

## Delegate's Guide to the Presentations

Please, read the following information carefully  
BEFORE you attend a presentation...

1. For the best experience, please use the **Google Chrome** browser to access Whova. Other browsers may offer less functionality! All presentations are accessed via the Whova app – there is no other way to access presentations!
2. In most cases, you will come into the presentation via Whova with sound OFF (muted). The presenter will ask us to either allow video or not...their choice. Sound will be muted at all times unless the presenter would like to take questions on the live stream...
3. **Asking Questions during Live Stream.** If you want to ask a question whilst attending a live stream presentation, click on “Reactions” on the bottom menu in the video stream window and use the “Raise Hand” icon. This alerts the Host and Co-Hosts to you. If you are selected to ask a question, you will be Spotlighted so that your image appears next to the Presenter and you will be invited to “unmute” yourself. Ask your question. The Co-Host will mute you, lower your hand and un-spotlight you once the question has been answered. **PLEASE NOTE: If you do not want to have your image or audio displayed or heard in the presentation, please ask your question on the Whova Q&A section/panel on the right of the live stream window (on PC/MAC/Laptop).**
4. **Asking Questions on Whova Chat/Q&A text.** You can ask questions at any time using the Whova Chat text screen. These questions will be collated by the Conference Co-Hosts and asked to the presenter at an appropriate time during the presentation. If we run out of time, the question will be answered within 48 hours and on a monthly basis if you ask a question during the 6-month period of availability for the videos.
5. **Breakout Rooms** - If you elect to go into a breakout room during a presentation, ***you may have to restart your audio when you enter the breakout room. When you leave the breakout room to return to the main room, you can re-join with video and your sound will automatically be muted.*** Whilst in the breakout room, you can request help from the Host by clicking on the “Ask for Help” button on the bottom menu of the live stream window. A Co-Host will be with you as soon as they can.
6. **Handouts** – depending on the presenter choice, handouts may be available before, after or not at all (this will be announced during the live presentation). When available, handouts can be found on the agenda by scrolling down to the bottom of the specific presentation page and can be downloaded from there.
7. **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. Your audio will be muted by default unless you want to ask a live question. NLP International Conference Ltd reserves the right to use any video or audio recording in whole or in part for marketing purposes. **Breakout rooms are not recorded, so anything shared in a breakout room space remains confidential and ‘stays in the room’.**
8. 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 use. We may use your photo for competitions running throughout the event.
9. **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.**