GECCO 2021 Session Co-Host and Presenter Instructions
Whova Platform

Please notice that this document focuses on the technical aspects of the Whova and Zoom platforms. For more general guidelines for Session Chairs and attendees, please consult https://gecco-2021.sigevo.org/Guide-for-Attendees

Session Chairs, Co-chairs, Content Presenters will log into the Whova platform (https://whova.com/portal/webapp/gecco_202107/) with the email they used to register for the conference

- This applies to all sessions in Whova except the plenary and keynote sessions
- We recommend you to use Chrome for the best experience

Session Chairs, Co-chairs, Content Presenters will select the session they need to attend by clicking the session link on the Agenda page

Once the Session Chairs, Co-chairs, Content Presenters click on the session link, they will have the option to enter using either Whova or Zoom

- Click on the Zoom icon to enter - this will give you the best presenting experience
Once you click to enter using Zoom in the platform, you will be placed into a zoom waiting room as an attendee. Please be sure to use your First Name and Last Name so the Host can find you easily.

*Note: All presenters should check in to their session 15 minutes prior to session start time. Presenters will originally be entered as an attendee and need to be upgraded to a Co-Host by the Host upon entry.*

As you enter the waiting room, the designated HOST (GECCO volunteer) will let you in and assign /upgrade you to a Co-Host. Once you are in the session as a Co-Host you have most of the same permissions as a Host, and you will run the meeting/session. Please note the participants will initially be muted until they are upgraded to Co-Host.

*Note: the Co-Host(s), not the Host will be responsible for running the meeting. Hosts are GECCO volunteers. They are there to start the meeting, upgrade participants, ask all to test their mics, cameras, share screen, and end the meeting.*

Your Co-Host privileges/responsibilities include:

- Mute/Unmute all participants by clicking on “Participants” displayed on the tool bar and selecting “Mute All” (Note: all participants will enter the meeting muted with their cameras off and should remain muted during the presentation with the exception of those upgraded to Co-Host)
  - The “Mute All” box can be unchecked and you can allow participants to unmute themselves once the presentation is over and the session moves onto the Q&A or breakout room portion
- You can also ask participants to use the Raise Hand feature in order to ask a question live; you then allow that participant to unmute themselves
- Viewing all participants by selecting “Participants” on the toolbar
- Sharing your screen by selecting “Share Screen” on the toolbar

If you are sharing a video, make sure to check “Share Computer Audio and Optimize for Video” on the window that allows you to pick the screen you want to share (it’s at the bottom of that window).
**IMPORTANT** If a presenting author does not show up in your session for whatever reason, you as the Session Chair will need to play the backup video via the link located on the Whova page of that talk.

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**Asking questions in Chat**

We will be using Chat in Whova ONLY for comments and answering questions (the Zoom chat is intentionally disabled). The Session Chair for each session will need to work with **two windows at once**:

- You can use the Whova Mobile App or a second desktop screen/monitor for this purpose.
- If you choose “join in zoom” (recommended) the meeting should not start in your Whova window; however, be prepared to mute your session to avoid feedback in Whova should you activate it there.
- You can also ask participants to use the Raise Hand feature in order to ask a question live; you then allow that participant to unmute themselves.

**Important:** Whova assigns a separate chat with each session and each presentation (called sub-session in Whova). **Please use only the former** (we were not able to disable the latter, but we placed appropriate warning messages in there, to remind you and the attendees). Please instruct the attendants of your session if they attempt to use those ‘wrong’ chats.

**Direct Communication with Volunteer or Session Chair Help**

If you need to communicate with your volunteer directly or have issues and need to talk to the GECCO staff, you can contact them directly by using the Whova Message tool.

- Click on Messages icon in Whova on left side of page
- Click New Message Button
- Type in the name of the person you want to message. You’ll find the name of your volunteer at the beginning of the Whova chat – our volunteers will be instructed to initiate the chat with a short ‘welcome’ message.
- Send your message

_For help or issues, please contact Brenda Ramirez or Roxane Rose via this channel_
If you can’t access Whova for help, you can email us at: 2021gecco@gmail.com
Or call directly: 1-888-526-1242 (Toll Free) / 1-303-530-4683 (International)

When your session/meeting has concluded, the HOST will end the session for all participants.

We encourage using one of GECCO-themed Zoom backgrounds prepared by the Electronic Media Chair: https://gecco-2021.sigevo.org/Zoom-Backgrounds When using it, please do not check the ‘Mirror my video’ option.

Opening and Closing Plenary Session Presenters, Moderators and Keynotes

All those participating as speakers in the Plenary Sessions will be assigned a special link to log in through Zoom. You will receive an email directly from Zoom. Please check your spam and junk folders for this link. If you attended a rehearsal prior to GECCO, you will use the same links for your live session as you did for your rehearsal.

Your email will look like this:

Hi [Name],
You are invited to a Zoom webinar.

Date Time: Jun 23, 2021 05:00 PM Central Time (US and Canada)
Topic: My GECCO Presentation

Join from a PC, Mac, iPad, iPhone or Android device:
Click Here to Join
Note: This link should not be shared with others; it is unique to you.
Passcode: 873253

Add to Calendar  Add to Google Calendar  Add to Yahoo Calendar

Or One tap mobile:
US: +13126266799,,91035515188# or +13017158592,,91035515188#

Or Telephone:
Dial (for higher quality, dial a number based on your current location):
US: +1 312 626 6799 or +1 301 715 8592 or +1 929 436 2866 or +1 669 900 6833 or +1 253 215 8782 or +1 346 248 7799
Webinar ID: 910 3551 5188
Participant ID: 489181
Passcode: 873253
International numbers available: https://zoom.us/u/ad28Uk4MwL

All presenters will use the special link from that email to go directly into the Webinar Waiting room through Zoom.

- Please install the Zoom app on your computer or upgrade it to the latest version.
- All presenters should enter the session no later than 15 minutes prior to start time

The Co-Hosts will be upgraded while in the waiting room

**In a Webinar, presenters will also log in this way, but will be made panelists, not Co-Hosts, unless the Host decides to upgrade all while in the session.**

As everyone enters, the designated Host (GECCO volunteer) will assign /upgrade you as a Co-Host (or Panelist if you are a keynote or a moderator). Once you are in the session as a Co-host you have almost all the same permissions as a Host.

Note: the Co-Host(s), not the Host will be responsible for running the meeting. Hosts are GECCO volunteers. They are there to start the meeting, upgrade participants, ask all to test their mics, cameras and share screen, and end the meeting.

Co-Host privileges include:

- Mute/Unmute all participants by clicking on “Participants” displayed on the tool bar and selecting “Mute All” (Note: all participants will enter the meeting muted with their cameras off)
  - After selecting “Mute All” unclick the checkbox allowing access for all participants to unmute themselves manually until the end of the presentation (Note: This box can be checked off once the presentation is over and the session moves onto the Q&A or breakout room portion)
- Viewing all participants by selecting “Participants” on the toolbar
- Sharing your screen by selecting “Share Screen” on the toolbar
  - Allowing the panelists in your meeting to also Share Screen
Active Speaker view is the default setting for Webinars, and we recommend you don’t change that setting.

Once you are made the Co-Host, the Host will mute themselves and not share their camera. **The Co-Hosts will run the meeting, monitor the Q&A and chats.**

**Asking questions in Chat**
We will be using **Chat in Whova ONLY** for comments and answering questions (the Zoom chat is intentionally disabled). The Plenary Session Chair and Keynote Moderator for each session will need to work with **two windows at once**: one for your Zoom meeting view and one for Whova to see/respond to participant’s Questions.

- You can use the Whova Mobile App or a second desktop screen/monitor for this purpose.
- Since you will be joining the Webinar on the “backend” in Zoom, you just need to click on your session in Whova through the agenda to access the Whova chat box, but not enable the session to run in Whova.
- You can also ask participants to use the Raise Hand feature in order to ask a question live; you then allow that participant to unmute themselves.

**Direct Communication with Volunteer or Session Chair Help**
If you need to communicate with your volunteer directly or have issues and need to talk to the GECCO staff, you can contact them directly by using the Whova Message tool.

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When your session/meeting has concluded, the HOST will end the session for all participants.

**Poster Session Presenters**

All those presenting a poster in the Poster Sessions will be presenting in Gather. Instructions on using Gather as a Poster Presenter can be found HERE.