

# RDA 22<sup>nd</sup> Plenary Virtual (VP22) | Participant Handbook

## 1. How do I join VP22?

Please use the same email you used to register for the plenary. Create an account in Whova, following the instructions sent to you by email. Your Whova account will allow you to sign in and access the event pages.

## 2. Where can I see the VP22 programme?

Please visit the [RDA VP22 Programme website](#) to browse the detailed programme. Alternatively, please navigate to the 'Agenda' on the Whova platform.

[The Plenary Pathways](#) will help you to navigate the programme. They were created to summarise what sessions represent under one title. You can navigate to a pathway of interest and find a list of all plenary sessions relevant to that particular pathway.

## 3. How do I join a session?

Please refer to a simple [demo on how to join a session](#).

## 4. What tools do I need to participate?

You need to create an account in **Whova** as this platform is the event "home base" that allows you to access sessions, networking, and other features in one place. **Zoom** is the streaming platform and is required to participate in the live sessions. The Zoom links are integrated within the information about each session.

## 5. Will I need to have my camera and microphone on?

During the Plenary Sessions a Zoom Webinar will be used and your camera and microphone will be turned off. You can raise questions using Zoom chat functionality.

During the Breakout Sessions Zoom meetings will be used. We urge everyone to participate with their cameras on in the breakout sessions to make the sessions as engaging as possible.

## 6. Will the sessions be recorded?

All sessions will be recorded, except for networking sessions and breakout rooms created during Zoom breakout sessions.

RDA VP22 session recordings will be accessible to registered attendees within 24 to 36 hours. Recordings will be available for the general public on **Friday, 28 June 2024**, 5 weeks post VP22. To access recordings on Whova, please navigate to the session of interest.

## 7. When will the session Zoom links go live?

All Zoom links will appear on Whova on **Monday, 13th May**.

# Whova Functionality

## 1. What are the system requirements?

The Whova event platform works best using Chrome or Firefox browsers.

Sessions will be using Zoom. If you are not a current user of Zoom, or you will be using a different computer to participate, you may want to perform a test to be sure you have Zoom access.

## 2. How do I set up my personalised schedule?

Please navigate to the 'Agenda' section of Whova, locate the session of interest and click on 'Add to My Agenda'.

## 3. How do I connect with people?

Please go to the 'Attendees' section on Whova, locate the attendee you wish to connect with and click on 'message' or 'say hi'. By doing this, Whova will email the attendee to prompt them that there is a message from you. You can check your messages by navigating to the 'Messages' section of Whova.

## 4. How can I see who is attending the event?

You can see a full participant list by clicking on the 'Attendee' menu on the left-hand side.

## 5. I am a session organiser / speaker. What do I need to know?

Please consult the [RDA VP22 Speaker/Organiser Handbook](#).

## 6. I need help. Who can I contact?

For any questions you might have, please use 'Ask Organisers Anything' in the Whova Community Board on the left-hand side.

Alternatively, please email the VP22 organisers at [22enquiries@rd-alliance.org](mailto:22enquiries@rd-alliance.org).

For any questions on Whova's performance, please email [customer-success@whova.com](mailto:customer-success@whova.com)