RDA 22nd Plenary Meeting (VP22) | Speaker/ Organiser 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. 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.

4. When will the session Zoom links go live?

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

5. How do I join a session/find a Zoom link?

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

6. What support will be provided?

Session supporters have been recruited and assigned to each session. They will assist you with the technical arrangements, Zoom tests, and general housekeeping. You are asked to join the Zoom room **25 minutes** before your session start time, as session supporters will open the rooms **30 minutes early.** Zoom co-host rights will be granted to you, so that you have full access to the Zoom functionalities.

Note that the session organiser is responsible for the introduction of speakers, for chairing the session, and for managing the Q&A.

Attendees will be able to automatically join a session 5 minutes prior to the session start time.

7. Highlighting speakers in Whova.

Presenters of sessions can be designated as "speakers" in Whova. Being a "speaker" has several benefits such as increased visibility and the ability to add polls (surveys). Using the polls during your session within Whova is one of the simplest ways to engage with the audience.

You are invited to add your session speaker details to [Speaker_list_VP22.xlsx - Google Sheets](#) to contribute from the benefits. VP22 organisers will upload the details on your behalf.

8. Can I divide my attendees into breakout rooms for small discussions?

You can manage the breakouts yourself as you will have full access to the Zoom functionalities. Please consult [this guide](#) for instructions on the Zoom breakout functionality.

9. Is there a recommendation on how to run a virtual session?

Yes. Please consult the [RDA Virtual Plenary Guidance for Session Chairs](#)

10. 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.

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

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.