



Whova Attendee User Guide (Web Platform)

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

A link from PESGB will be sent to you before the event. The link is formatted as follows:

<https://whova.com/portal/webapp/xx/>. Click this link to begin the login process.

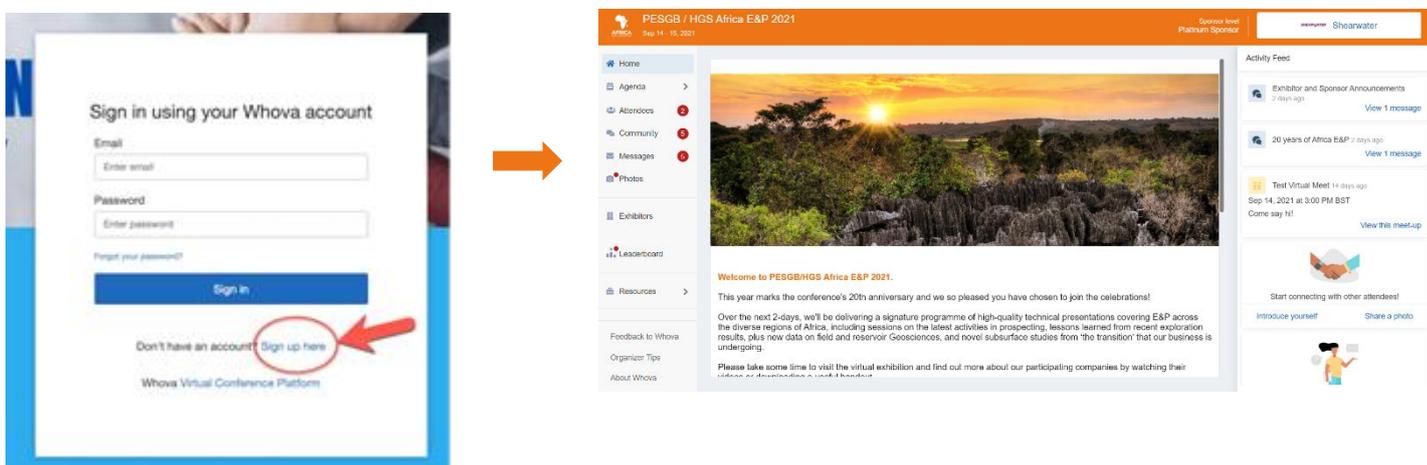
1. Click **“Sign up here”**. Use your email associated with your booking and create a password. You’ll then be able to add some additional profile information that you’d like to share with other attendees.

i Please make sure to use the email you used when registering the event. Otherwise, it will not allow you to join the event. The events team can confirm the email used if necessary.

2. 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.

3. Once successfully “Signed-up / Signed-in”, you will be taken to the **Africa E&P Conference 2021** homepage.



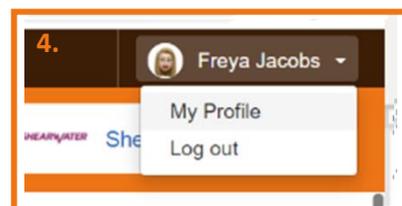
EDITING YOUR PROFILE

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 right corner of the screen

4.2. Select **“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 on the left-hand side of the screen.
2. You can move through each day at the top of the agenda.
3. Alternatively, browse or search for sessions using the ‘search bar’ at the top of the page.
4. Once you have located a session of interest, click on the **“View Session”** button. If the session is live, you’ll automatically join. When loading, you will see the option to join via Zoom or Whova. We recommend joining in Whova to improve your conference experience as this will give you access to the **“Q&A”** and **“Chat”** functions.

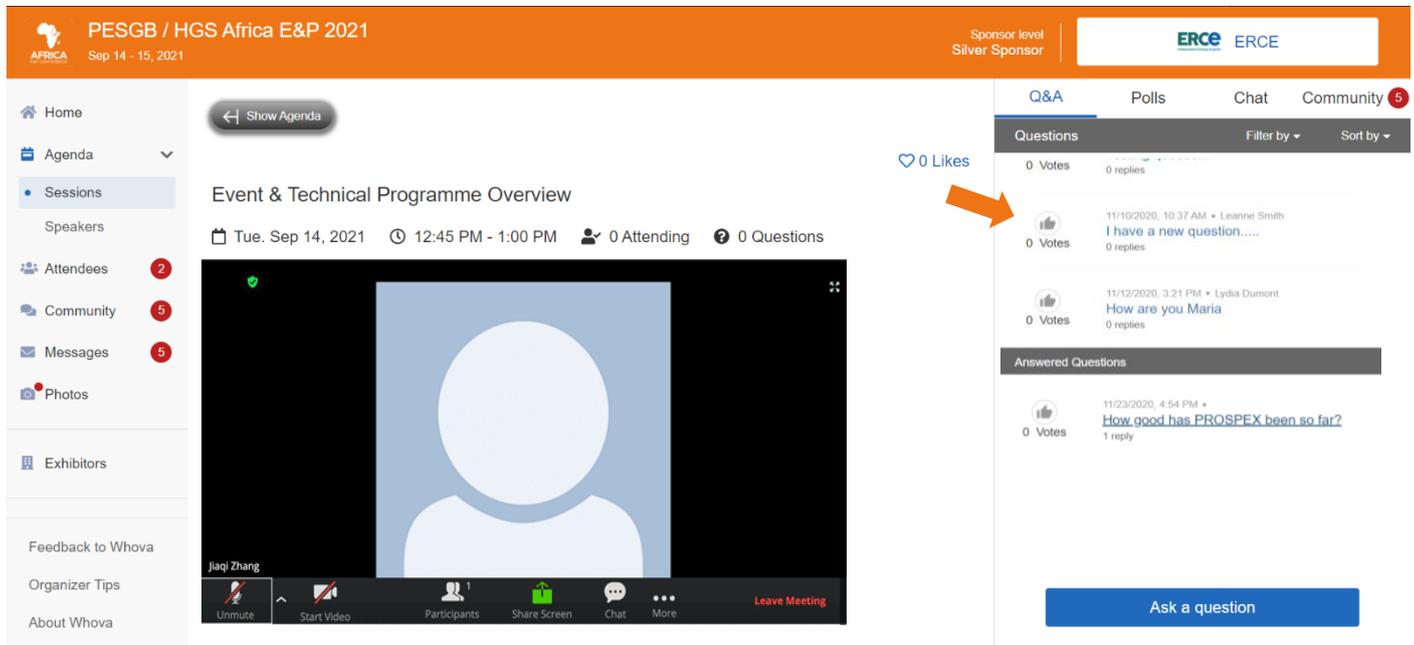
i When joining in Whova, please ensure you have **“Join audio by computer”** to enable sound.

5. If the session hasn’t occurred yet, you can click **“Add to My Agenda”** to put the session on your own personal agenda. You can toggle between sessions and the agenda by using the arrow in the top left

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

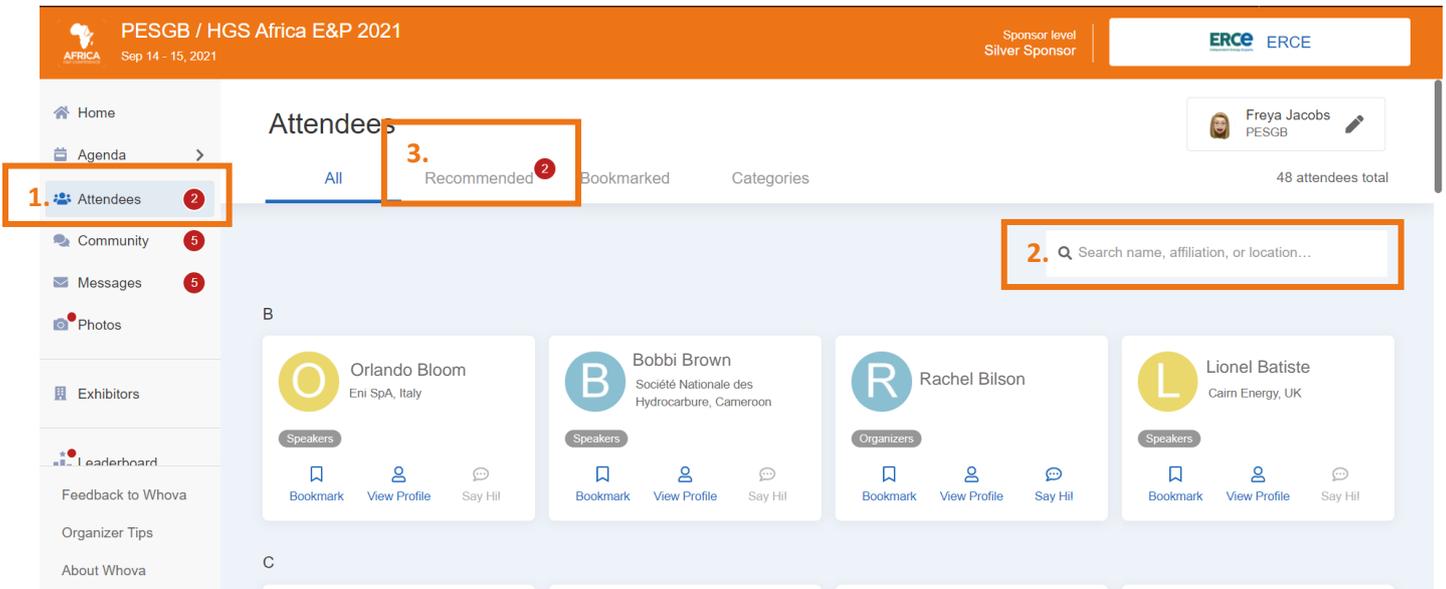
1. You can submit questions for the presenter through the “Q&A” tab on the right-hand side of the session. Here you can also interact with other participants in the “Chat”.
2. Has another attendee’s question piqued your interest? Click the thumbs up to vote up the question! Once it has been answered, simply click on the text to view what response the moderator has given.



The screenshot displays the Whova event interface for 'PESGB / HGS Africa E&P 2021' (Sep 14 - 15, 2021). The top navigation bar includes 'Home', 'Agenda', 'Sessions', 'Speakers', 'Attendees', 'Community', 'Messages', 'Photos', 'Exhibitors', 'Feedback to Whova', 'Organizer Tips', and 'About Whova'. The main content area shows the 'Event & Technical Programme Overview' for 'Tue. Sep 14, 2021' from '12:45 PM - 1:00 PM' with '0 Attending' and '0 Questions'. A video player shows a placeholder for 'Jiaqi Zhang'. The right-hand side features a 'Q&A' tab with '0 Likes' and a list of questions. The first question is 'I have a new question.....' by Leanne Smith, and the second is 'How are you Maria' by Lydia Dumont. Below these is an 'Answered Questions' section with one question: 'How good has PROSPEX been so far?' by Lydia Dumont, which has 1 reply. A blue 'Ask a question' button is at the bottom right.

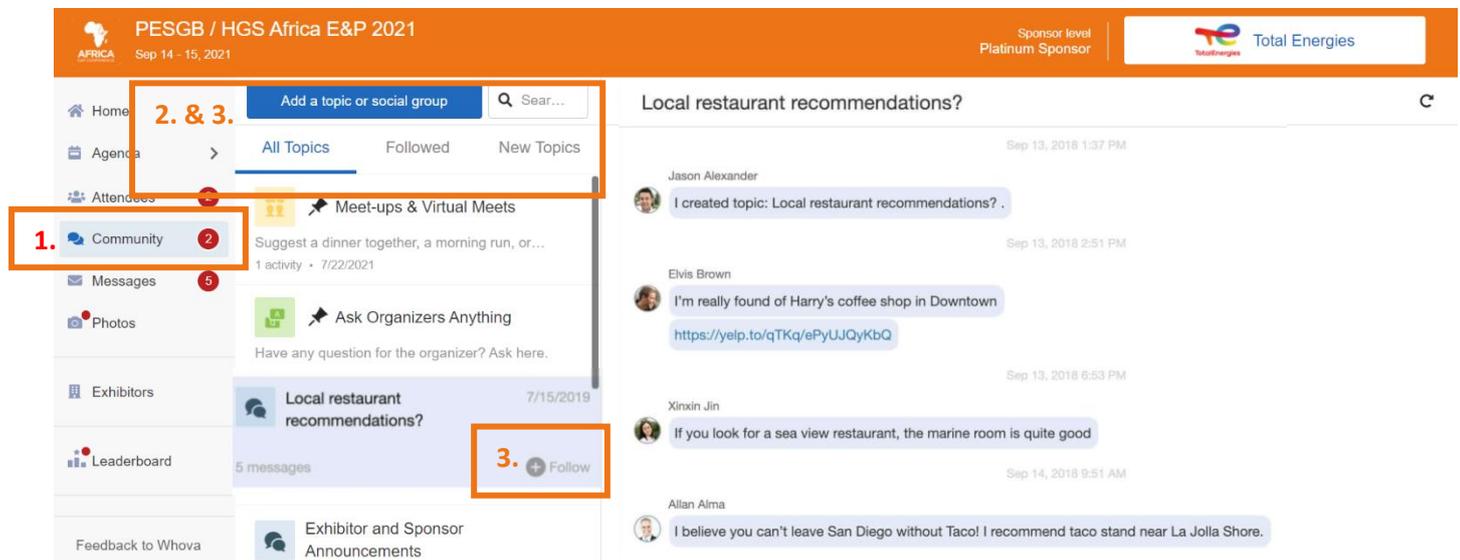
SEE WHO IS ATTENDING THE EVENT

1. Click the “Attendees” tab on the left side of the screen.
2. At the top of the page, you can search attendees by keywords such as company name or title.
3. You can view an attendee’s profile by clicking “View Profile” to find out more about them. To start a conversation, click “Say Hi!”, which will open a chat box in your personal messaging centre (accessible under “Messages” on the left hand panel).
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, educational background, or interests as you.



JOIN DISCUSSIONS ON THE COMMUNITY BOARD

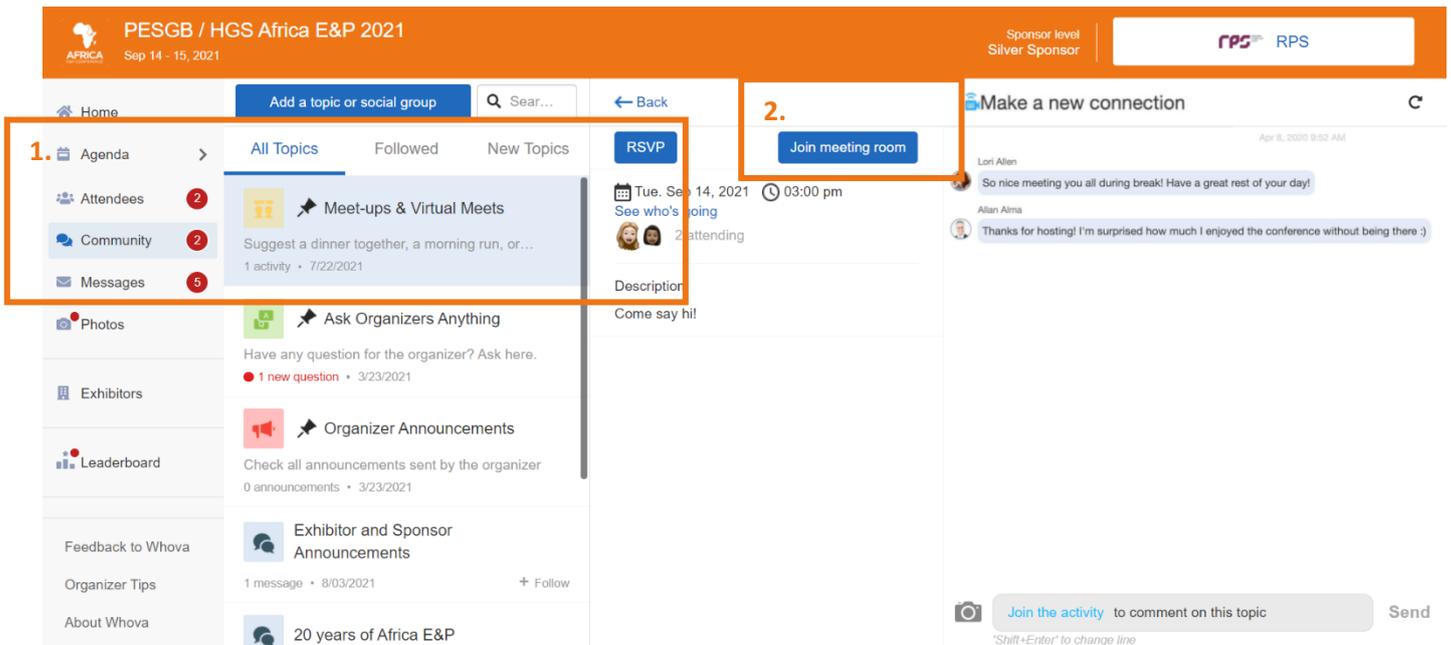
1. Click the **“Community”** tab on the side menu to the left of the screen.
2. Message an existing topic, or **“Add a topic or social group”** to start a new discussion.
3. If you’d like to be kept up to date with a topic, you can click **“Follow”** directly next to the topics on the Community Board. To find the topics you are following, head to the **“Followed”** tab.



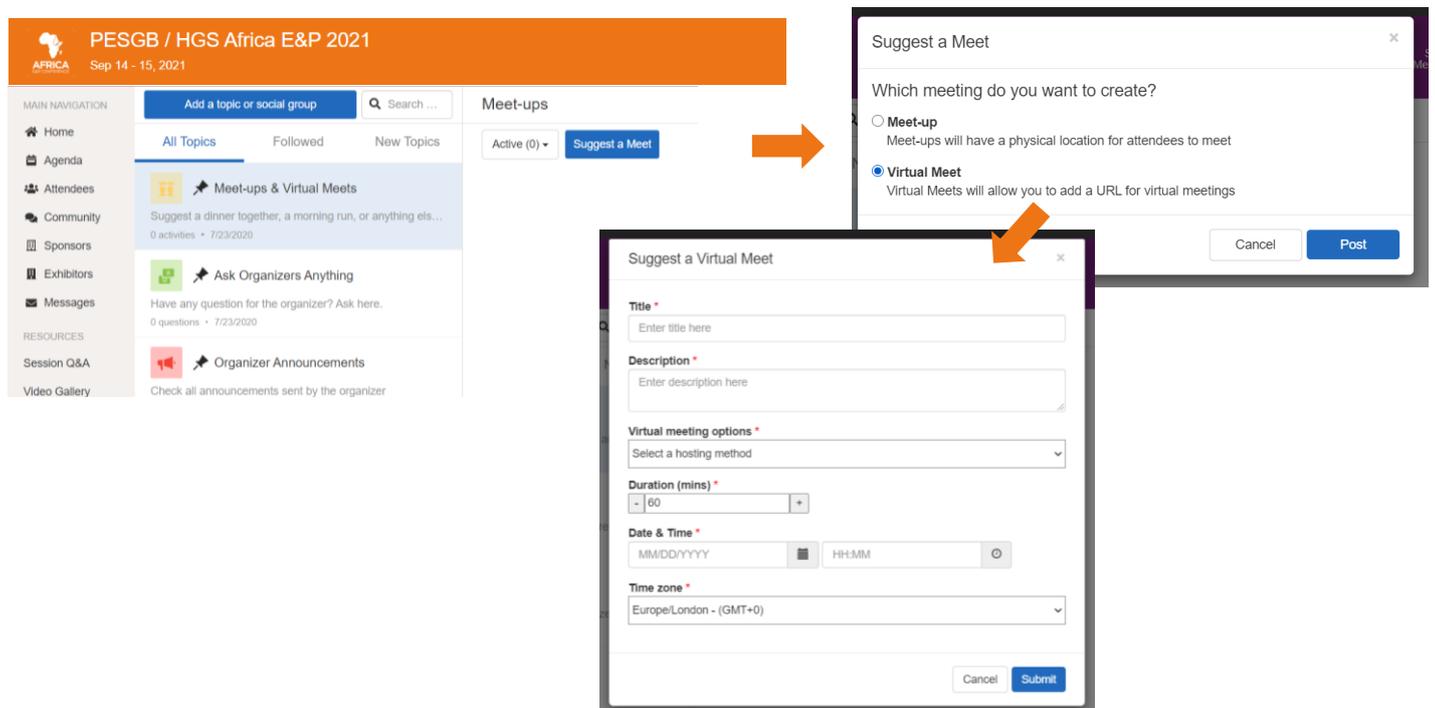
START OR JOIN A VIRTUAL MEETUP

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. When the meetup starts, click “Join meeting room” to start chatting!



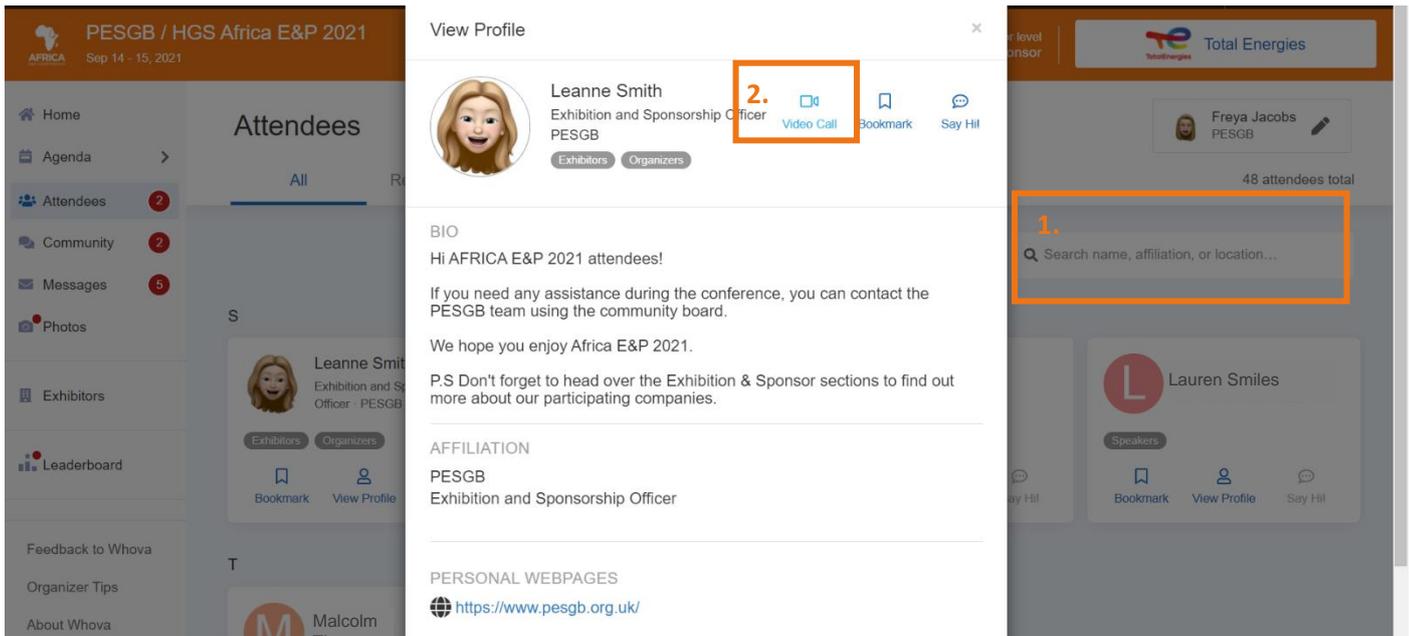
3. You can also suggest a new meetup by tapping “Suggest a Meet” and inputting the details. If you have a meeting link (e.g. a meeting scheduled through Zoom), you can paste this link here. An alternative is to use **Whova’s virtual meet room**, which allows up to 30 participants. **Please note that Whova’s virtual meet room can only host up to 5 meetings at any one 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?

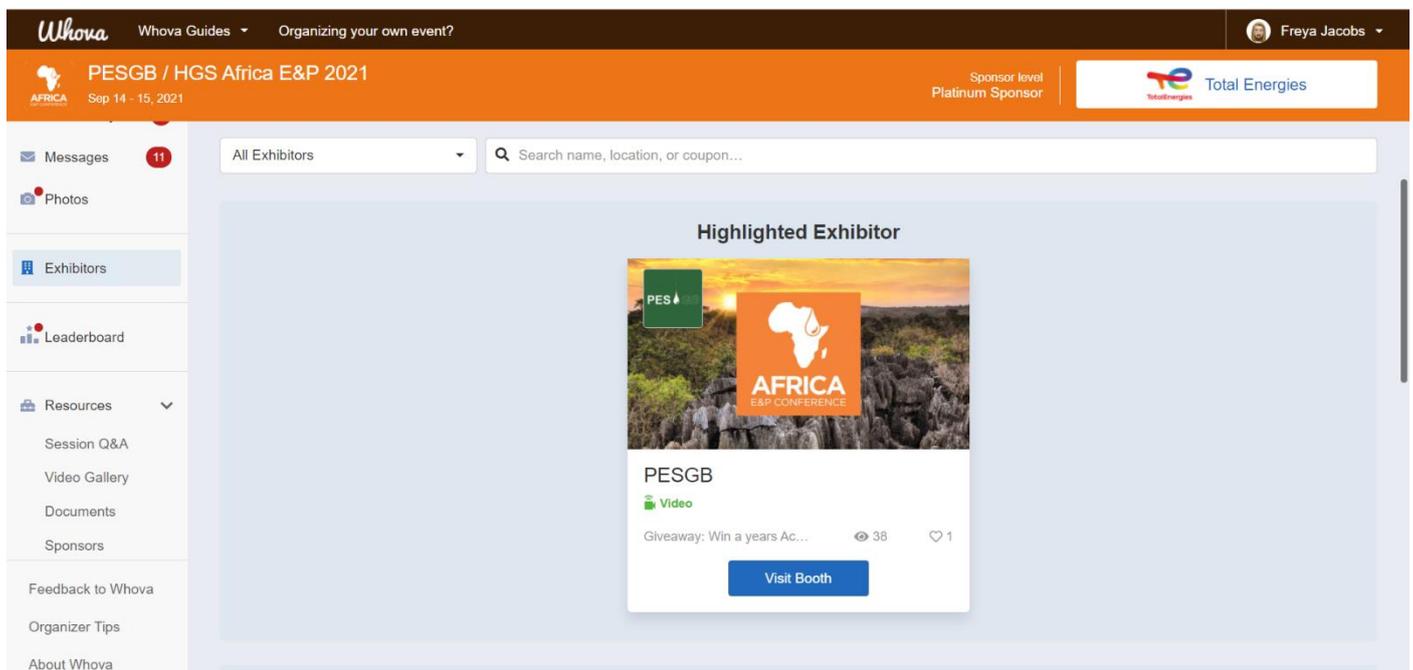
1. Search their name in the attendee list.

2. Click on the blue **“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”** tab in the left-hand menu to enter.



“View 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

The screenshot shows the Whova interface for the PESGB / HGS Africa E&P 2021 event. The main content area displays the PESGB exhibitor profile, which includes contact details (email: leanne@pesgb.org.uk, phone: +44 (0)20 7408 2000, website: https://www.pesgb.org.uk/), a description of the organization, and promotional offers. A chat window is open on the right side, showing a message input field and a 'Send' button.

You can also find out more about each of our event sponsors by visiting their sponsor profile at any time during the conference. Open the **"Resources"** tab in the left-hand menu and select **"Sponsors"**. Simply click any one of the sponsors listing to view key company information and any promotional items they have added. You can also send them a message through the public chat box on the right-hand side.

The screenshot shows the Whova interface for the PESGB / HGS Africa E&P 2021 event. The main content area displays the Shearwater sponsor profile, which includes contact details (email: rdoubell@shearwatergeo.com, website: https://www.shearwatergeo.com/), a logo, and sponsored sessions. A chat window is open on the right side, showing a message input field and a 'Send' button.

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!