



CORE  BTS

**CATALYST**

WHOVA USER GUIDE

CORE  BTS

# CATALYST

## Welcome to the 2022 Core BTS Catalyst Conference

### **Spark Innovation. Ignite Change.**

Digital transformation is not just a technology strategy. It is an opportunity to drive business growth and create competitive advantage through new products, new services, and new operating models.

Through expert-led sessions and panel discussions, the 2022 Core BTS Catalyst Conference will help you spot the business potential in emerging technologies and provide actionable ways to use digital assets to spark innovation, drive change, and accelerate time-to-value.

The following guide provides step-by-step instructions on how to use Whova, the virtual event platform for Catalyst Conference.

For a seamless event experience, we encourage you review this guide and set up the Whova web and / or mobile app before event day on September 29.

If you have questions as you walk through this guide, please direct them to [events@corebts.com](mailto:events@corebts.com).

**We look forward to seeing you in Whova soon!**



WHOVA  
MOBILE  
USER GUIDE

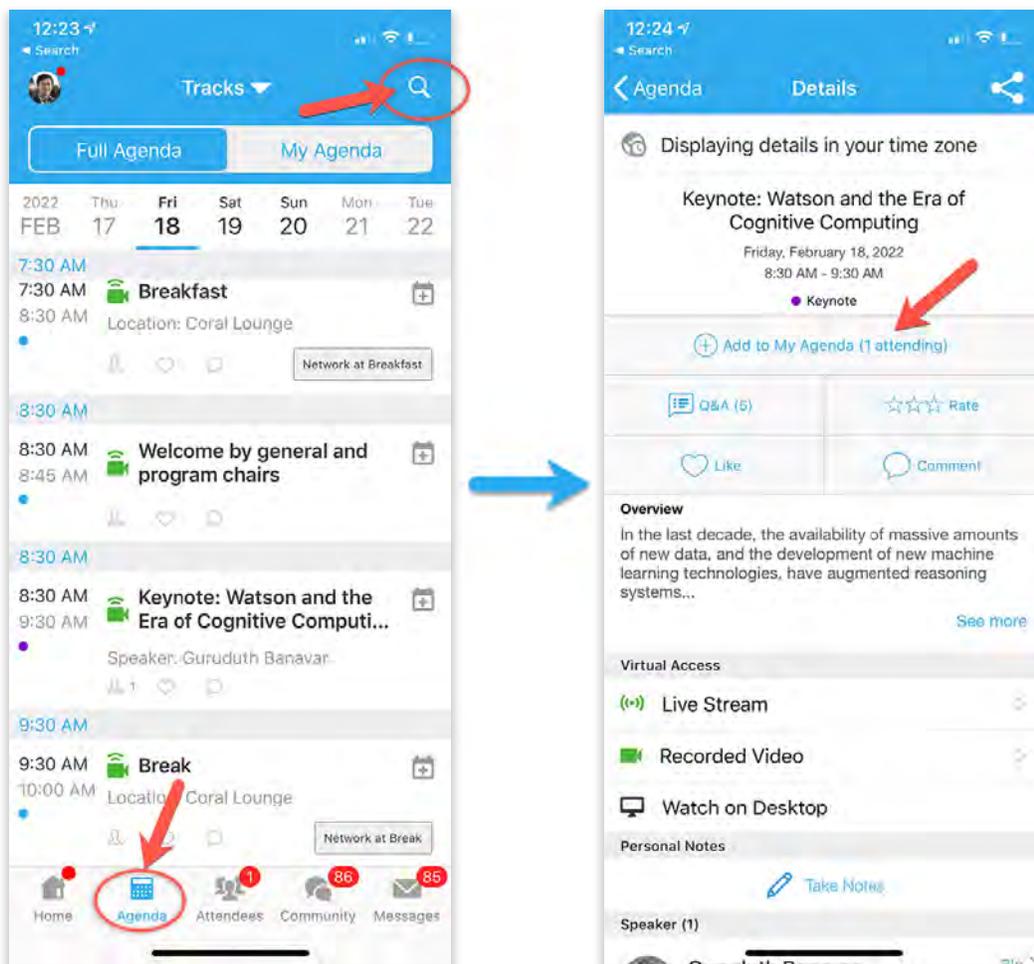
## Sign in to Whova

1. Make sure to use the email address you used when registering for the event.
2. Create a password and type in your name.
3. Edit your profile. Other attendees will use this to network with you if you choose to be included in the attendee list.
4. The app will take you to the conference home page automatically.



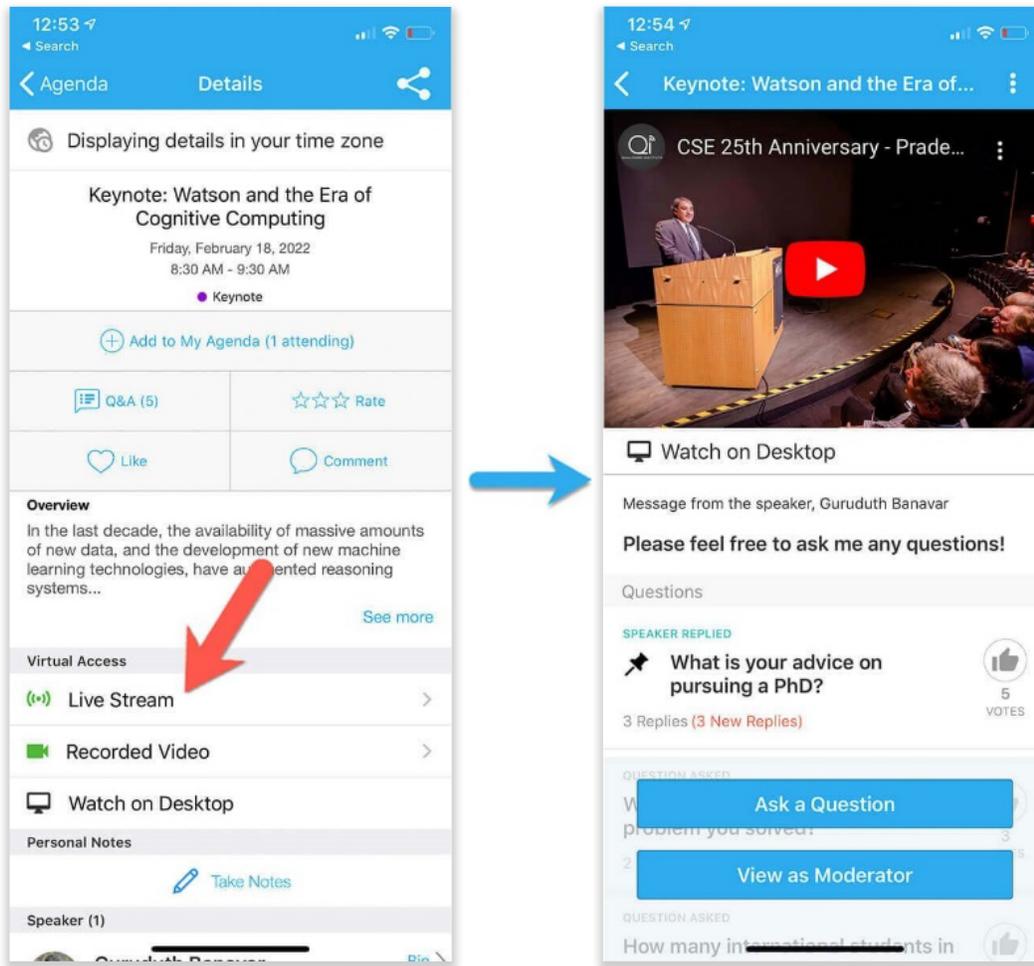
## View the agenda and plan your schedule

1. Find the Agenda tab at the bottom of the screen. You should see a list of sessions for that day.
2. You can move through different days by selecting the date you want to view on the calendar at the top of the agenda.
3. Browse or search for sessions on the top bar.
4. Once you find the session you want to access, click on it.
5. If the session is live, it will begin playing immediately upon entering. Otherwise, a message will indicate the scheduled start time.
6. If the session hasn't occurred yet, you can click "Add to My Agenda" to put the session on your own personal agenda and set a reminder.



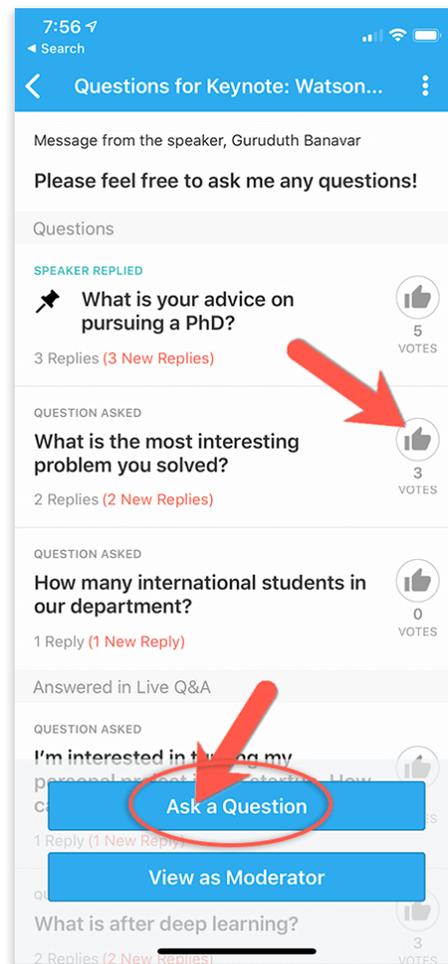
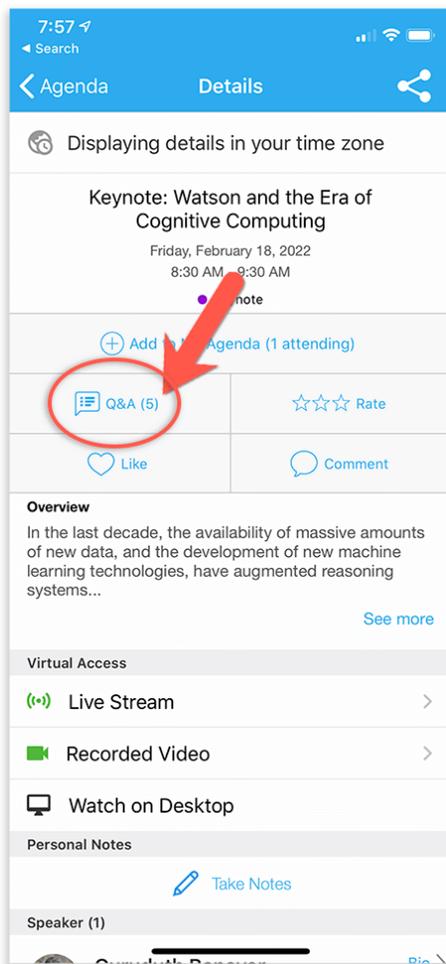
## Access live streams and session videos

1. From the agenda list, click the session you want to watch.
2. If the streaming screen directly shows up, click "Proceed" to start watching the stream.



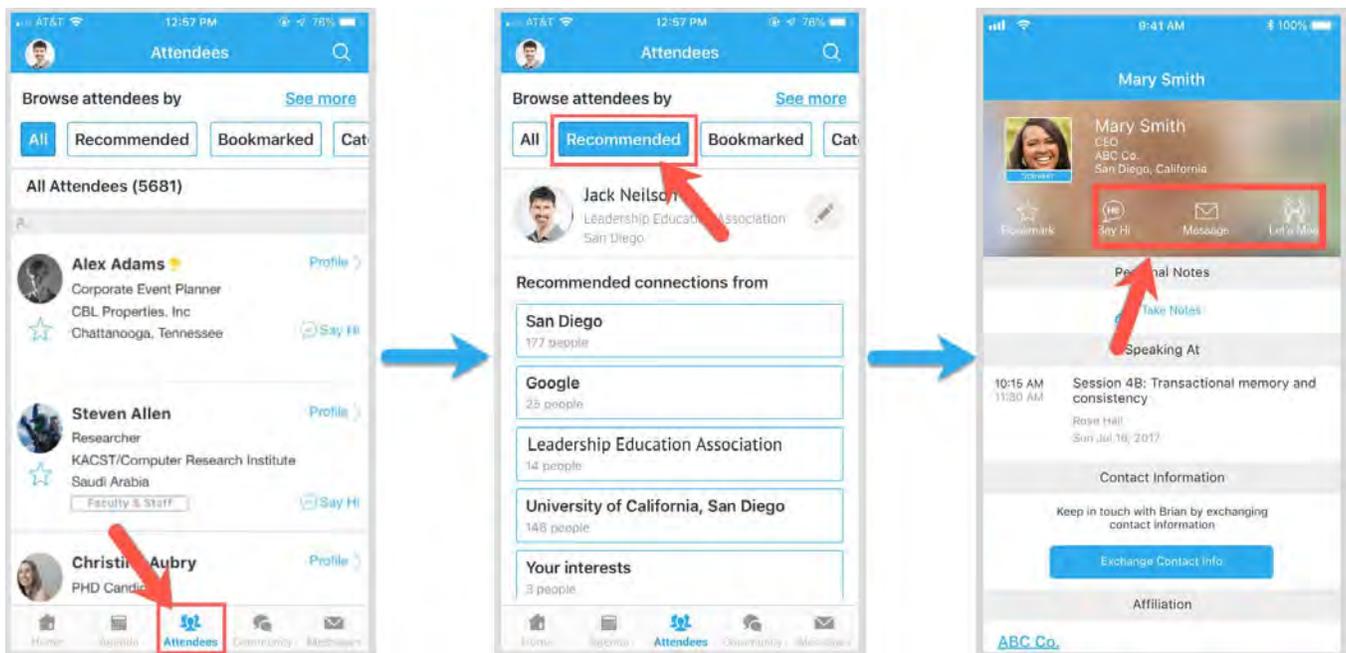
## Use session Q&A

1. On the session detail page, click the "Q&A" button; on the next page, view the existing questions, vote on the questions you are interested in, or click "Ask a Question" to ask a new one.
2. On the conference main page, click the "Session Q&A" button; find the session you want to ask questions in and click on it.
3. Speakers will respond to questions following their session.
4. Questions asked in the Q&A will remain in the platform after the event has ended.



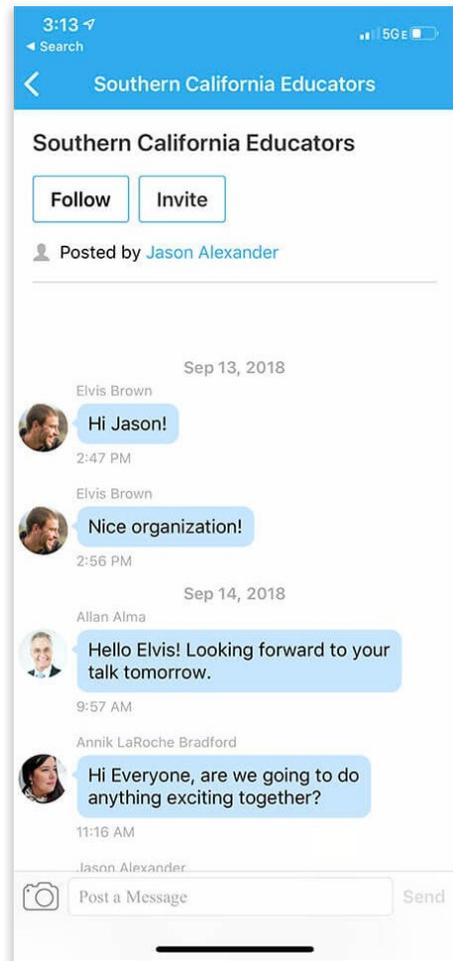
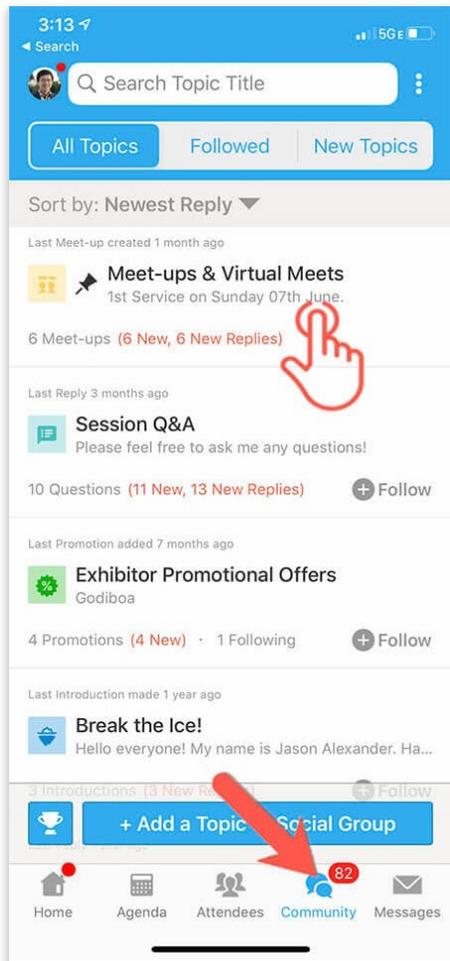
## See who is attending the event

- When you sign in for the first time, you will be asked: "Would you like to network with other attendees by listing yourself in the attendee list?"
  - If you answer yes – you will be able to view the Attendees tab and will be included in the attendees list.
  - If you answer no – you will not be able to view the Attendees tab and will not be included in the attendees list.
- To view other attendees: Click the "Attendees" tab on the bottom of the screen to browse the attendee list.
- At the top of the page, you can search attendees by keywords such as company, name, or title. In their professional profiles, you can take notes or request contact information.
- To find people with common backgrounds and interests, click the "Recommended" tab on the top of the Attendees list to find Whova's recommendations about people you may be interested in networking with. Click into each item to see attendees who come from the same city or have the same affiliations, education background, or interests as you.
- Say "Hi" with one click or start a private chat by clicking the "Message" button. You can convert it to a private group chat by inviting more people.



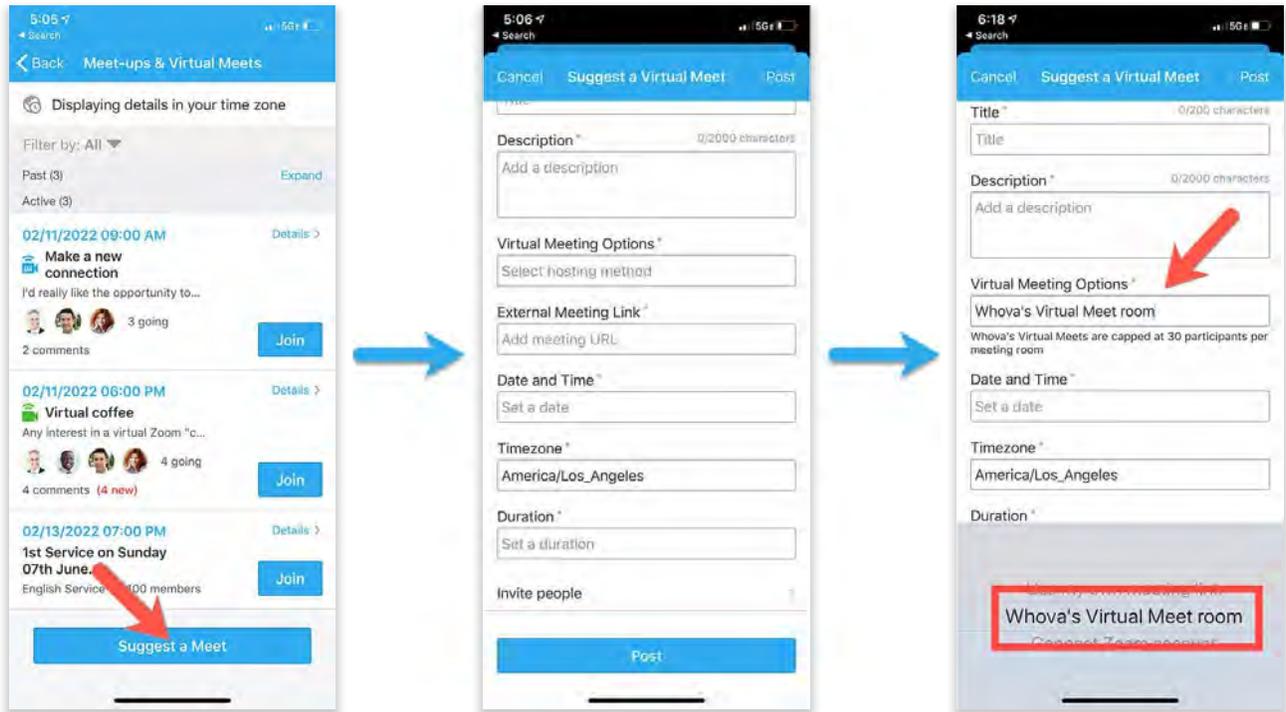
## Join discussion on the community board

1. Click the Community tab on the bottom of the screen.
2. Create a new conversation topic or click the topic to join existing topics like "Meet-ups"
3. Click "Follow" directly next to the topics on the Community Board that you want to stay up to date with. To find the topics you're following, choose between three tabs near the top of the page: All Topics, Followed, and New Topics.
4. Check the Community board for conference updates and to ask questions.



## Start or join a virtual meetup

1. Go to the Community Board and find the board for Meetups and Virtual Meets.
2. Find the meet-up you are interested in, join directly, or click into it to see more details, and then click "Join."
3. You can also suggest a new meetup by clicking "Suggest a Meet" and inputting the details. If you know someone will be interested, don't forget to invite them as well. If you have a meeting link, you can copy-paste there. Otherwise, you can use Whova's virtual meet room, which allows up to 30 participants.



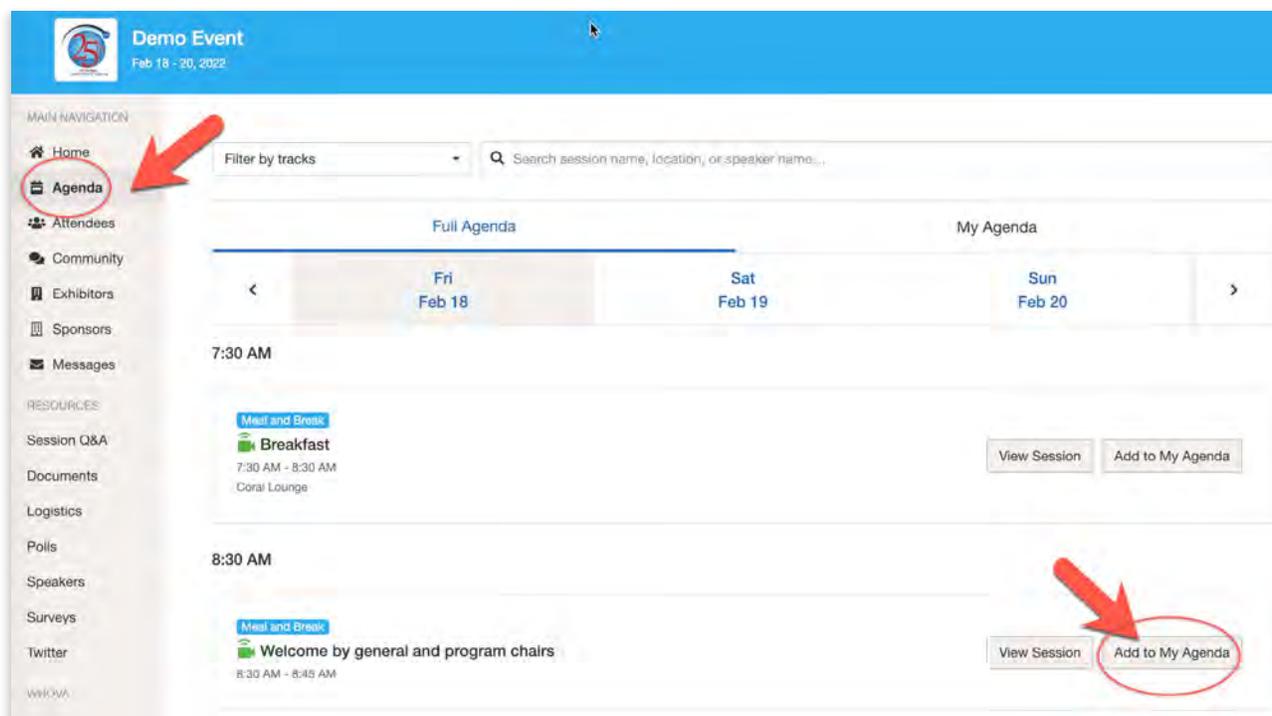


WHOVA  
DESKTOP  
USER GUIDE



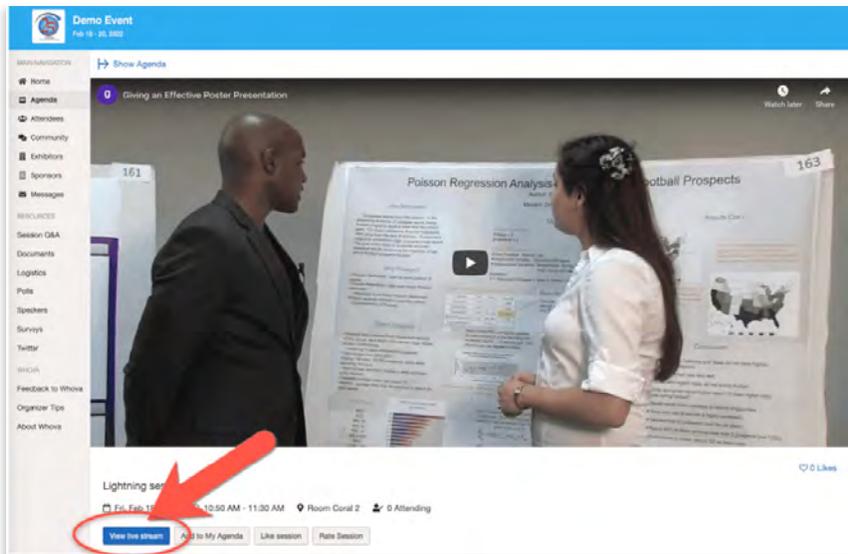
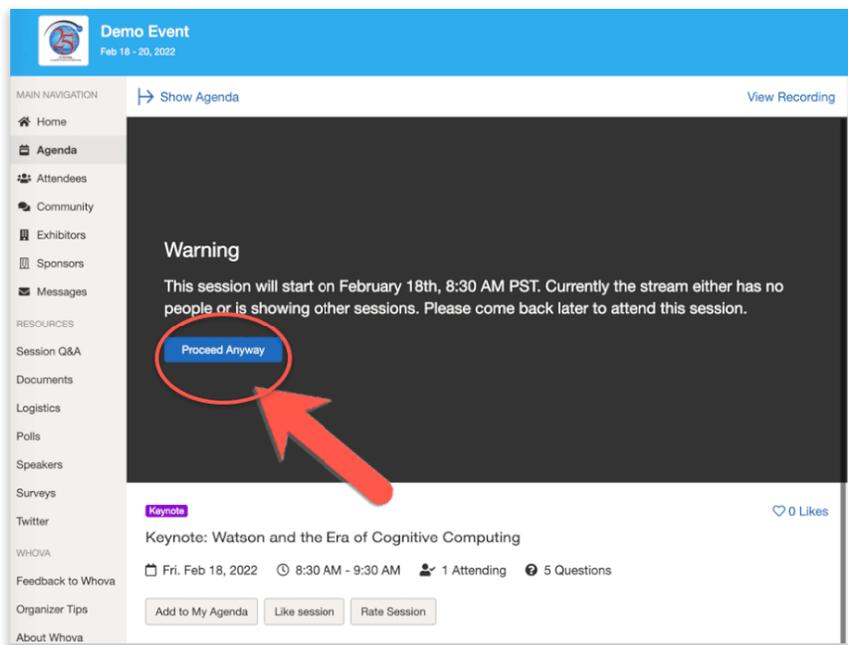
## View the agenda and plan your schedule

1. Find the Agenda tab on the side of the screen. You should see a list of sessions for that day.
2. You can move through different days by selecting the date you want to view on the calendar at the top of the agenda.
3. Browse or search for sessions on the top bar.
4. Once you find the session you want to access, click on it.
5. If the session is live, it will begin playing immediately upon entering. Otherwise, a message will indicate the scheduled start time.
6. If the session hasn't occurred yet, you can click "Add to My Agenda" to put the session on your own personal agenda.



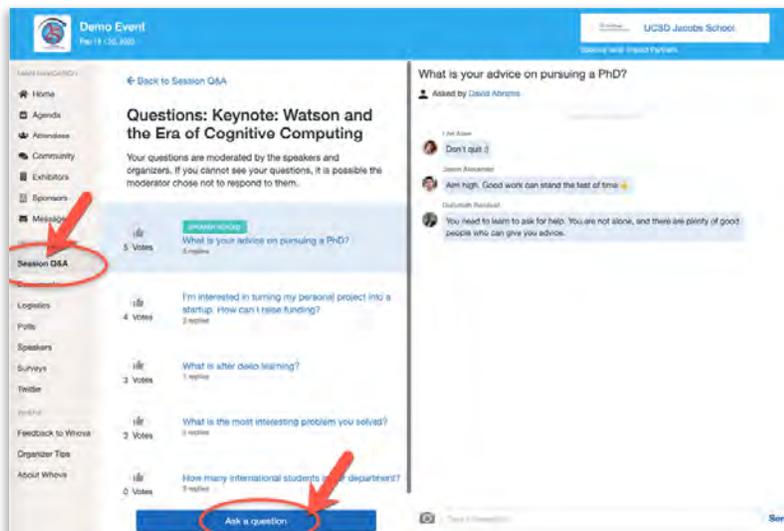
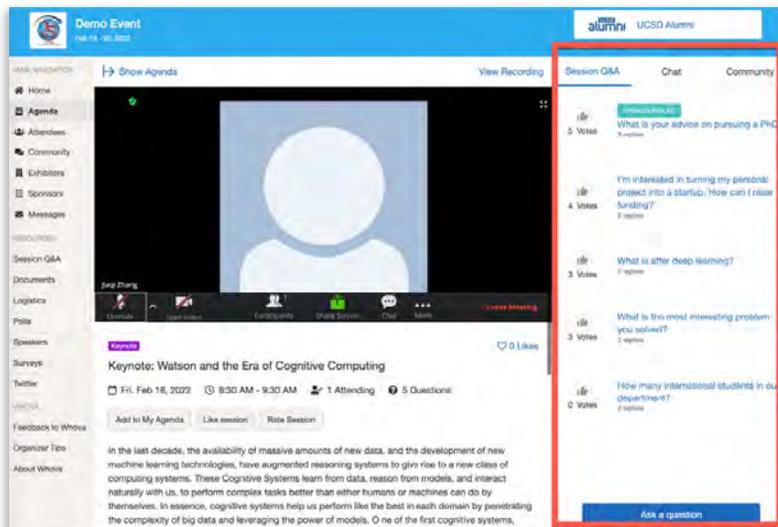
## Access live streams and session videos

1. From the agenda list, click the session you want to watch.
2. If the streaming screen directly shows up, click "Proceed" to start watching the stream.



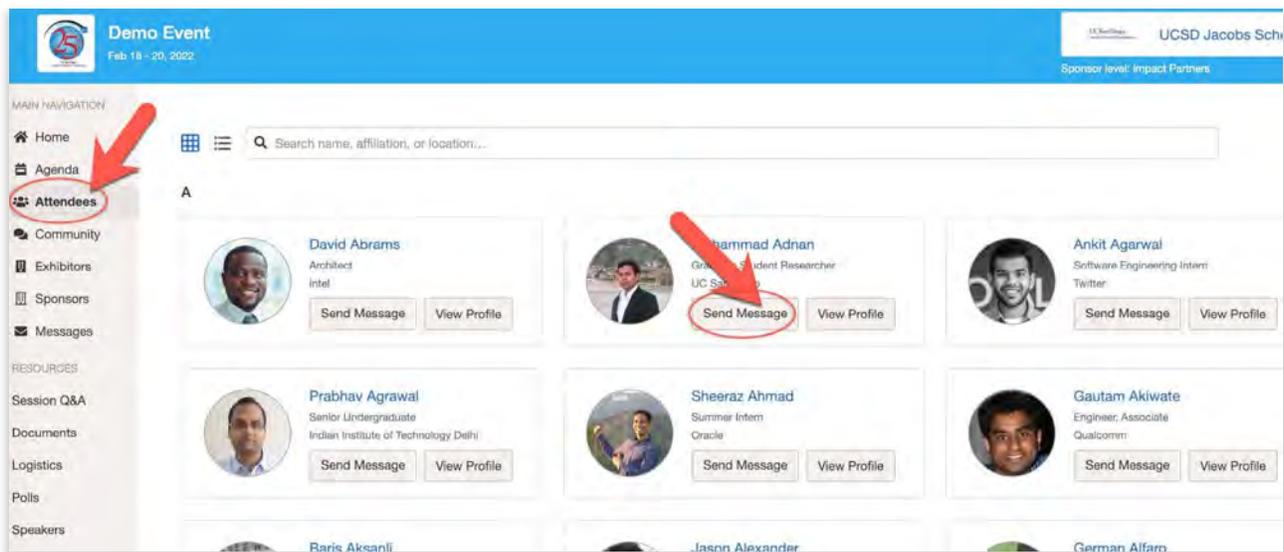
## Ask questions using the Whova Q&A module

1. You can access three tabs on the right side of the virtual session: Session Q&A, Chat, and Community. You can submit questions for the speakers through Session Q&A, participate in ongoing discussions with the other attendees viewing the session through Chat, and browse the Community Board function through Community.
2. You can use this function through the “Session Q&A” tab on the left-hand sidebar underneath Resources.
3. Speakers will respond to questions following their session. Questions asked in the Q&A will remain in the platform after the event has ended.



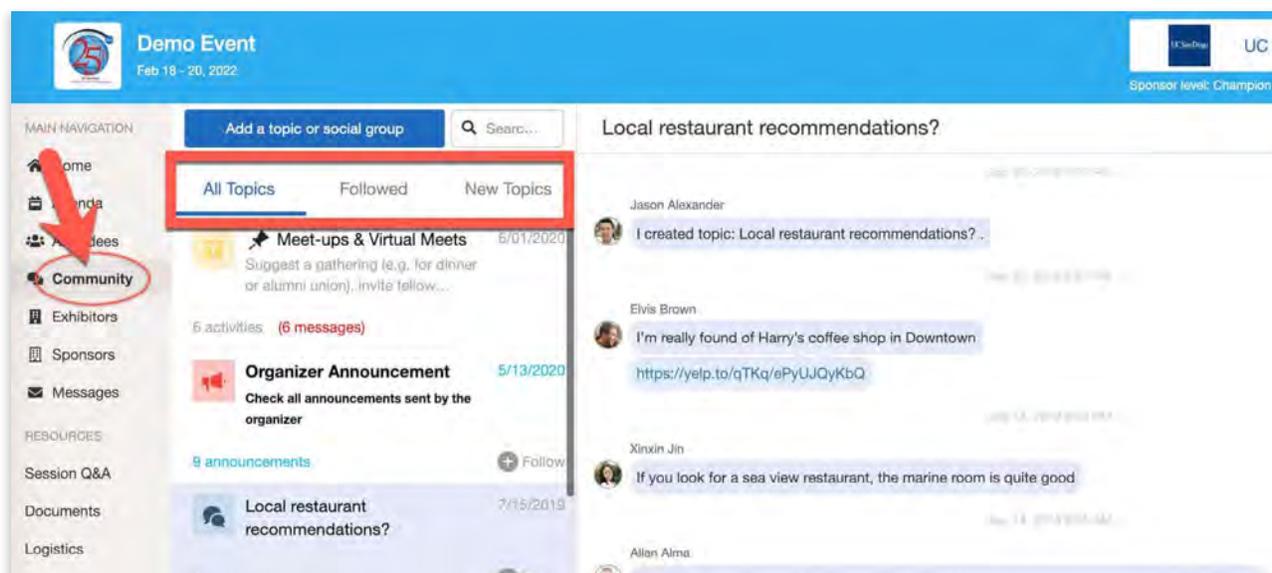
## See who is attending the event

1. When you sign in for the first time, you will be asked: “Would you like to network with other attendees by listing yourself in the attendee list?”
  - a. If you answer yes – you will be able to view the Attendees tab and will be included in the attendees list.
  - b. If you answer no – you will not be able to view the Attendees tab and will not be included in the attendees list.
2. To view other attendees: Click the “Attendees” tab on the left side of the screen under “Main Navigation.”
3. At the top of the page, you can search attendees by keywords such as company, name, or title.
4. To start a conversation, click “Send Message” to begin a chat.



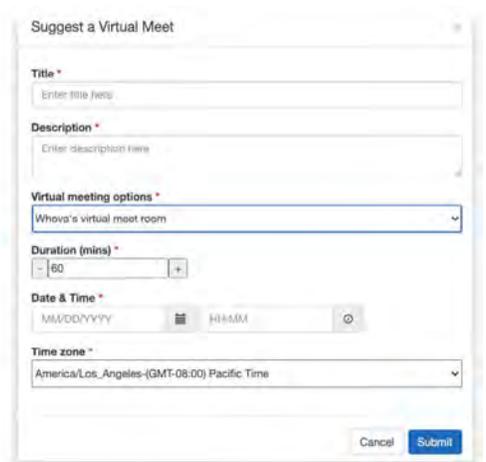
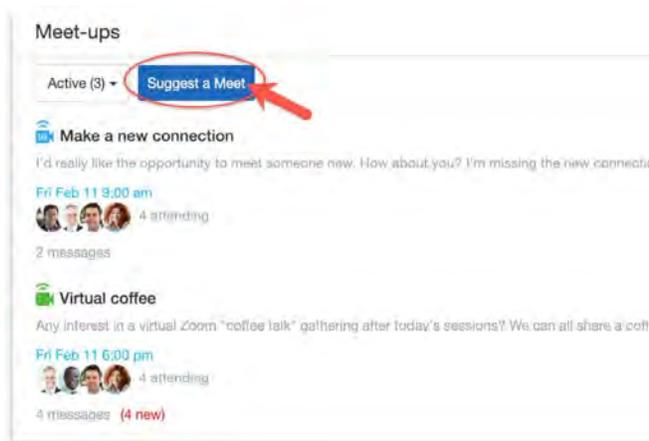
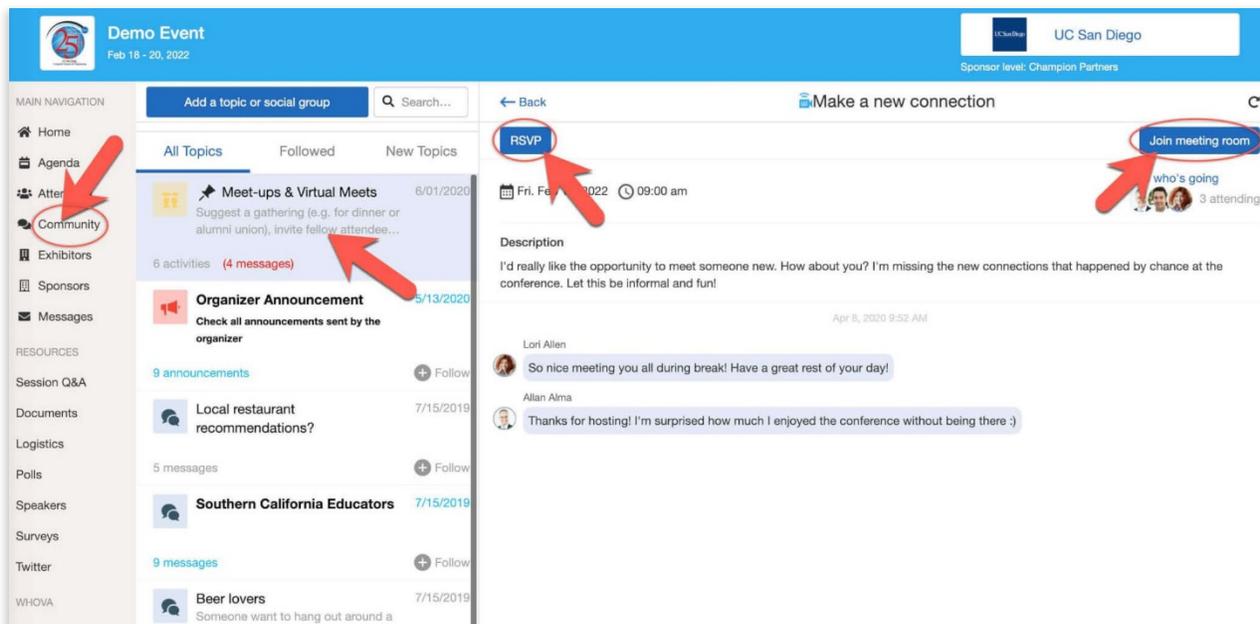
## Join discussion on the community board

1. Click the Community tab on the side menu to the left of the screen.
2. Create a new conversation topic or tap the topic to join existing topics like “Meet-ups”
3. Click “Follow” directly next to the topics on the Community Board that you want to stay up to date with. To find the topics you are following, choose between three tabs near the top of the topics list section: All Topics, Followed, and New Topics.
4. Check the Community board for conference updates and to ask questions.



## Start or join a virtual meetup

1. Go to the Community Board and find the board for Meetups and Virtual Meets
2. Find the meeting you are interested in, join directly, or click into it to see more details, and then click "RSVP"
3. When the meetup starts, click "Join Meeting Room" to start chatting!
4. You can also suggest a new meetup by clicking "Suggest a Meet" and inputting the details. If you have a meeting link, you can copy-paste there. Otherwise, you can use Whova's virtual meet room.





CORE  BTS

**CATAL  ST**

events@corebts.com