



Whova Speaker Guide

Early Years Conference
UBC Faculty of Education

Uploading Session Info

On web portal

1. You will receive a set up link similar to this:
<https://whova.com/xems/engage/speaker/xxx/yyy/>. This link will allow you to edit or update your session info.
2. Open the link, fill in or update your information such as your bio and photo if needed.
3. If you want, you may also upload handouts, share online articles, or even create a poll on the form.
4. Click 'Save', once everything is done.
5. You can come back to update info whenever needed.

Speaker Information

Upload and edit your profile and session information as you would like it to appear on the event materials.

Profile Info

Full name (Speaker's display preference) *

James Brown

Email *

james.brown@emstest.com

Affiliation (Company, association, university, etc.) *

Affiliation (Company, association, university, etc.)


Job Title

Job Title

Biography (No character limit)

Biography (No character limit)

Profile picture



Choose File

No file chosen

Session Info

1. Session

Session title (Talk title, keynote name)

Session 1A: Data centers

🕒 08:00 AM to 08:00 AM, 09/30/2020

Documents (If you would like to include presentations, etc., please upload them)

Add Document

Maximum 3 documents

Virtual presentation (Add a link to live stream your session)

Live Stream URL

https://

Services recommended: Zoom Meeting, Microsoft Teams, Skype for Business, GoToMeeting, EasyWebinar, On24, Hopin, ClickMeeting, Facebook Live, Periscope, Younow, Baramba

Recorded Video

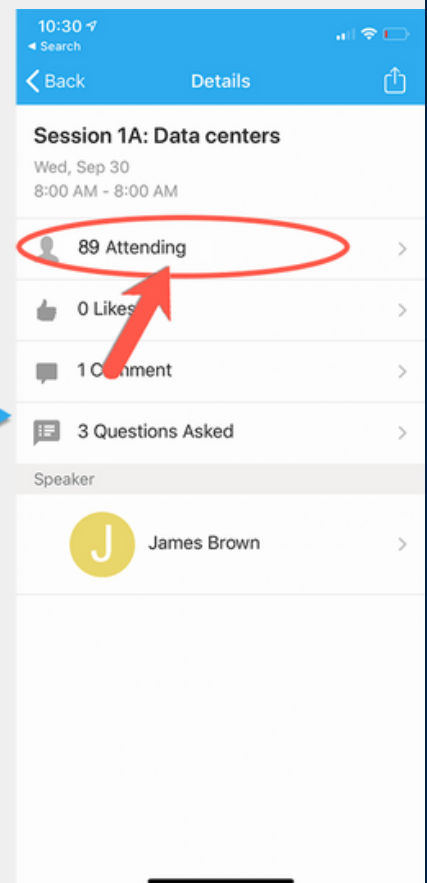
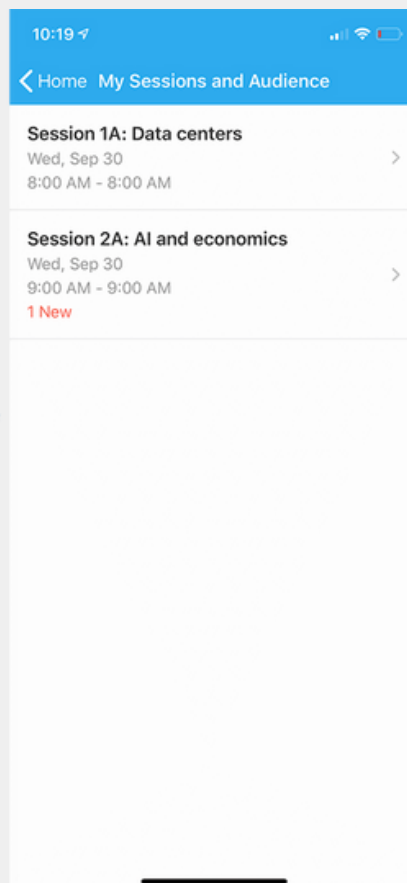
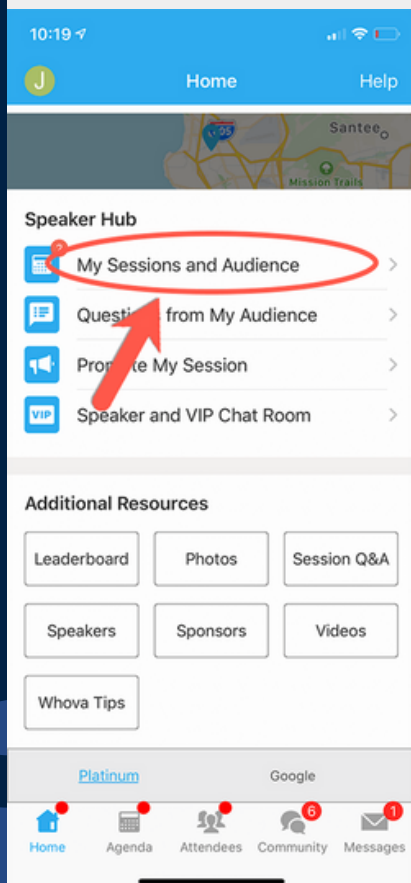
Add Video

Maximum video size of 200 MB (set by event organizer)

Who is attending your session?

On mobile app

1. Sign into the app. Please use the email you used when you registered the event as a speaker. Otherwise, the speakers' tools will not be available to you.
2. Find the 'Speaker Hub' section and click on 'My Sessions and Audiences'.
3. From there, you can find all the sessions you speak in. Tap the one you want to check.
4. Tap 'XX Attending' and you will see the list of people who added the session to their personal agenda.



Question & Answer (Q&A)

1. Sign into the app. Under 'Speaker Hub', tap 'Questions from My Audience'.
2. You will see the list of sessions that you speak in. Tap the one you want to check.
3. The session shows the questions asked by the audience, arranged in order by the number of votes for each question.
 - If it is during the live session, you may answer the questions directly.
 - If it is before or after the live session, you can tap onto the question and answer it in the app.

