



Welcome to the 2020 PASFAA Virtual Conference!

Whova (pronounced “HOO-vah”!)—Your Guide to Navigating the Conference:

You can access the Agenda, Business Partners (Exhibitors), Sponsor websites for our exhibitors, list of other attendees (and converse with them), and access a Community board for a variety of group topics through our conference app, Whova.

You will link to sessions and the Exhibit Hall through Zoom links in Whova. Whova is your portal to get to it all!

Help Desk Available

A few of your PASFAA colleagues will be available to answer questions throughout the conference. Find the Help Desk within the Agenda and Community tabs on the Whova app and Whova desktop version.

Start here—two ways to access the conference (we recommend using both throughout the event):

1. Download the Whova app: https://whova.com/portal/pasfa_202010/?source=btn_link
2. View on a desktop computer (Chrome recommended):
https://whova.com/portal/webapp/pasfa_202010/

Whova Attendee Guide:

https://whova.com/pages/whova-app-user-guide/?source=admin_email

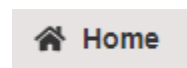
Getting Started:

1. Signing in: Use your email address and create a password.
2. Signing out: Go to your picture icon on the top left of the home screen and click “Settings”. You can do this if you want to refresh the app, but you can stay signed in normally.

Adding Your Photo and Bio to Your Profile:

1. Go to the home screen of Whova.
2. Click on the icon at the top left where a picture will be saved (it just has your initial at first).
3. Then click on “Edit my profile” under your name.
4. Then you can click on the icon to take a picture or choose from the photo library on your phone.

Tips to Engage During PASFAA—check out these sections on the app:



1. **Speaker Hub**

- My Sessions and Audience: Speakers can find their sessions and those who indicated they would attend. Comments and questions are also located here.
- Questions from My Audience: Any questions sent to the speaker.
- Promote My Session: Can share your session via social media, text, email, etc.
- Speaker and VIP Chat Room: Speakers can chat with each other through here.

2. Exhibitor Hub

- Exhibiting Booth Profile: This is your own exhibitor profile if you are an exhibitor. It is also found through the Exhibitor section under Additional Resources.
- Promotional Offers: Specific to your profile as the Exhibitor.
- Showcase Stream and Video: This is your specific video

3. Additional Resources

- Photos: Upload or view others!
- Documents: PDFs of the session materials
- Exhibitors: Check them out and get to their Zoom links to their virtual booth rooms in the Company Description for each one. You'll find handouts, videos, promotions, photos, contact information, and you can also send messages/inquiries to the exhibitor through their profile. You can also get the answer to the scavenger hunt in those rooms with our exhibitors!
- Session Q&A: You can ask a question of the speakers via the app.
- Speakers: Shows each speaker in alphabetical order.
- Sponsors: All of the banner ads for each of our exhibitors for 2020-21. Each ad links to their website.
- Videos: There are many videos uploaded by exhibitors here.
- WhovaGuide: Includes quick tips, FAQs, and step-by-step guides for attendees, exhibitors, and speakers.

Agenda

- Build your own agenda by clicking on the + sign next to your sessions of choice.
- Zoom links to sessions are built within the agenda for each session. Click on the "Livestream" link within each session.
- Exhibit Hall Virtual Room hours! Click on the livestream link within these agenda items and visit your exhibitors!

Attendees

- Look up your colleagues
- Say Hi within their record
- Or you can send a Message or "Let's Meet" request

Community

**These are all public postings (everyone will see them!)

- Feel free to "Add a Topic or Social Group" if you want to get a discussion going!
- Organizer announcements—keep watching for these!

- Ask organizers anything
- Meet-ups & Virtual Meets—remember these are community invitations—everyone will see these
- Exhibitor Showcase—videos from exhibitors!
- Exhibitor Promotional Offers—enter to win for either yourself or see what your exhibitors are offering to students
- Break the Ice! Attendees are already submitting in this section—check it out to see their ice break question and answer!
- PASFAA’s policies on behavior expected during sessions 😊
- Session Q&A linked here, too
- Job openings

Exhibit Hall Virtual Booth Room—FUN! And get your scavenger hunt answers from each exhibitor!

- **Link for the Exhibit Hall:**
<https://us02web.zoom.us/j/83704650162?pwd=QUR3YkNxdzV2a0xBTjRWcFAxdXVGQT09>

Above link also listed within the Whova app agenda or within the Exhibitors link under Additional Resources on the Home menu item.

1. Click the link during the open hours for each exhibitor (found within their Exhibitor section on the Whova app).
2. You will be able to choose which booth you want to go in.
3. You can move around from breakout room to breakout room to say hi to all the exhibitors and find out what they have to offer you and your students!

Enjoy the first ever virtual PASFAA Conference! We’ve been hard at work planning for you!