Delegate's Guide to Whova – the Conference Platform

To Get the Best out of the Conference…
Please read the following information carefully.

Before 3rd May 2022

1. **Watch the Whova Mobile and Web App User Guide video** or read the instructions here https://whova.com/pages/whova-app-user-guide/ to give you a step-by-step guide to signing in and building your profile… Profile building is optional and doing so allows others to interact and connect with you… and for you to connect with others.

On 3rd May - The conference app goes live

1. If you have not done so already, **download Whova**
   a. If joining from web, the event link is:
      https://whova.com/portal/webapp/anlpc_202203/
   b. If joining from mobile, download "Whova -Event and Conference App" from Google Play Store or Apple App Store.

2. The event invite and code will be sent to your registered email address when the app launches. Please use it when prompted to on the Whova App. **If you use the correct email address, you will not need the event code!**

3. **Sign in to Whova with the same email address that you used to buy your Conference ticket. _This is crucial_.** We can only let you into the conference on the Whova App if the email address you use is the same one you used to purchase your pass and the same email address we used to send you these delegate communications.

4. **Please keep your conference log in details confidential –** they are your personal log in details, for you to enjoy the presentations and recordings for 6 months after the event.

5. Join one or more of the familarisation events/socials taking place between 10th May and 18th May 2022.

Guidelines

6. To **view the presentations** for the 2022 Virtual NLP International Conference, we **STRONGLY recommend** that you use a **Laptop or PC with Windows 10 or an Apple Mac desktop or laptop using the**
    # Google Chrome browser. Other browsers such as Firefox, Edge or Safari may have less functionality!

7. For any social/business networking or other interactions on Whova you can **see more on a larger screen**, however, it may be more appropriate to use your mobile device (tablet or smart phone). We suggest that you **use the largest screen possible connected to a laptop or PC (Windows or MacOS) when viewing live or video streaming services through the Whova platform.**

8. You CAN connect on more than one device at a time however, you CANNOT view video on more than one device at a time.

9. One of the more important points for the **Whova App on mobile devices** is that *the bottom of the screen has the important tabs.* ***This is where you can find the Agenda, Attendees, Community and Messages menus.***

10. All topics and conversations are moderated by the NLP Conference Team. We respect everyone attending the Conference and ask that your contributions to discussions and meet-ups are respectful in terms of language and culture at all times. **Please respect the maps of other people when posting in chat(s).**

11. **Please do take (appropriate) photos of where you are joining the Conference from and submit them on the Whova App.** Please make sure you have permission for all photos you use as the organisers will not accept responsibility for any publication of materials, including photos that you may not own or you do not have permission to use.

12. We may use your photo on the website or other Social Media platforms during the Conference or for future Conferences. By submitting your photo to the App, you are giving us permission to use your photo for promotional purposes.

13. **All live sessions WILL BE VIDEO AND AUDIO RECORDED**. *If you do not wish to be seen or heard during a live session, please stop your video and mute your microphone.* NLP International Conference Ltd reserves the right to use any video or audio recording in whole or in part for marketing purposes.

14. **Out of respect for Conference Exhibitors and Presenters, we do not allow personal or business advertising of any kind in the topics, virtual meet-ups or on posts of any kind.** If NLP International Conference Ltd authorised representatives decide that you are advertising your products or services without the prior consent of the Conference organising team, we will remove the topic or post. The decision of the NLP International Conference Team is final.

15. Sit back, relax and enjoy the event – remember, the presentations will be available, for delegates only, via the Whova platform for 6 months after the event.

CONTACT

If you have any questions, please send an email to conference@anlp.org and we will get back to you as soon as possible. Alternatively please call the conference line on +44 (0)20 3384 3217 – this line will be manned throughout the conference.