

Online Tools for the AEC Congress online: WHOVA and ZOOM

The virtual location of our event is the [Whova platform](#). The programme, the description of the sessions, the participants list with pictures, the supporting documents and pre-recorded videos and **all Zoom links to all sessions** are available there. The same content is available also on the Whova app for smartphones.

Whova – Desktop Platform and App for Smartphones

1) **Whova Desktop Platform:** The Whova web address to follow the event on desktop computers is https://whova.com/portal/webapp/aacag_202011/ . Please sign in/up by **using the email address you provided when registering for the event**. We advise you to use the **Chrome** browser.

2) **Whova App for smartphones:** [download the Whova app](#) for smartphones for easy access to the social functionalities such as photos, direct messaging, virtual meetings and notifications from the organizers. If you aren't directly added to the event and are asked for an event invitation code when accessing the event, please type in this **invitation code: aacki** (Please do not share this invitation code with people who are NOT attendees of the event).

N.B. please make sure to **access both Whova for desktop and the Whova app for smart phone with the same email address** (which should be the one you provided in the registration form). Should you have logged in the Whova app with your private email address in the past, this might create a double profile under your name in Whova. Please avoid this by logging out from Whova and logging in again with the email address your provided in the registration form.

Zoom – download, settings and behaviour during sessions

All congress sessions will take place on Zoom Meetings. We advise you to [download zoom](#) for **desktop** (first download proposed in the link).

Sign up/in on <https://zoom.us/> click on Profile to **change your name** as follows: *Name LastName, City, Country*. If possible, click on Settings and put a **picture of your city or your institution as a background** (optional).

Once what is listed above is done, you are ready to join the Congress by clicking on the Zoom links provided for each session in Whova. Once you are in the Zoom meeting, we advise you to select "Speakers View" (in order to see the person who is speaking) in the right up corner, rather than "Gallery View" (which gives you the overview of all participants). In case you forgot to set up your name as described above, you can still do it by clicking on the 3 dots on the right up corner of your image and name you as follows: *Name LastName, City, Country*. Please note that you need to be named this way in every session you join.

When entering the Zoom links of the sessions you will be automatically muted. Please **keep off your microphone** during the sessions but keep your **camera on** (it is much nicer for the speakers to see faces in the audience - unless you have a slow internet connection). To communicate with other participants and with the organizers during the sessions please use the **Zoom Chat** (you can message everyone or one person in particular). You can also ask questions to the speakers by posting your question in the Zoom chat. If the session moderator gives you the word, you can unmute yourself and talk. Do not share your screen: only speakers can share their screen.

To join breakout groups you just need to accept the pop up message that will come up in Zoom during the session and you will be automatically directed to your virtual breakout room.

To know more about how to navigate in Whova and use Zoom during the conference please watch [Sara's short video tutorial](#), where she explains how to deal with the online tools for the AEC Congress online. A general [Whova User Guide](#) is also available.

Engage online with the AEC community before and during the Congress

Networking is without any doubt a big challenge for online events. We all know that it will not be the same, but we can all do something to make the event as engaging as possible even if we are sitting alone in front of a computer!

If missing, put a **picture of yourself on your Whova profile** and fill in your profile with information about yourself. Your international colleagues are curious to know more about you.

On Whova you will be able to **set up your own Virtual Meets** by clicking on *Community – Meet-ups and Virtual Meets – Suggest a Meet – Virtual Meet* and invite colleagues to join.

Join the AEC Council members for the **Virtual Coffees** during the coffee breaks for an informal chat!

Finally, in the **Community section** start conversations on interesting topics, post pictures, visit our **Virtual Publication Desk** and post your own publications there!

TO DO LIST – come prepared to the online event!

We highly recommend to do/try the following in advance so that you can avoid to get stuck with technical problems when the conference starts:

- [Download the Whova app](#) for smartphones, log in, fill in your profile with info and a picture, navigate the event content, start interacting and plan your meetings;
- [Access the Whova platform](#) for desktop computers with Chrome, try to find your way in the agenda by looking for session links, videos and documents. [Sara's video](#) tutorial can help you;
- **Read** the abstracts of the sessions, **watch** the pre-recorded videos of the Information Gallery on Saturday and Pre-Recorded Session at Lunch on Friday, look at the reading material provided for some of the sessions to come prepared to the discussion;
- [Download Zoom](#) for desktop (first one provided in the link);
- Sign up/sign in at <https://zoom.us/>, change your profile name (*Name LastName, City, Country*) and try to put a picture of your city as a virtual background;

During the event:

- When the Zoom sessions start: keep your camera on if possible, keep your microphone off, choose Speakers View in the right up corner, communicate via the Zoom chat, do not share your screen if you are not a speaker of the session;
- Use Chrome as a browser.

Assistance and support before, during and after the online event

The AEC team is at your disposal already from now to help you access the online congress spaces and materials. Do not hesitate to contact Sara Primiterra at events@aec-music.eu for any question. For assistance **during** the online event, please contact also:

Barbara at info@aec-music.eu

Elena at office1@aec-music.eu

Yerim at office2@aec-music.eu

Chiara at chiaraconciatori@aec-music.eu

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Whatsapp Sara at 0032/496207303

Looking forward to sharing with you this virtual experience

Best regards

The AEC team