

A large, blurred photograph of a diverse crowd of people walking in various directions, serving as the background for the entire page. The motion blur gives a sense of a busy, active environment.

## CBC Online Conference 2020 #cbccconf2020 Attendee Guide

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Welcome to **#cbconf2020**. This is a short guide to help you navigate the conference portal and get the most of the virtual event.

**#cbconf2020** will offer a range of live keynote presentations across 16, 17, 18 September, along with live Q&A sessions with world-leading experts. Ahead of the event, over 100 speaker presentations are available to view in advance via the conference portal, giving you the opportunity to access content at your convenience. Alongside this advance material, you can engage with other delegates in discussion boards for each session ahead of the event, which will directly feed in to the live Q&A sessions.

This document will help you to understand how to navigate the online conference, both in advance and during the live event.

If you still have any questions remaining, please contact the CBC conference team:  
[behaviourchange@ucl.ac.uk](mailto:behaviourchange@ucl.ac.uk)

How will this online conference work?

The full programme for **#cbconf2020** is available [here](#).

Presentations – this includes poster, oral (paper) and symposia presentations – will be available to access via the conference portal from **Wednesday 2 September**. Attendees should view these presentations in their own time two-weeks before the live sessions.

During the three days of the conference, keynote talks and panel discussions will be streamed live. These presentations will not be available to view at early release.

From Wednesday 2 September, attendees will also be able to participate in discussion boards. Our conference team has set up a discussion board for each live session. We encourage attendees and speakers to use these discussion boards to start the conversation; discussion cross-cutting themes of presentations, share articles and ideas. The discussion board will also be the basis of shaping the live discussion.

There are community boards available on the conference portal for virtual networking and information sharing.

What platform will be used for this event and how do I access it?

This is the CBC's first online conference delivered using the digital event platform [Whova](#).

There are two ways you will be able to access the conference content with Whova:

- the Whova website
- Download the Whova app on your phone and search for the event **CBC Online Conference**

The following features can only be access on a mobile smart phone:

- Customised agenda to tag what you are interested in attending
- Chatting with organisers, participants, and presenters
- Community board for shared posts and conversations

Please use the conference link and attendee code shared with you in your event email. You cannot share this link; it is for personal use only.

To access the live sessions during the event, simply log in to the Whova portal where the videos will be embedded to view.

Attendees will be able to access all event content for six months after the event. This includes recordings, discussion boards and documents.

**An attendee how-to-guide for Whova is available [here](#).**

**Watch the tutorial guide [here](#).**

Can I build my own agenda to ensure I don't miss the live sessions I want to attend?  
Yes – in the conference portal click the 'agenda' tab (this is the side bar on the web app, or bottom of the screen on this mobile app). Search for an individual session by keywords, including a session title or speaker name. You can add the session into your own personal agenda and set a reminder. All the sessions saved are in My Agenda

**For more helpful tips check out the [Whova attendee guide](#).**

How do I access the early-release programme content?

Our conference team will be sharing the programme, and online advanced presentations, with attendees on **Wednesday 2 September** and attendees will be able to view presentations in their own time.

Each session (with the exception of panel discussions and keynote talks) will consist of presentations that have been categorised as 'sub-sessions'. These sub-sessions can be accessed ahead of the live webinar sessions running over the three days of the live event (16 - 18 September).

- Open the [Whova conference portal](#)
- Search for the session in the conference programme; click on the presentation you want to view.

All presentations will be available to re-watch/access on the conference portal for six months after the event.

How can I engage with event content before the live sessions?

Attendees should view presentations in their own time ahead of the live sessions. Our team has also set up discussion boards for each live session where conference speakers and audience can start the conversation and share reflective responses in the lead up to the live session Q&A.

In the [conference web link](#), search for the title of the session in the app to join the discussion. The discussion boards will remain open after the event for six months.

Additionally, there are [community boards](#) available on the conference app for virtual networking and information sharing. We would encourage all conference delegates to use the [community boards](#) to:

- check for event announcements
- arrange virtual meet ups for networking with fellow attendees
- share useful information on topics
- article sharing

How do I access the live virtual sessions running on the 16, 17 & 18 September?

The live sessions are an opportunity for both attendees and speakers to continue the conversations of [discussion boards](#) in real-time with an opportunity for attendee interaction through audience Q&A. Clicking into the session, attendees can join the live stream or watch the recorded video by clicking on the available options. To do this:

- Open the [Whova website](#)
- Search for the session in the conference programme and click on the live stream video icon.

All videos will be embedded in Whova so URLs cannot be shared and only your attendees can access. Attendees will be able to watch a live session/recording without being redirected and leaving the conference portal.

Will sessions be recorded?

Yes, all live presentations will be recorded and will be available exclusively conference ticket holders on the virtual event platform.

How do I submit a question during a live session?

To submit a question during a live session, simply write in the Q&A section on Zoom webinar control and click submit.

Other attendees will also be able to see these questions and up-vote them on the questions they would like answered.

How will the event social hours work?

There are two social/networking sessions scheduled during the event – Wednesday and Friday.

Our event [community board](#) will allow attendees to propose topics they would like to discuss before the live social hours. Our conference team will set up an open webinar for attendees to network and discuss the social topics of their choice. This session will not be chaired.

Alternatively, if you would like to set up your own networking sessions the community boards will enable you to do this.

**For instructions on virtual meet-ups refer to the attendee how-to-guide [here](#).**

Watch the tutorial guide [here](#).

How do I submit feedback after the event?

Our conference team will be circulating a post-conference survey to all attendees via the app at the end of day 3. Alternatively, attendees are welcome to send their feedback to us via email at [behaviourchange@ucl.ac.uk](mailto:behaviourchange@ucl.ac.uk).

Who do I contact if I need technical support during the conference?

Attendees can ask questions from our conference team using the [community board](#) chat. Alternatively, you can email [behaviourchange@ucl.ac.uk](mailto:behaviourchange@ucl.ac.uk).