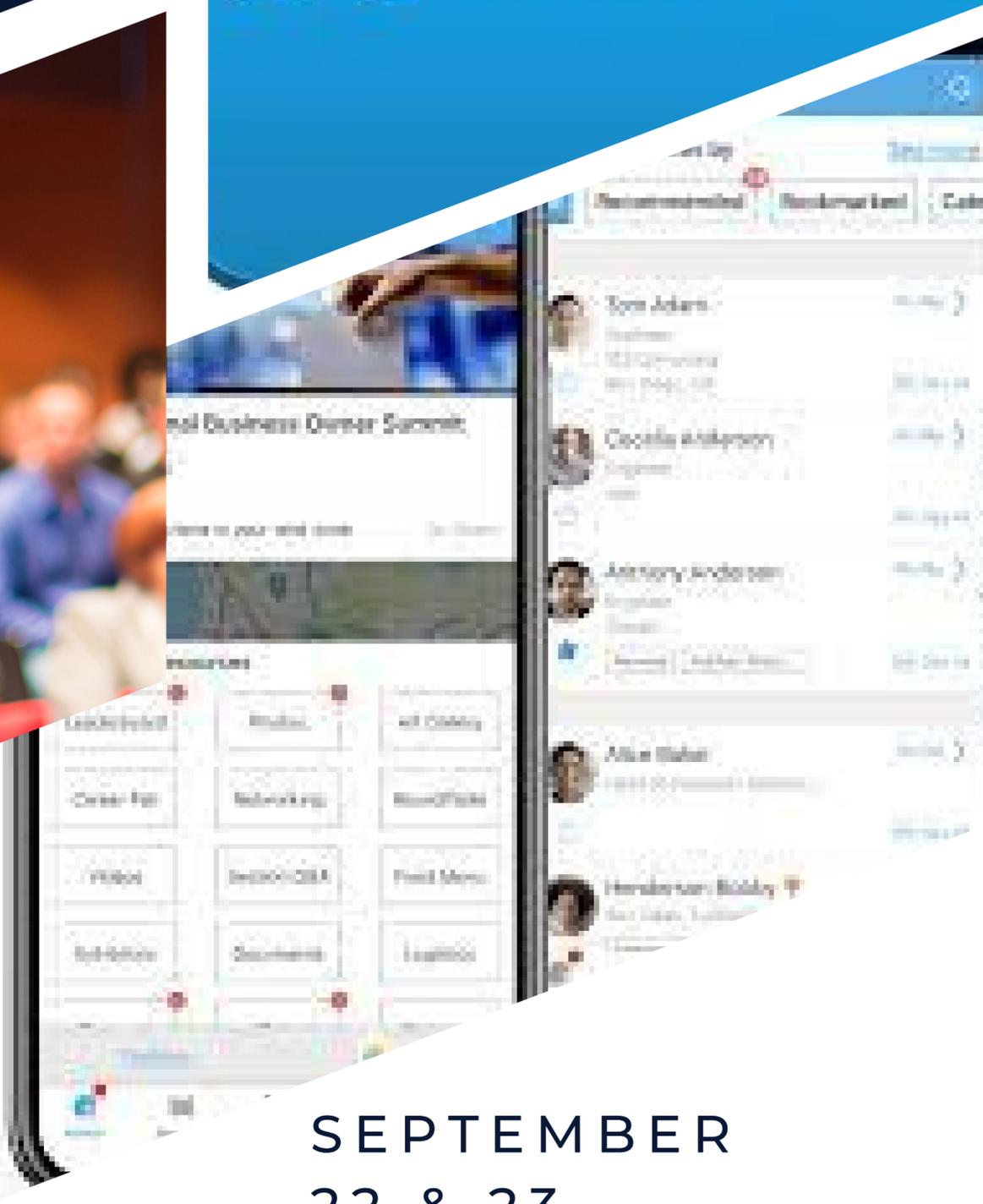


WHOVA QUICK START GUIDE & FAQs

MARYLAND
EARLY
CHILDHOOD
CONFERENCE

Whoova



SEPTEMBER
22 & 23
Hagerstown, MD

Welcome and thank you for joining us for the 10th Annual Maryland Early Childhood Conference– a “hybrid” event to allow for virtual/remote participation!

Please take a few moments to read through this Guide on how to navigate the Whova platform, whether you’re joining us virtually or in- person in Hagerstown, MD.



Navigating the Virtual Conference Platform (all attendees)

Q. What will Whova be used for?

A. Whova is your resource for all event-related information – whether you're attending in person in Hagerstown, MD or joining remotely. On the Whova site you can view the full agenda and build your personal schedule, connect with other attendees via messaging and the discussion board, and browse resources from our partners. Remote/virtual attendees will be able to join the sessions via a zoom link posted in the Agenda.

Please Note: This guide focuses mainly on the desktop website for Whova.

Q. How do I navigate the site?

A. Once you are logged in, you can search or browse for content using the options in the left navigation under "Home."



Q. How do I access the Sponsor and Exhibitor Engagement Hub?

A. We encourage you to visit the Sponsor and Exhibitor section of the site and take advantage of this opportunity to learn more about each company/organization and connect through their interactive booths.

- Click the Exhibitors & Sponsors option in the left navigation bar; a list of sponsors and exhibitors will appear.
- Click on the company name or "Visit Booth" to check out the information they have posted.
- Use the Chat to ask questions, say hello.



Attendee Engagement & Socializing (all attendees)

Q. How can I connect with other attendees during the conference?

A. Here are a few suggestions to get the most out of the engagement opportunities with the Whova App. The Community section of the site offers a variety of ways to interact with fellow attendees (keep in mind YOU can create and post in this area):

- Ask Organizers Anything – ask your question about the virtual site, using zoom, etc.
- Article Sharing – post interesting news or journal articles relevant to this conference.
- Discussion Topics – post one or join a text-based conversation.
- Share Your Moments – post a picture
- Break the Ice! – Introduce yourself to everyone at the event. Share something interesting about yourself so others can learn more about who you are!
- View a list of "Attendees" and say hi, send a message via their profile or request a face-to-face video chat.

Joining Sessions (Remote/Virtual attendees)

Q. I'm joining virtually – will I need special equipment to participate as virtual/remote attendee?

A. Special equipment is NOT required other than your computer OR a mobile device. A couple of recommendations to keep in mind:

- Internet Browser: Your computer should be equipped with the most recent version of Google Chrome or Microsoft Edge; we suggest setting one of these as your default browser. Do not use Internet Explorer.
- Zoom: All sessions will be held in Zoom. If you want to fully participate in the sessions and have full access to all of Zoom's features, it is recommended that you have the Zoom software downloaded prior to participating. For the best experience: Install "Zoom Client for Meetings" at <https://zoom.us/download>.
- Mobile Device: You can view and participate in sessions via the Whova mobile app! Go to your device's app store, download Whova, then search for "Maryland Early Childhood Conference." Want to view sessions? Make sure that you have Zoom downloaded on your device as well!

Q. How do I join a session as virtual/remote attendee?

A. During the event, designated sessions can be watched via the Whova site. Click "Agenda" in the left side navigation to browse the Full Agenda.

- Click the title of the session you selected/registered for to launch the pop-up window and view its full details.
- Click the "Join" button at the top of the page to join the Zoom Meeting; this will open directly in the Zoom app.
- Please join the Zoom meeting with your sound muted so as not to disrupt a presentation in progress. Use the Zoom Chat to submit questions for presenters or to communicate with fellow attendees.

Top Tips for Joining Virtually:

- Microphones should be muted unless you are presenting or participating in a discussion.
- Please make your environment as distraction-free as possible.
- Don't compete with others in your household for internet bandwidth if at all possible. Cameras and screen sharing use a lot of bandwidth, so if you find you have weak internet, it is suggested that you turn your camera off.

Q. How long will the virtual site and content be available?

A. For conference registrants, access to the site will be accessible for viewing for up three months after the event.

Regarding recorded content:

Session recordings will not be posted to the Whova site for viewing after the event. Participants must attend the live zoom session to receive attendance credit.

CONTACT INFORMATION FOR QUESTIONS OR TECHNICAL ISSUES:
Email mdearlychildhoodconference@gmail.com or
call 301-733-0000 (8:30am – 4:00pm ET, M-TH) up until September 7th.
After September 7th, please communicate through the Whova App.