

Building your Whova sponsor profile

Getting started

Follow the step-by-step directions below and/or you can <u>access a short video tutorial</u> from Whova with instructions.

- Sign into the Whova web portal and enter the Sponsors tab on the left-hand side of the page. To successfully log in, please sign-in with the email you used when you registered the event as a sponsor.
- Find your company in the list of sponsors and click Edit Booth.
- You will find two sections to populate: Company Showcase and Company Information.
- Once you've filled out all relevant information, agree to the Whova Terms of Service, and click Submit.
- You will then get a confirmation email from Whova, including a link you can use to continue to update your booth.



Add brochures & handouts

You can upload up to two company brochures and handouts. The attendees will be able to download them from your company profile page.



Prerequisites: Follow the previous steps to access the setup form on your browser.

- 1. Click "**Upload PDF file**." You may upload at most two PDF files, each with a max size of 10MB.
- 2. Add a title for the handout, and select a PDF file from your local computer
- 3. Click "Upload" and save the form

Images You can upload up to 5 images Upload Image	Upload Document ×
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Company Information	

Upload a company video

You can upload a pre-recorded video to showcase your company to the attendees. It plays automatically once the attendees click into your profile page.



Prerequisites: Follow the previous step to access the setup form on your browser.

1. Click **Add Company Video**, and select an option to upload your video, either by copying a link from 3rd party video storage source, or by uploading a video from your local computer. If

you don't see the option to upload a local file, please contact the event organizer to enable this option.

- If you choose to copy a link from other video storage sites, we recommend you use Youtube, Vimeo, Dailymotion, our own video hosting feature, Wistia, Zoom recorded Video, or Slidelive
- 3. Upload the file or copy-paste the video link.
- 4. Click Save.

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Add Product Video	Company Showcase Live Product Demo Add Live Product Demo Product Video	\rightarrow	Add a video link (e.g. Youtube, Vimeo)	Upload file from your local computer	Upload from a cloud URL (e.g. Google Drive, Dropbox, OneDrive)
	Add Product Video Handouts Upload PDF File Maximum 2 handouts with 10 MB file size limit				Canc

Set up a live showcase

You can set up a live session to showcase your company to the attendees.



Prerequisites: Follow the previous step to access the setup form on your browser.

- 1. Create a livestream from the service of your choice, and get the livestream link. To utilize the embedded streaming, we suggest you use the following services: Zoom meeting/webinar, Vimeo, Youtube live, Dailymotion, Slidelive.
- 2. Click Add Live Showcase next to Live Showcase.
- 3. Paste the link under Live Showcase Link.
- 4. From there, you can choose the date and time that the livestream will begin.
- 5. Click Save.



When you begin the livestream, start the meeting through Zoom rather than the Whova app. The link in the booth is for the attendees.

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Company Information			Cancel Save

Interacting with Attendees

🖵 On web portal

First, sign in to the web portal with the email that you used to register for the event as a sponsor.

- Tap "**Community**" at the left-hand side menu to access and create discussion topics
- Tap "**Community**" at the left-hand side menu, then tap "**Meetups**" topic to access and create virtual meetups

Whova			Contact Whova -	John Smith
P-EVENTS Nat	tional Business Conferer ego, california October 8 - 11, 2021 PST	e 2021	Sponsor level: Impact Partners	
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WHOVA		Whova is an all-in-one event management solution that makes events modern and trendy, attracts and engages	attendees effectively, and h	helps event
Feedback to Whova		marketing, and time-saving event management tools, for face-to-face, virtual or hybrid events. Whova won the	'Oscar' of Event Technology	/ in 2016, 2017,
Organizer Tips		2018 and 2019, for four years in a row. Whova's customers include the American Express, US Bank, HSBC, Pw Honda, American Heart Association, Harvard University, Rockefeller Foundation, and many others in over 100 c	C, Oracle, Hilton, Lego, IKE	A, L'Oreal, rent kinds of
About whova		events such as conferences, trade shows, expos, summits, conventions, business meetings, corporate events,	association events, and cor	nmunity

On mobile app

- 1. Sign-in to the mobile app with the email you used to register the event as a sponsor.
 - Tap "Community" at the bottom of the app to access and create discussion topics
 - Tap "Community" at the bottom of the app, then tap "Meetups" topic to access and create virtual meetups
 - Tap "Attendees" at the bottom of the app and find your targets to start a 1-1 chat

