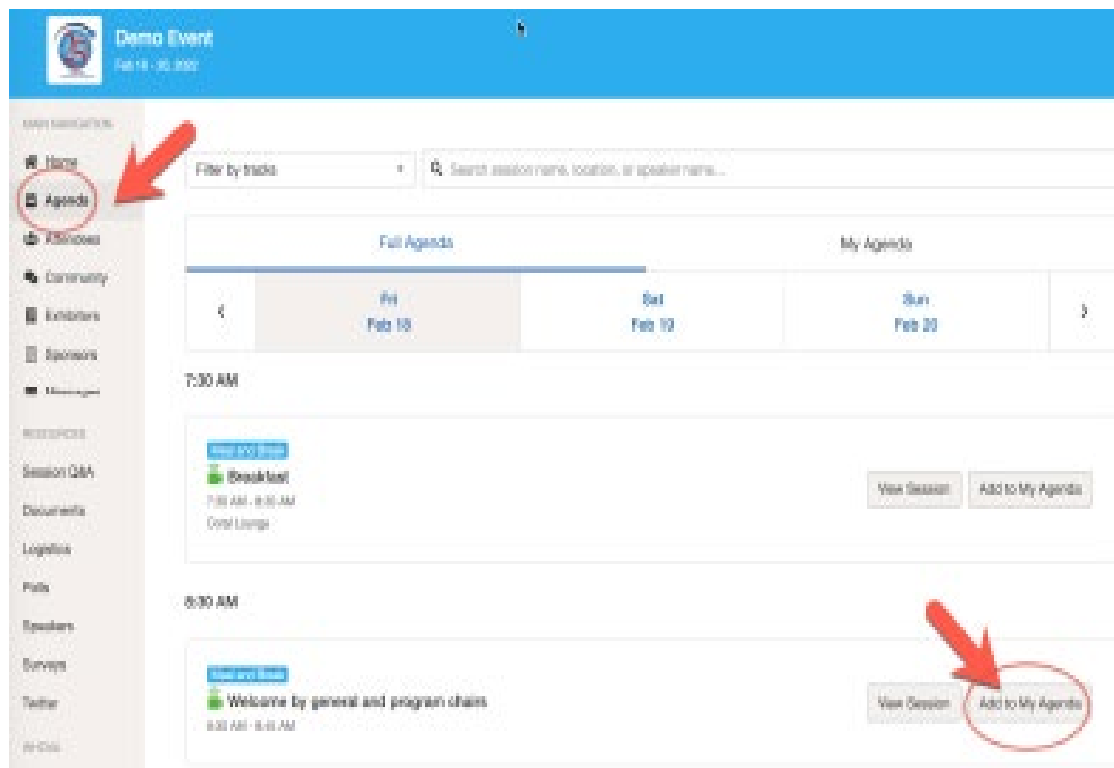
1. Once you have registered, you will receive an email from Whova with instructions for logging into the site. The link looks like [https://whova.com/portal/webapp/icabc\\_202211/](https://whova.com/portal/webapp/icabc_202211/).
2. Click **“Sign up here”** if you don’t have an account yet and fill in your email and password. Make sure to use the email address you used when registering for the event. When logging in, you will automatically be taken to the conference main page.
3. Edit your profile. Other attendees will use this to network with you if you choose to be included in the attendee list.



# UhoVa Attendee Computer User Guide

## View the Agenda

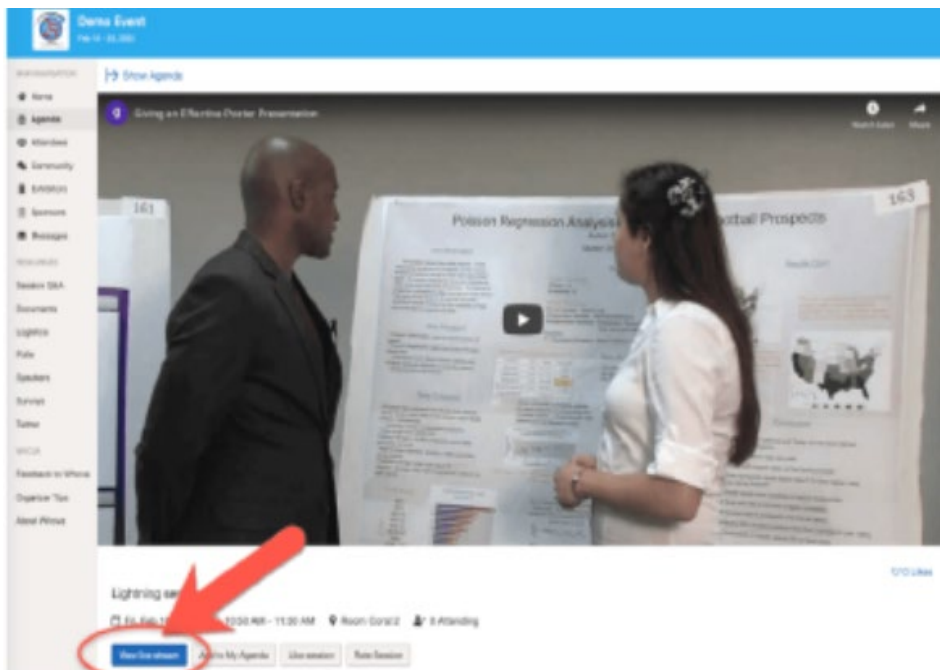
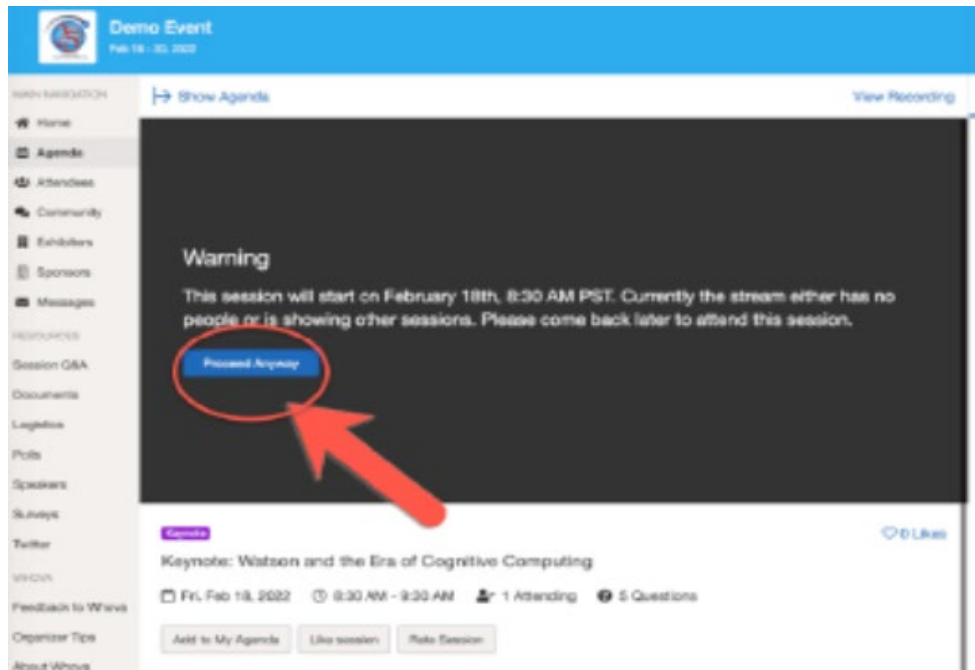
1. Find the Agenda tab at the bottom of the screen. You should see a list of sessions for that day.
2. You can move through different days by selecting the date you want to view on the calendar at the top of the agenda.
3. Browse or search for sessions on the top bar.
4. Once you find the session you want to access, click on it.
5. If the session is live, it will begin playing immediately 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.



# Uthova Attendee Computer User Guide

## Access live streams and session videos

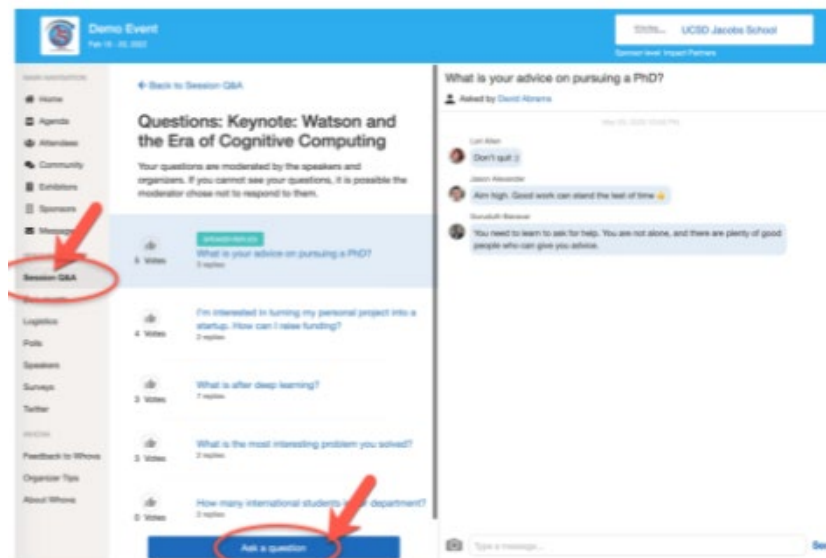
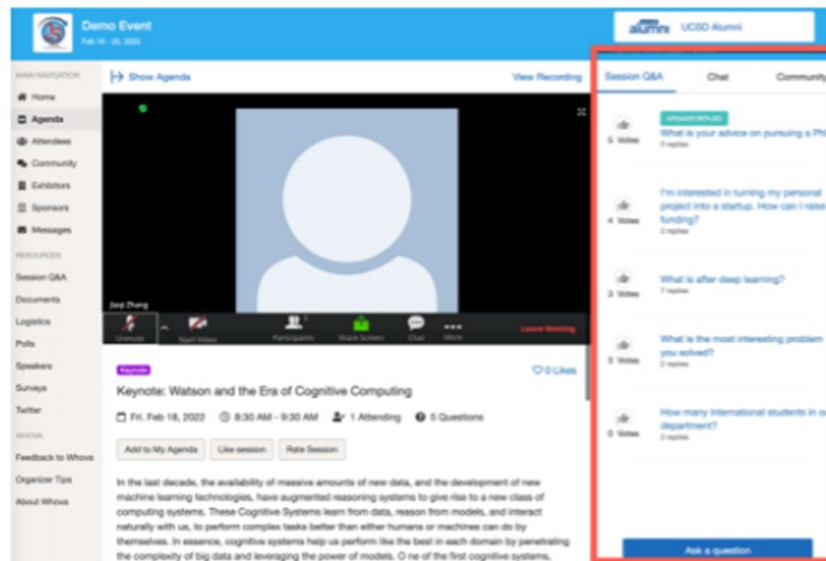
1. From the agenda list, click the session you want to watch.
2. If the streaming screen directly shows up, click "Proceed" to start watching the stream.



# Uthova Attendee Computer User Guide

## Use session Q&A

1. You can access three tabs on the right side of the virtual session: Session Q&A, Chat, and Community. You can submit questions for the speakers 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. You can use this function through the “Session Q&A” tab on the left-hand sidebar underneath Resources.



# WhoVA Attendee Computer User Guide

## See who is attending the conference

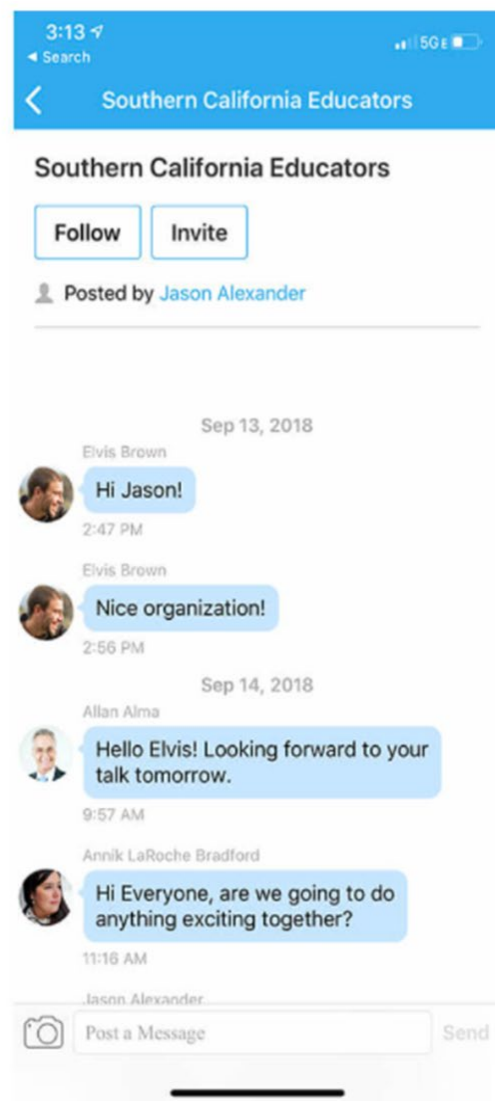
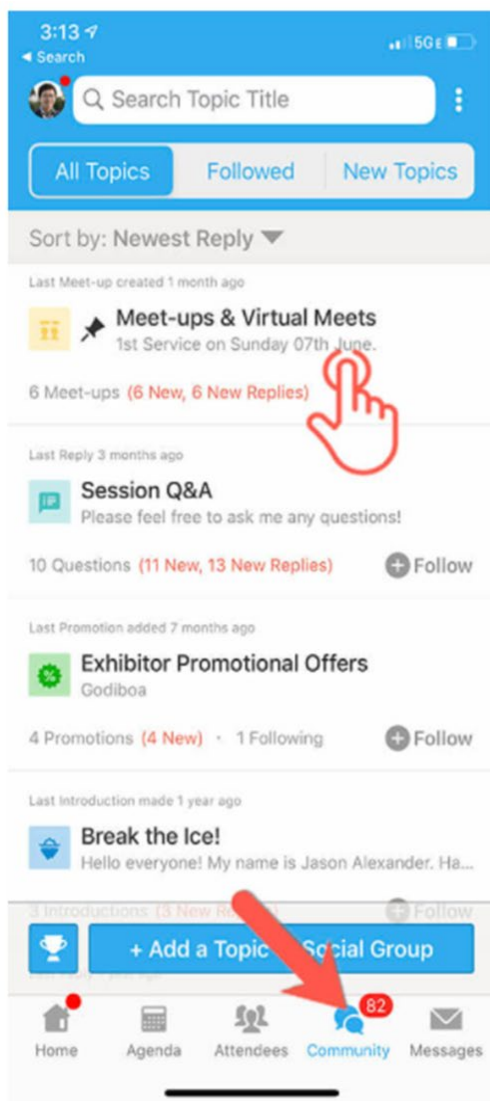
1. When you sign in for the first time, you will be asked: “Would you like to network with other attendees by listing yourself in the attendee list?”
  - a. If you answer yes – you will be able to view the Attendees tab and will be included in the attendees list.
  - b. If you answer no – you will not be able to view the Attendees tab and will not be included in the attendees list.
3. To view other attendees: Click the “Attendees” tab on the left side of the screen under “Main Navigation”.
3. At the top of the page, you can search attendees by keywords such as company, name, or title
4. To start a conversation, click “Send Message” to begin a chat

The screenshot displays the WhoVA Attendee interface for a "Demo Event" from Feb 18 - 20, 2022. The top navigation bar includes the event logo, dates, and the UCSD Jacobs School of Engineering logo. A search bar is located at the top center. On the left, a "MAIN NAVIGATION" sidebar lists various options, with "Attendees" highlighted by a red arrow. The main content area shows a grid of attendee profiles, each with a profile picture, name, title, and affiliation. A red arrow points to the "Send Message" button on the profile of Muhammad Adnan, which is also circled in red. Other attendees listed include David Abrams (Intel), Ankit Agarwal (Twitter), Prabhav Agrawal (Indian Institute of Technology Delhi), Sheeraz Ahmad (Oracle), Gautam Akiwate (Qualcomm), Baris Aksanli (UC San Diego), Jason Alexander (FECA), and German Alfaro (University of California at San Diego).

# Ukova Attendee Computer User Guide

## Join discussion on the community board

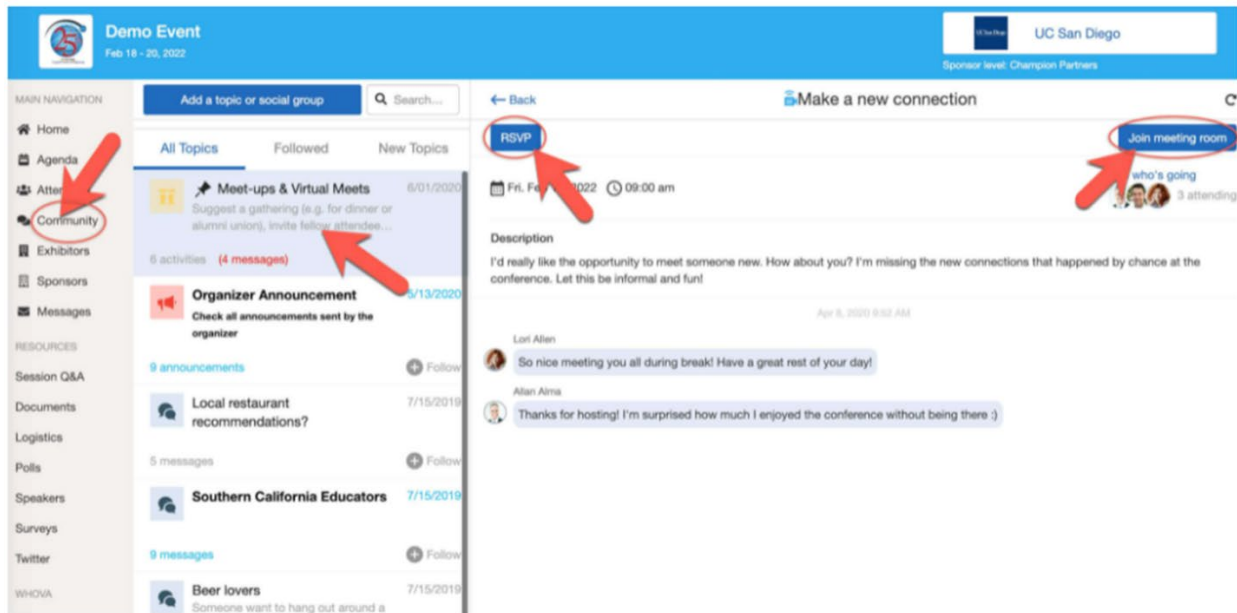
1. Click the Community tab on the bottom of the screen.
2. Create a new conversation topic or click the topic to join existing topics like “Meet-ups.”
3. Click “Follow” directly next to the topics on the Community Board that you want to stay up to date with. To find the topics you’re following, choose between three tabs near the top of the page: All Topics, Followed, and New Topics.
4. Check the Community board for conference updates and to ask questions.



# Whova Attendee Computer User Guide

## Start or join a virtual meetup

1. Go to the Community Board and find the board for Meetups and Virtual Meets.
2. Find the meeting 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!



4. 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**.

