2020 HDCA Conference:
Audience Guide for Whova

Accessing the event:

– All conference content will be made available to you through the online platform Whova. You can access our event in two ways:

   o On your phone or, better, your tablet device: through a dedicated Android / Apple iOS app. Simply look for "Whova" in the app store. Make sure you run a current version of your operating system, so you're able to update to the latest version of Whova.

   o On your Windows or Apple computer, there's no need for an app. Simply use your Internet browser and visit https://whova.com/portal/webapp/hdcac_202006. We highly recommend you run an up-to-date version of your browser.

– Whichever option you use, log into Whova by using the email address you used to register for the conference. We've already pre-registered accounts for you.[1]
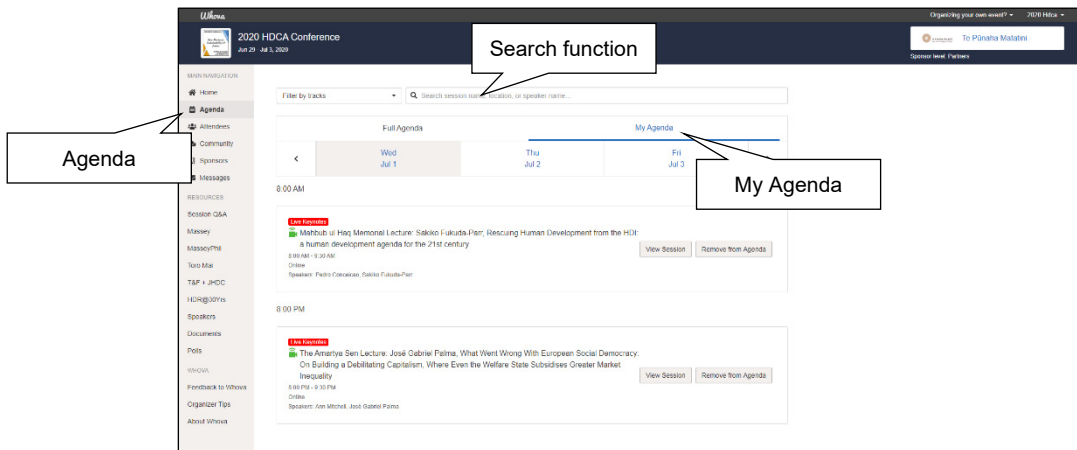
Before the conference:

– Before the official start of our event, please go ahead and check out Whova and the many upcoming events of this year's conference:

   o Review your personal Whova profile and add any information about yourself that you'd like to share with other attendees.[2] The more details (suitable for our conference) you provide, the more likely that other people who share similar interests will find and get in touch with you.

   o Check out our line-up of speakers who will present in both live and pre-recorded sessions. The full list with abbreviated bio information can also be found at http://2020hdca.com, menu item *Confirmed Presenters*.

   o Look through the event programme, including the multiple live online streams we'll be running during the conference week. The full schedule can also be found at http://2020hdca.com, menu item *Event Schedule*.[3]

      ▪ In Whova, consider adding live sessions that you want to attend at the time they're being streamed to your personal schedule (by pressing the *Add to My Agenda* button if you access Whova through the Internet browser interface on your personal computer, or the little square "+" symbol if you use Whova's Android / Apple iOS app on your tablet or phone).

         • If you access Whova through the Internet browser interface on your personal computer and need help finding your agenda, check out the first image below.

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[1] When you log in for the first time, you may have to visit https://whova.com/portal/webapp/hdcac_202006/sign_up and set a password for your pre-registered account.
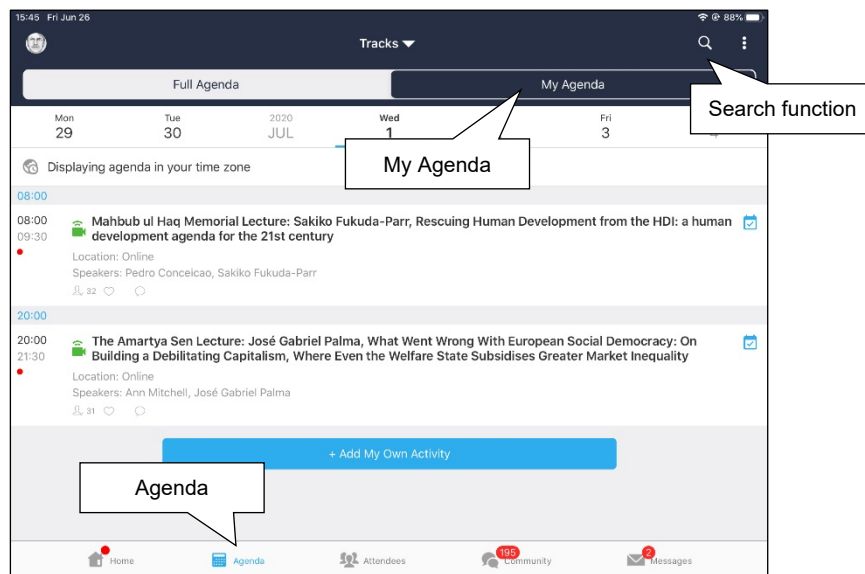
[2] Please note that profile changes can currently only be made through the Whova app in Android / Apple iOS (but not through the Internet browser interface). Unfortunately, that's one of Whova's current technical limitations.

[3] Keep in mind that you cannot join live-streams by clicking on *Join stream* in the schedule displayed there. It'll ask you for an invitation code (that we'll make available only in exceptional cases, because otherwise people who haven't registered for the conference could access – and possibly interfere with – our online sessions). Instead, access all live-streams from inside the Whova platform (because there you won't need an invitation code).

- If you use Whova's Android / Apple iOS app on your tablet or phone and need help finding your agenda, see the second image below.
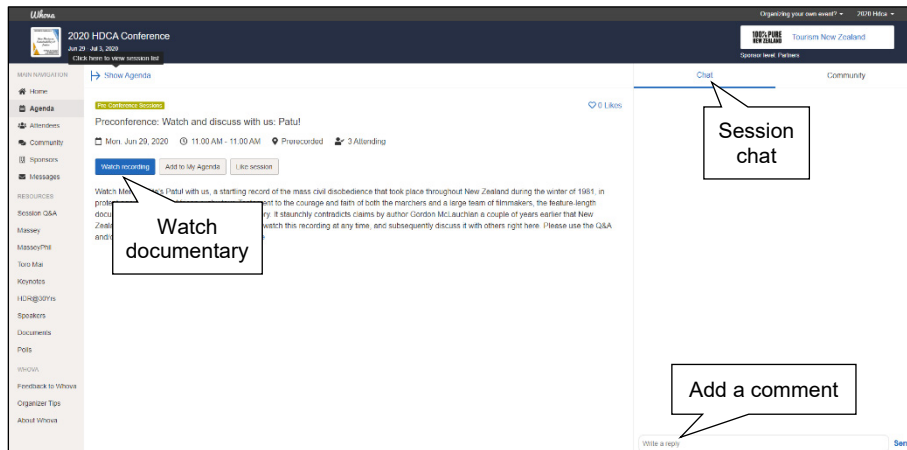

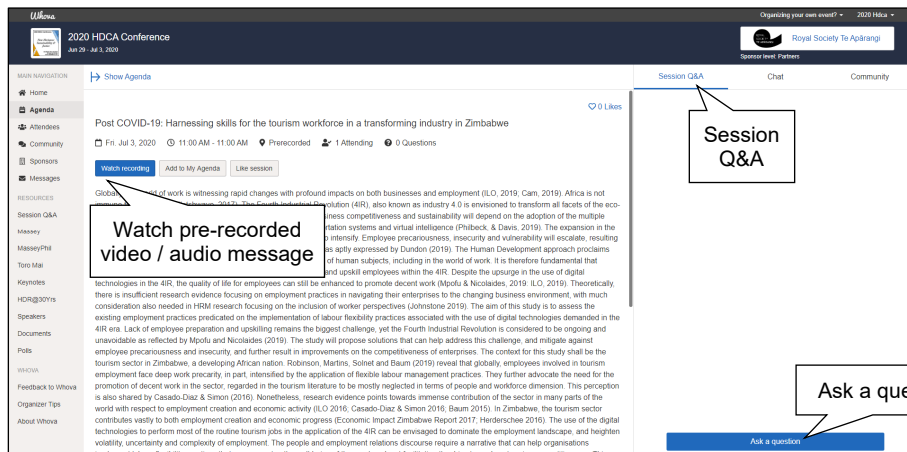*My Agenda* and session search in Whova in an Internet browser (Windows PC)

My Agenda and session search in Whova's iOS app (Apple iPad)

- To find the session of a particular presenter, or related to a particular topic, you can also use the search function (see two previous images).

o Peruse both pre-recorded events during the pre-conference day and the content of all our pre-recorded conference presentations. In Whova, head over to menu item *Agenda:*

- To see our **pre-conference events**, select *Monday, 29 June.* Among other things, you'll find a number of films, and we look forward to your comments on the events and ideas they portray. To comment, use the Q&A and/or chat functions (see images below).

- To see all **pre-recorded conference presentations**, select *Friday, 3 July.* To make navigation easier, these sessions are grouped. We strongly encourage you to check out these pre-recorded presentations before, during, and after the conference (and to provide as much constructive feedback as you can). Again, comment by using the Q&A and/or chat functions (see images below).
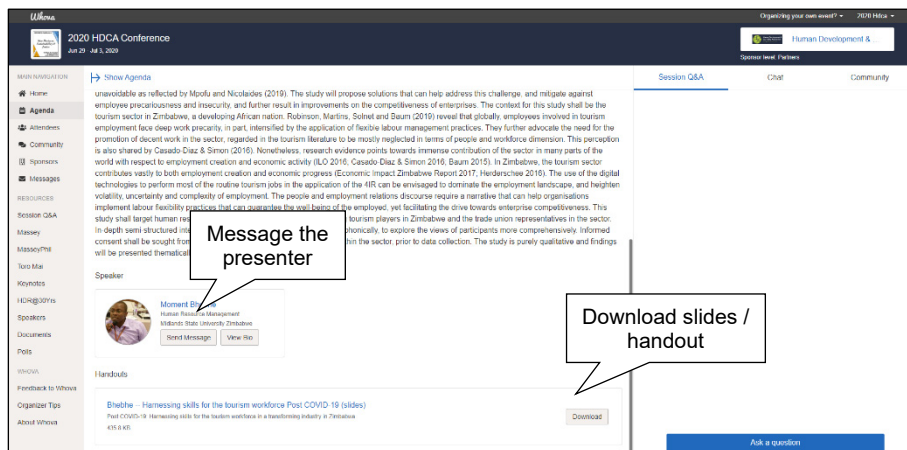
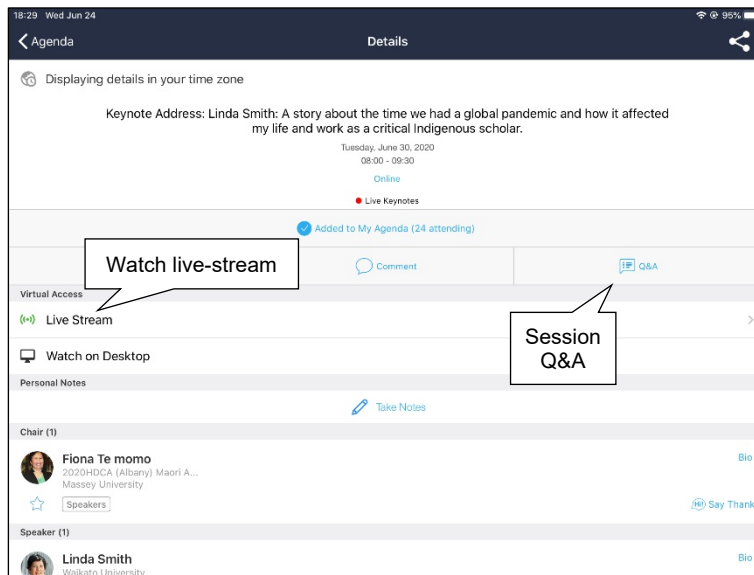Pre-conference session in Whova in an Internet browser (Windows PC)

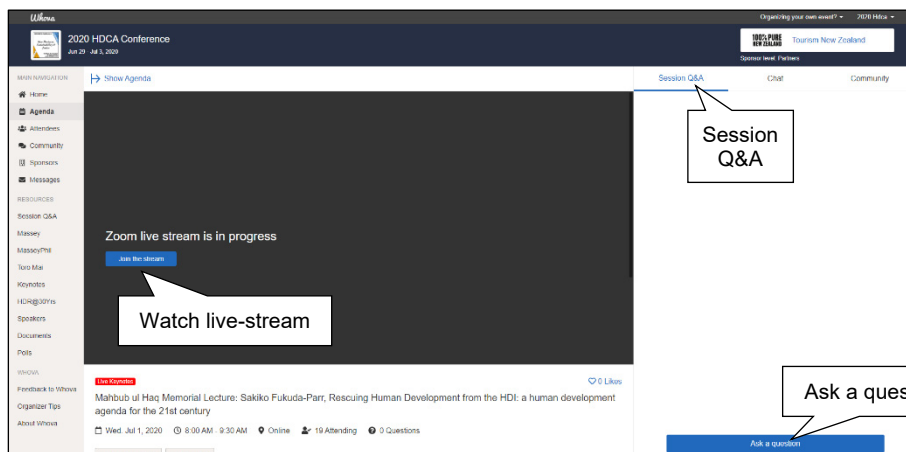Pre-recorded presentation in Whova in an Internet browser (Windows PC)

Pre-recorded presentation in Whova in an Internet browser (Windows PC)

During the conference:

- To experience a live keynote or a regular live conference presentation (marked as *Live Session* on the agenda), head to its respective session in the agenda in Whova.
  - o If you're in Whova's Android / Apple iOS app on your tablet computer, click *Live Stream* (see first image below).
  - o If you access Whova through the Internet browser, in the centre of the screen you'll see a large dedicated area where you can watch the live-streamed video. To join, simply press the blue button (see second image below).

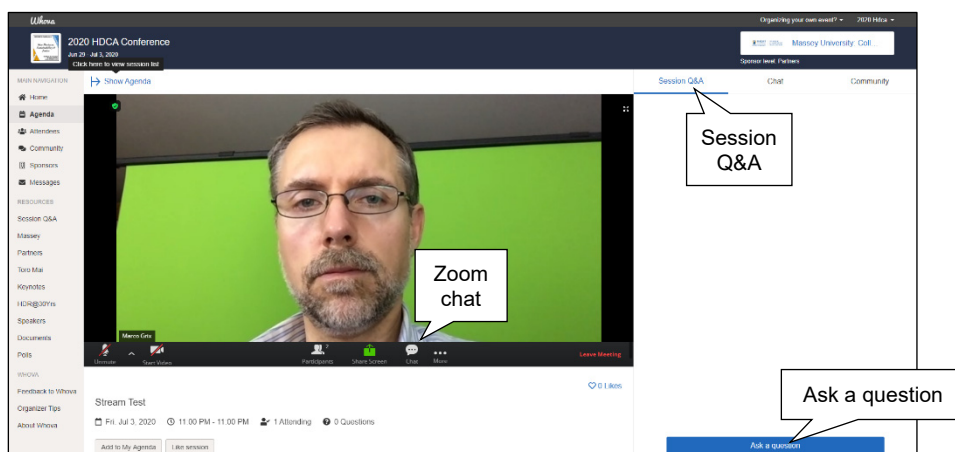Live session in Whova's iOS app (Apple iPad)

Live session in Whova in an Internet browser (Windows PC)

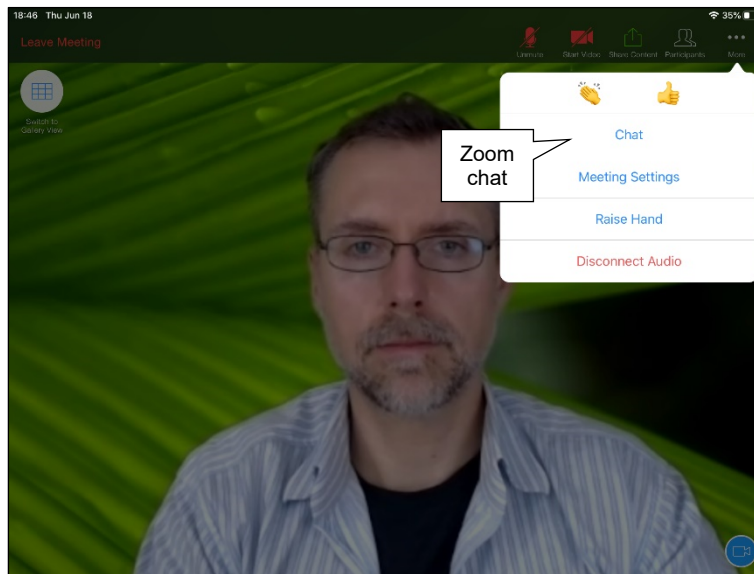- o Sometimes in Whova's Android / Apple iOS app, the live stream doesn't directly go into full-screen mode.[4] To fix that, simply rotate your device 90 degrees so that the screen rotates in the opposite direction (make sure you have screen rotation enabled), and then turn it back to its original position.

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[4]   Due to its recent development, Whova's currently still a bit buggy in various respects.

o At the beginning of all live-streamed sessions, the audience temporarily remains in a virtual waiting room (indicated by a corresponding on-screen message), which allows chairs, presenters, and tech support to make final arrangements.

- In general, you can expect to be transitioned from waiting room to actual virtual presentation venue circa 5 minutes past the official starting time of the session.

- Sessions also end circa 5 minutes prior to their scheduled finish time (to allow for technical wrap-ups and brief breaks).

o In our live keynotes in particular, note that you (as member of the audience) can neither unmute yourself nor start your video. This ensures that the session focus stays on our presenters, and that their presentations remain uninterrupted.

o To ask questions, in the first instance please use the session Q&A function in Whova. All questions are displayed there in real time, and you can vote for questions that have already been posted by others, thereby increasing the likelihood that the session chair will pick and ask it on behalf of the audience.

- If, for some reason, you find yourself unable to post a question in the session Q&A function in Whova, you can alternatively use the chat function that's part of Zoom. To do that,

  • click the chat bubble at the bottom of the video window (if you access Whova through the Internet browser interface on your personal computer, see first image below), or

  • tap the three dots at the top right of the video window, and then select *Chat* (if you use Whova's Android / Apple iOS app on your tablet, see second image below).

- (Any questions asked in the chat function that's part of Zoom will be copied and pasted to the session Q&A in Whova by our tech support.)
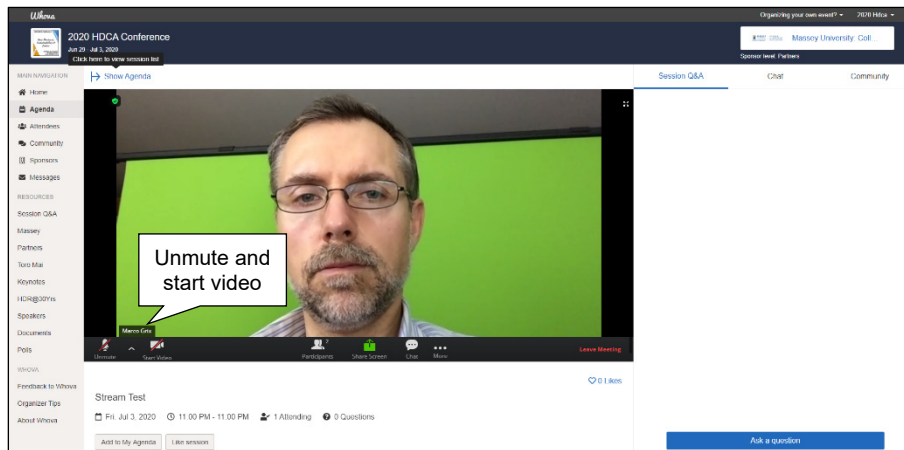

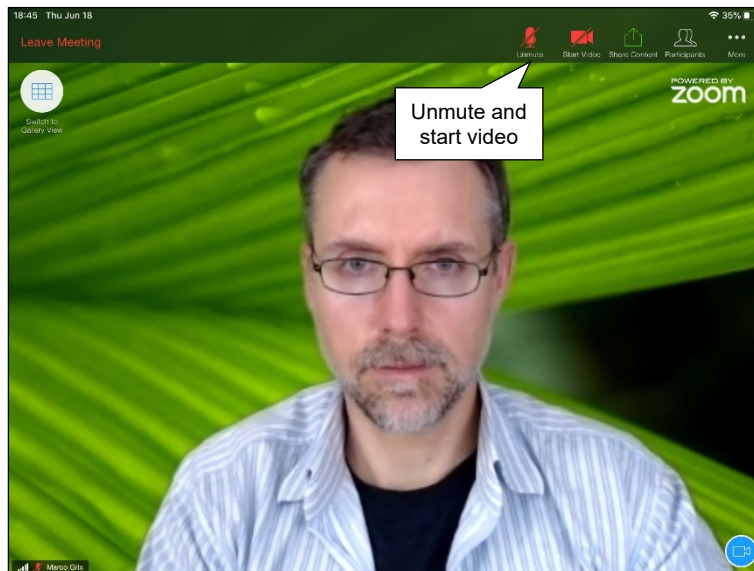Live-streamed video in Whova in an Internet browser (Windows PC)

Live-streamed video in Whova's iOS app (Apple iPad)

o   In regular live conference presentations (ie, sessions that are not keynotes), chairs or presenters may invite you to ask questions and discuss with presenters in the traditional mode – ie, by using audio and video. If that's the case, you can activate these by

- clicking *Unmute* and *Start Video* at the bottom left of the video window (if you access Whova through the Internet browser interface on your personal computer, see first image below), or

- tapping *Unmute* and *Start Video* at the top right of the video window (if you use Whova's Android / Apple iOS app on your tablet, see second image below).

Live-streamed video in Whova in an Internet browser (Windows PC)

Live-streamed video in Whova's iOS app (Apple iPad)

- o After a live presentation is over, as soon as it becomes available the recording will be linked to the respective session in Whova. That way, talks can be revisited by you at a later time. What's more, you're welcome to keep discussing the presentation and leave comments (in the session's Whova chat and/or Q&A).

- – Aside from attending live sessions, we also encourage you to:

  - o Check out the additional *resources* we've posted for you in Whova. For example, visit

    - ▪ *MasseyPhil* and be taken to the website/blog of Massey University's Philosophy discipline,

    - ▪ *Toro Mai* to learn about Māori culture and language (please create an account, entirely free), and

    - ▪ *HDR@30Yrs* to celebrate 30 years of Human Development Reports.

  - o Visit the *community* section to find various discussions (for example, revolving around the interests of HDCA's current thematic groups).

    - ▪ Please note that you too can start a new discussion.

  - o Join existing virtual meet-ups, or create your own. Head to *Community*, and then *Meet-ups & Virtual Meets*.

    - ▪ For existing virtual meet-ups, simply check out the list of current meetings that you might want to join.

    - ▪ To create a new virtual meet-up, click *Suggest a Meet*, and then select *Virtual Meet*. With regard to Virtual Meeting Options, you can either

      - • use your own meeting link (eg, if you want to use your own personal Zoom meeting room[5]), or

      - • use Whova's built-in virtual meeting function (currently limited to 30 concurrent participants per meeting).

  - o Visit the *sponsors* of the 2020 HDCA Conference.

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[5]   To do that, you need to connect your personal Zoom account to Whova. Simply follow the instructions and enter your Zoom account's email address and password.

After the conference:

- The 2020 HDCA Conference event will remain available in Whova for another six months, and you're very welcome to return at any time.

- During the days right after our live events, we especially encourage you to revisit all our pre-recorded conference presentations:

  o For that, head to *Agenda*, and then *Friday, 3 July.* Please check out videos and other posted materials, and provide any constructive feedback that, in your view, would help these scholars.

  o Remember, many speakers chose the pre-recorded option because they don't have access to reliable high-speed broadband (required for live-streaming presentations) – which should not disadvantage them with regard to the quantity and quality of feedback they receive from us.

Special prizes:

- Following the change of event format from traditional gathering in New Zealand to all-online conference, the organisers and the HDCA decided to offer people's choice awards for best contributions:

  o **Best live presentation** as voted by viewers ($300), plus runner-up ($150)
  o **Best pre-recorded session** as voted by viewers ($150), plus runner-up $75

- Winners in these categories will be determined in Whova as follows:

  o Best live presentation: Each day, we'll create a poll and send out a message to remind the audience that we need their votes. When the time comes, we'd appreciate if you could make your selection and help us determine the winners.

  o Best pre-recorded session: For that, we'll simply use the *like* function that enables you to signal which sessions you enjoyed. Whether you access Whova through the Internet browser interface on your personal computer or use Whova's Android / Apple iOS app, simply tap/click the ♥ symbol to indicate your liking.

We hope that you'll enjoy the 2020 HDCA Conference, despite the somewhat radical changes we had to make to its format. Remember, this year's event is rather experimental. However, online participation will probably become a key element of many future academic gathering, including future HDCA Conferences. Thus, we're keen to hear about your overall impressions, so as to learn as much as we can and make events in coming years better yet.

To get in touch with us, we suggest you email 2020HDCA@massey.ac.nz. You can also contact us in Whova, of course: simply head to *Attendees* and look for Krushil Watene and Marco Grix.

Nga manaakitanga,
The Organisers

2020 HDCA Conference
New Horizons: Sustainability and Justice
30 June to 02 July 2020
Auckland, New Zealand

Find us online: http://www.2020hdca.com