



SPE INTERNATIONAL POLYOLEFINS CONFERENCE

A FORUM FOR NEW IDEAS AND INNOVATION

Dear Attendees,

Thank you for registering for the 2021 Virtual SPE International Conference on Feb 23-24. Below are instructions on how to use the Whova Virtual Platform and to navigate around the SPE Polyolefins Conference.

To join the virtual conference to see all the ON-DEMAND papers (like Netflix), to Network with other attendees, to visit the Exhibitor Booths, and to watch the LIVE STREAMED Plenary talks and Panel discussions, you can access the conference in two ways:

- 1) **From a laptop or desktop computer** go to the portal for the Polyolefin Conference, https://whova.com/portal/webapp/sopei_202102/ . Whova calls this the “Web App” but it is simply a link on the internet to the Whova system. You will see a box with Log In information. What you will need to do first is click on “ **Sign up here**” to create a new account. It will ask you for your name, e-mail address (the e-mail that you registered with), and **password** that you want to use. Click on the “**Sign up**” button. Go back to the log in box for the conference and fill in your e-mail and password to be admitted to the conference. If you have not registered previously for the conference you will not be able to login. The Chrome browser works best when accessing the conference. Old Microsoft browsers can cause some problems.
- 2) **From a Mobile device (cell phone or tablet)**, go to the app store for your device and download the Whova App ([click here for the app](#)). Start the Mobile App on your mobile device. If you have already created a Whova account (as described above), you will only need to enter your e-mail address (the one you used to register for the conference) and your password to get into the conference. If you have not previously created a Whova account with a password, it will prompt you to do so and guide you through setting up your password.

The “Mobile App” and “Web App” are slightly different with the Mobile app having some extra features. When working out of your home or office, you will probably find the “Web App” to be the most convenient to use but you will have to use the Mobile app for doing certain things like participating in the Photo Contest. Instructions on how to use either App for the conference can be found at:

https://whova.com/portal/webapp/sopei_202102/WhovaGuides .

The main navigation bar for the Mobile app is at the very bottom of the screen (HOME, AGENDA, ATTENDEES, COMMUNITY, MESSAGES. EXHIBITORS are access near the bottom of the Home page in the Additional Resources Section.

In the "Web App" the navigation bars with all these buttons will be displayed on the left hand side of the screen along with other convenient button to see things like instructional videos for using Whova.

Agenda

This will be one of the most important places in the virtual conference. **The times are set up base on CST (Houston Time) but if you are in a different time zone you can set the agenda to display in your local time at the top of the Agenda.** The Plenary talks (30 minutes each) will all be LIVE STREAMED. The various plenary talks are scheduled for the morning of Feb 23 and 24. The three LIVE STREAMED panel discussion will be on Tuesday at 1-2PM **CST** and Wed 12-2PM **CST**. **For those who live in a different time zone, Whova gives you an option to view the agenda in CST time or in your local time. At the top of the Agenda you will see an option to pick which is best for you.**

Attendees can type in questions in the Q&A box while the LIVE Plenary talk or LIVE Panel discussion is being streamed so the moderator can ask the speaker some of these questions. All the ON-DEMAND papers (Technical Papers, Tutorials, New Product Show case, and Student Posters), are scheduled for the afternoon sessions from 2-4PM **CST** on Tuesday and Wednesday. These are all ON-DEMAND papers and thus can be viewed any time. Find the paper in the agenda that you are interested in, click on the title of the paper or the "**View Session**" button to see detailed information, title, author, abstract, option to watch the LIVE STREAM (if this is a Plenary paper or Panel discussion), option to view the presentation slides (pdf), and option to watch a recorded video of the talk. You can sort and do searches by author, words used in the abstract or title, or by a track designation. If you sort by track, you will be able to see all the papers on a particular day for a track such as Tutorials or Student posters. You also can click on the "Add to My Agenda" button to accumulate a personalized list of talks that you want to see or attend. Plenary talks are 30 minutes long and will only be available for viewing at the time designated at that paper's location in the agenda. You will have to switch from one Plenary talk to the next to see the various papers LIVE STREAMED. **Recorded videos and copies of the slide deck of the Plenary talks and Panel discussions will not be available until after the conference, so we recommend watching the Plenary talks and Panel discussions LIVE.**

Because of quirks in some Browsers, streamed content and some ON-Demand videos automatically are muted or the volume is turned down. Look for a white mute icon in the video viewer (often upper left hand area) and/or **adjust the volume in the video viewer** (usually lower right hand area) to hear sound. If worse comes to worse, use the "Mobile App", where there were no problems, to play the sound.

Authors will be standing by the "Q&A" area for their paper to answer questions that are typed in. Each paper has their own Q&A area. Take advantage of the time to talk to the authors and ask questions. Authors should check the Q&A area for their paper from time to time before and after the conference to type in answers to questions but the best time to ask questions is from 2-4PM **CST** on the day the paper is in the agenda. **The key is to click on the question to see the dialogue for that question.** You can also access all the Q&A

by clicking on "Session Q&A" in the navigation bar of the Apps and pick out the paper you are interested in. **Again it is important to click on the question you are interested in to see the dialogue for that question only and add to it as appropriate.**

All ON-DEMAND papers will be available to the attendees during the Conference and for 6 months after the conference so you will have time to review as many papers as you would like.

Attendees

You can see an alphabetical list of the attendees. You can view their profile or send them a message or schedule a meeting.

In the "Web App" you can even arrange for a private video conference using the Whova system by clicking on the camera icon labeled "Video Call" in the upper right hand corner of the screen where you are leaving a message.

In the "Mobile App", after you have chosen the person from the Attendee list that you are interested in, you can click on the "Messages" button to type in a message or schedule a video call by **clicking on the camera icon** next to the place where you type your message.

Any messages that you type in will go that person's Whova Messages box. Attendees can view their messages by clicking on the "Messages" button in the main navigation bar. A red circle will be displayed next to the "Message" button with the number of messages that are in the box. Attendees will also receive an e-mail notification that a message has been sent to their message box in Whova.

Attendees can update their profile shown in the Attendee list. In the "Web App", click on your name in the upper right hand corner of the Home Page and choose "My Profile". In the "Mobile App" find yourself in the list of attendees, click on your name, and then click on "Edit my Profile".

Exhibitors

In the "Web App" you can access the list of Exhibitors by clicking on the "Exhibitor" button on the left hand side of the screen. Pick out the exhibitor you would like to see by clicking on the "View Booth" button for that Exhibitor. You can enter comments or questions in the public chat box for the booth or contact one of the booth personnel directly. Some booths will have live Video Demos available to watch and possibly to even talk with the speaker if the Video Demo is set up as a Zoom meeting.

In the "Mobile App" you scroll down to the "Additional Resources" section and click on the box labeled "Exhibitors". For people who are exhibitors they will see an additional section

call "Exhibitor Hub" in the middle of the Home page where they can control various items in their booth and add booth staff.

Sponsors

In the "Web App" the Sponsorship page will include the Company logo, a short video, product brochures, a main contact person for the company, a link to the company website, and a public chat box where questions can be asked. However, it is probably best to contact the name of the person mentioned who is designated as the main contact person for the sponsor. The "Mobile App" will appear quite different and you will simply go to the Sponsor's website.

In the "Web App", the list of sponsors can be accessed by clicking on "Sponsors" in the navigation bar on the left hand side of the page. In the "Mobile App" you will need to scroll down the section labeled "Additional Resources" and click on the box labeled "Sponsors".

Community

This list a number of community groups that you can join for a discussion on particular topics. This is a great place to Network.

Passport Contest

We have a passport contest (during the conference, Feb23-24) which encourages attendees to visit the Exhibitor booths. If you visit at least 10 booths and register for the passport contest, you will be entered into a drawing for four \$50 Amazon gift cards. To register for the passport contest at each booth you will have to **do all three** of the following actions:

- 1) Click on the "**Booth Check-in**" button. This will leave your contact information with the booth personnel
- 2) Click on the **like button** displayed as a "hear" in the right hand side of the booth below the picture or video for the booth
- 3) **Leave a comment in the chat box** for the booth

Photo Contest

The **Photo Contest is ONLY available on the Mobile App** on your phone or tablet during the conference on Feb23-24. In the Home screen of the mobile app scroll down to the section for Additional Resources and click the box that says "Photos". You will be able to

see all the photos that people have entered. You can vote for those photos that you like. You can also add your own photo by clicking on the "Upload Photo" button at the very bottom of the lists of photos. There will be a \$50 Amazon gift card for the photo that gets the most likes. If there is a tie, we will have a random drawing for the winner.

Community Leaderboard Contest

Attendees will earn points based on their participation in the community board during Feb23-24. Points can also be earned in surveys, polls, and session feedback. Attendees can find how many points they have accumulated or what they need to do to earn more points by going to the MOBILE APP scrolling down on the home page to the "Additional Resources" section and clicking on **LEADER BOARD**. It is not possible to access information about the Leaderboard and your status from the "WEB APP". There will be a \$50 Amazon Gift card awarded the person with the most points. If there is a tie, there will be a random drawing.

I hope you enjoy the 2021 Virtual SPE Polyolefins Conference. We would appreciate any comments about your experience and any things we could do better.