



ACCOUNTANTS' WEEK
NOVEMBER 6 - 12, 2022



Ukhova

Attendee Mobile User Guide

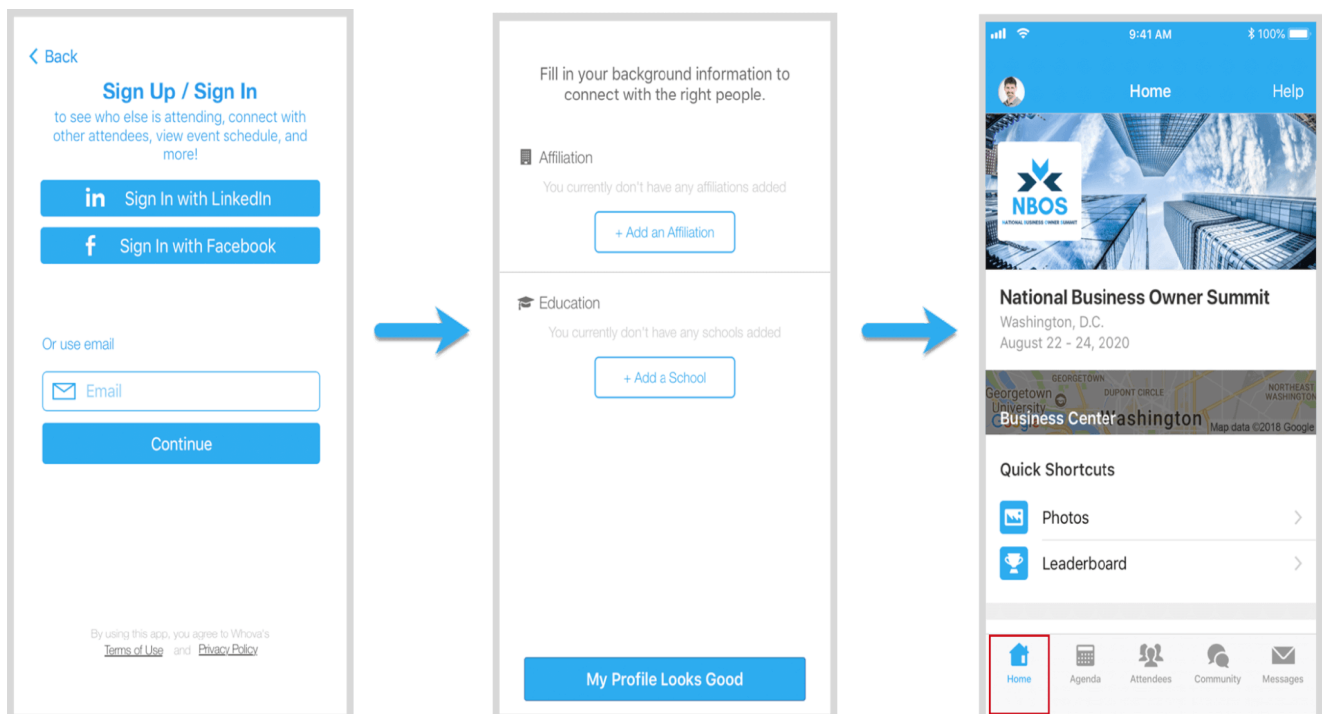
Whova Attendee Mobile User Guide

Download the Whova App

1. The Whova app is free to download.
2. Open the Apple Store or Google Play on your mobile device and search for “Whova.” Or visit <https://whova.com/download/> in your mobile device’s web browser.
3. When you have found Whova, click to download and install the Whova app.

Sign in to Whova

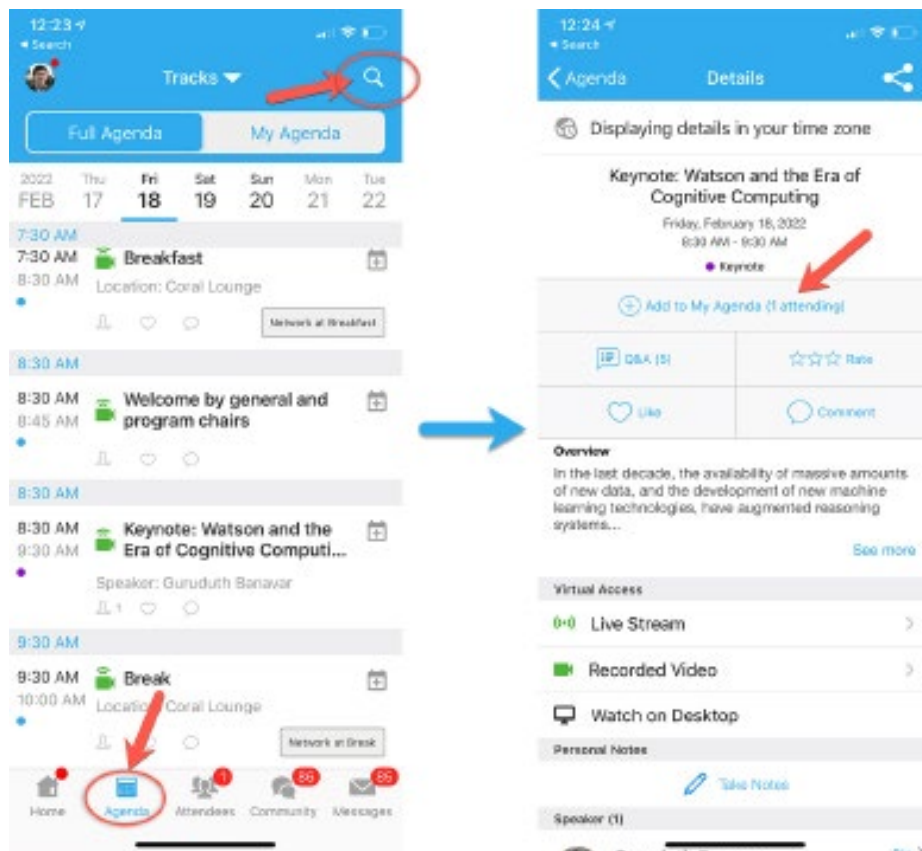
1. Enter the email address you used to register for event
2. Create a password and type in your name
3. Edit your profile. Other attendees will use this to network with you. So make it look nice 😊
4. The app will take you to ICAB’s Annual Conference 2021 event page automatically.



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View the Agenda

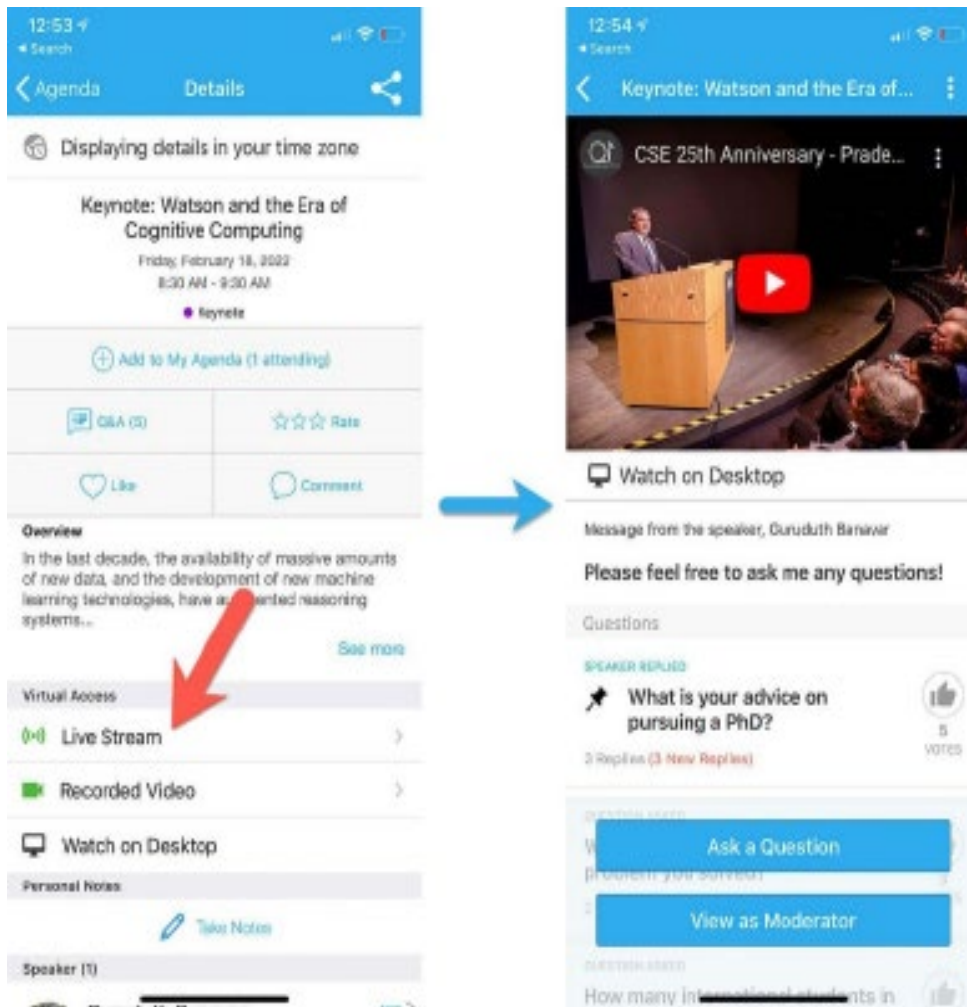
1. Find the Agenda tab at the bottom of the screen. You should see a list of sessions for that day.
2. You can move through different days by selecting the date you want to view on the calendar at the top of the agenda.
3. Browse or search for sessions on the top bar.
4. Once you find the session you 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 and set a reminder.



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Access live streams and session videos

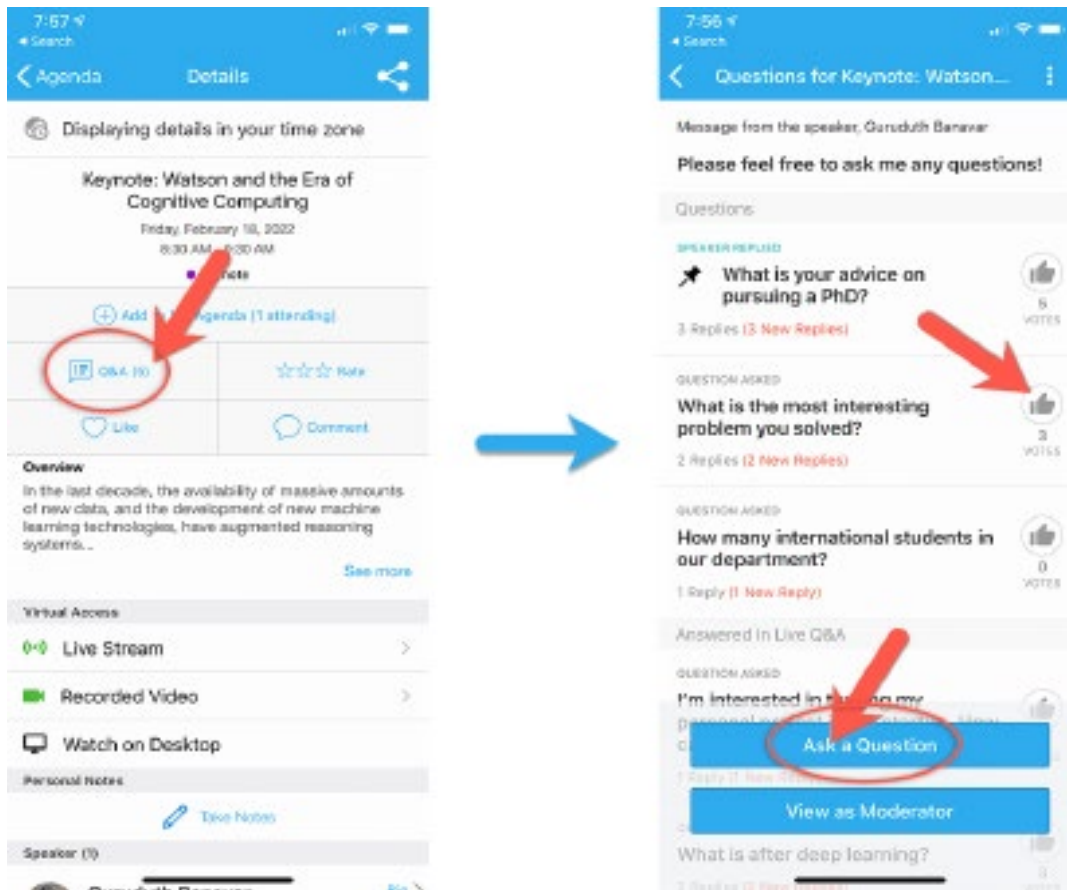
1. From the agenda list, click the session you want to watch.
2. If the streaming screen directly shows up, click “Proceed” to start watching the stream



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Use session Q&A

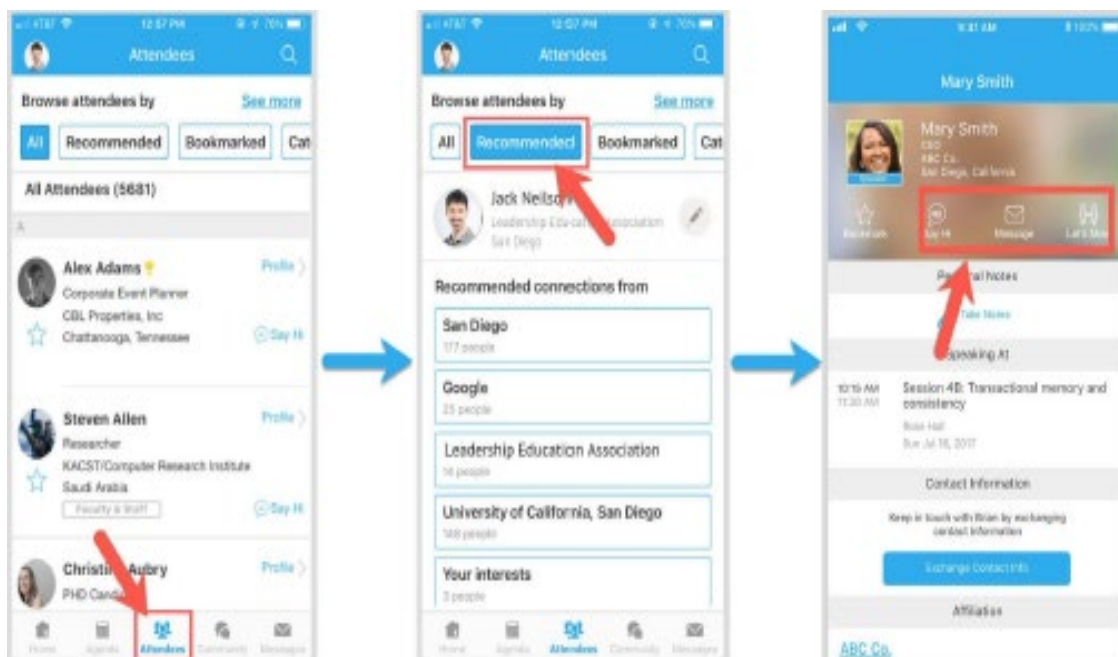
1. On the session detail page, click the “Q&A” button; on the next page, view the existing questions, vote on the questions you are interested in, or click “Ask a Question” to ask a new one.
2. On the conference main page, click the “Session Q&A” button; find the session you want to ask questions in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



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See who is attending the conference

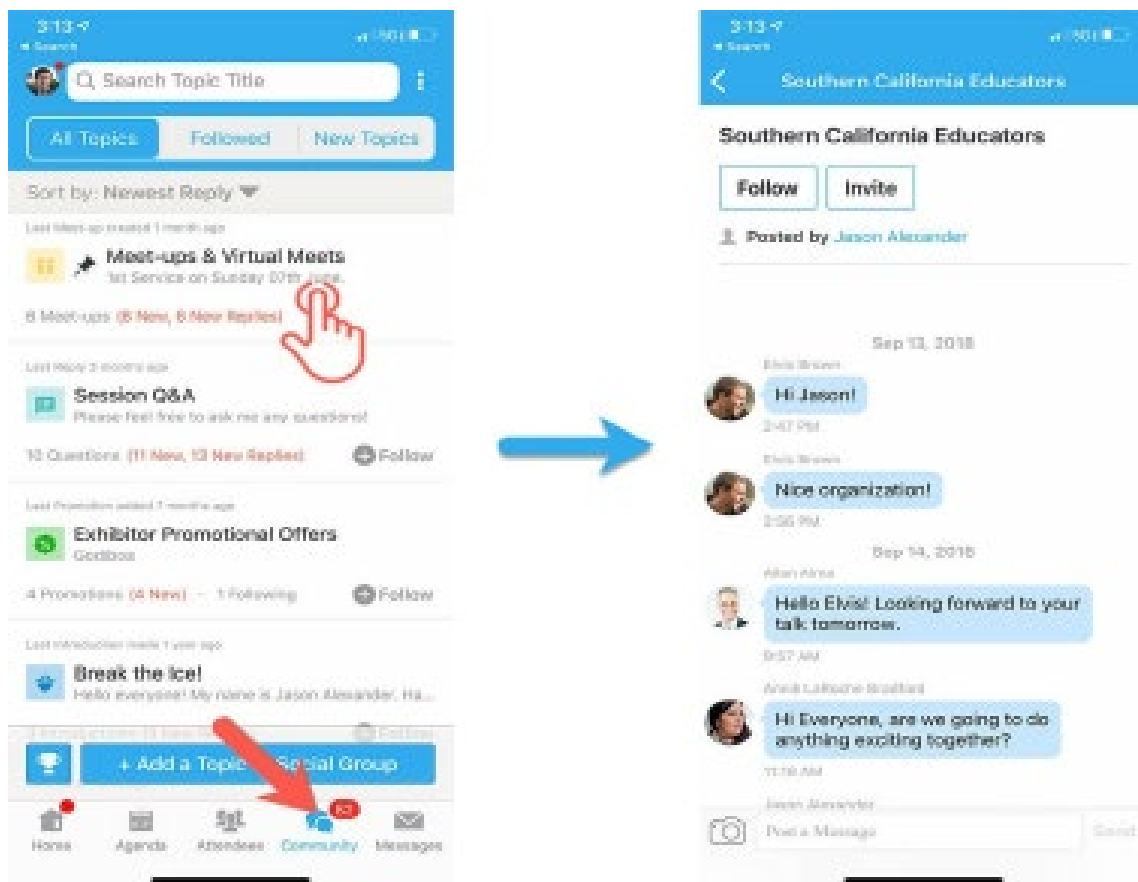
1. When you sign in for the first time, you will be asked: “Would you like to network with other attendees by listing yourself in the attendee list?”
 - a. If you answer yes – you will be able to view the Attendees tab and will be included in the attendees list.
 - b. If you answer no – you will not be able to view the Attendees tab and will not be included in the attendees list.
2. To view other attendees: Click the “Attendees” tab on the bottom of the screen to browse the attendee list.
3. 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.
4. 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, education background, or interests as you.
5. 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.



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Join discussion on the community board

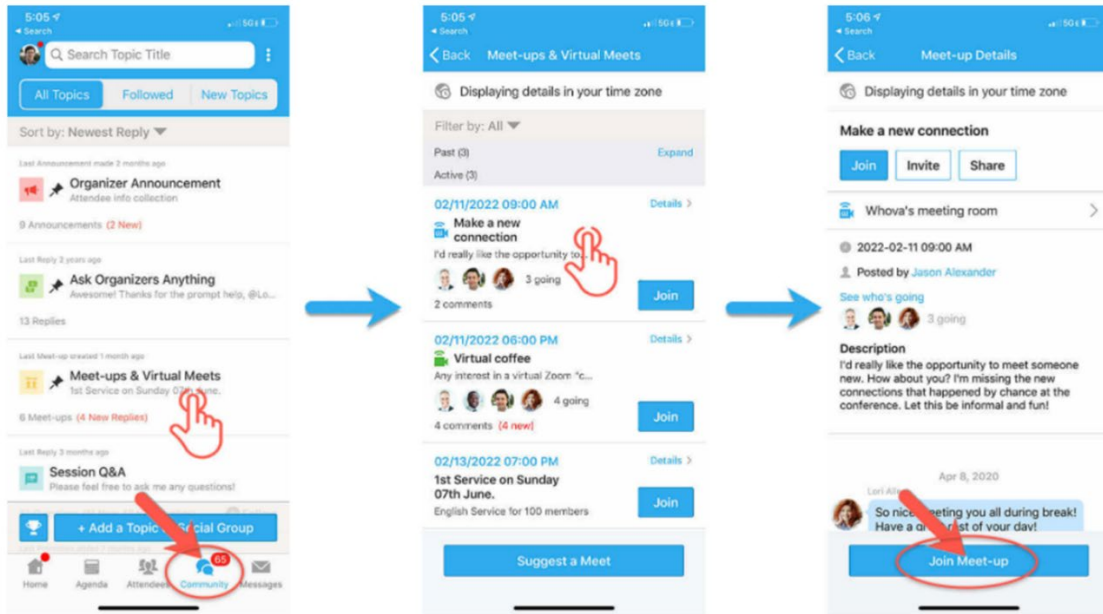
1. Click the Community tab on the bottom of the screen.
2. Create a new conversation topic or click the topic to join existing topics like “Meet-ups.”
3. Click “Follow” directly next to the topics on the Community Board that you want to stay up to date with. To find the topics you’re following, choose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



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Start or join a virtual meetup

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



3. You can also suggest a new meetup by clicking “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.

