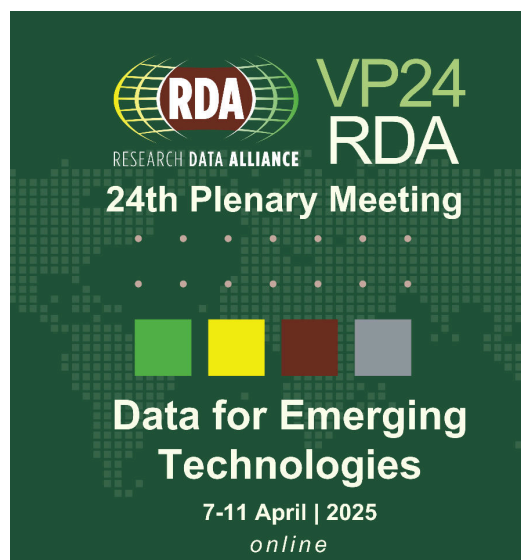


# RDA 24<sup>th</sup> Virtual Plenary (VP24) | Handbook and Guide

This Handbook and Guide will answer the most common questions about participation in the RDA Virtual Plenary (VP24) and explain functionalities of the Whova platform, where VP24 will take place.

**Session Organisers and Speakers:** please note some useful information at the end of the document, [here](#).



## For Participants

### 1. How do I join VP24?

Please log-in to Whova using the same email you used to register for the plenary at this link: <https://rdavp24.events.whova.com/>. Create an account in Whova, following the instructions sent to you by email. Once in, your Whova account will allow you to access the plenary.

### 2. Where can I see the VP24 programme?

Visit the [RDA VP24 Programme website](#) to browse the detailed programme. Alternatively, you can navigate to the 'Agenda' on the Whova platform.

The Plenary pathways will help you to navigate the programme. They were created to summarise the sessions into general topics. You can filter the programme on Whova by pathway tracks based on your interests.

### 3. How do I join a session?

Please refer to this 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 the VP24 programme and other features in one place.

**Zoom** is the streaming platform and is required to join sessions.

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

During the Plenary Sessions your camera and microphone will be turned off. You can raise questions using the Zoom chat functionality or during dedicated question and answer times.

*During the Breakout Sessions we urge everyone to participate with their cameras on to make the sessions as engaging as possible.*

## 6. Will the sessions be recorded?

The majority of sessions will be recorded, except for networking sessions and breakout rooms created during Zoom breakout sessions.

RDA VP24 session recordings will be accessible to registered attendees within 24 to 36 hours.

Recordings will be available for the general public on **Friday, 16 May 2025**, 5 weeks post VP24.

To access recordings on Whova, please navigate to the session of interest.

## 7. Finding Zoom links on Whova.

All Zoom links will appear on Whova under each session listing on **Sunday, 6th April**

## 8. Whova Functionality

[Whova guide](#) offers a platform overview.

## 9. 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 VP24 organisers at [secretariat@rda-foundation.org](mailto:secretariat@rda-foundation.org).

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

# For Speakers and Organizers

## 1. What support will be provided?

The RDA Secretariat members will be assigned to each session. They will assist you with the technical arrangements, Zoom tests, and general housekeeping. You are asked to join your session **15 minutes** before your session start time. Session supporters will open Zoom 20 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.

## 2. Presentation slides.

It is strongly advised to include a link to your presentation slides in your session's collaborative notes (linked from your [web session submission page](#)).

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

Yes. Please consult the [RDA Guide on how to hold a virtual session](#).

## 4. Useful resources to download:

RDA VP24 Zoom background:

<https://drive.google.com/file/d/15cJeq80Kt0g8u0YQO5gHi2rfanLCrNpS/view>

RDA VP24 Presentation Slides Template:

[https://docs.google.com/presentation/d/1GzaMCDxBqyxtpTK7ERSJkFBtWie5\\_hAf/edit#slide=id.p2](https://docs.google.com/presentation/d/1GzaMCDxBqyxtpTK7ERSJkFBtWie5_hAf/edit#slide=id.p2)