



Global Offshore Wind Health and Safety Organisation

Annual Stakeholder Forum 2021

3rd - 4th March 2021

G+ Annual Stakeholder Forum 2021

A Guide for Conference Attendees

3-4 March 2021

The 2021 G+ Stakeholder forum is a virtual event. This guide is to help you navigate the conference virtual event platform for an enjoyable attendee experience. It is in three sections:

1. Before the Conference
2. At the Conference
3. Contact information

1. Before the Conference

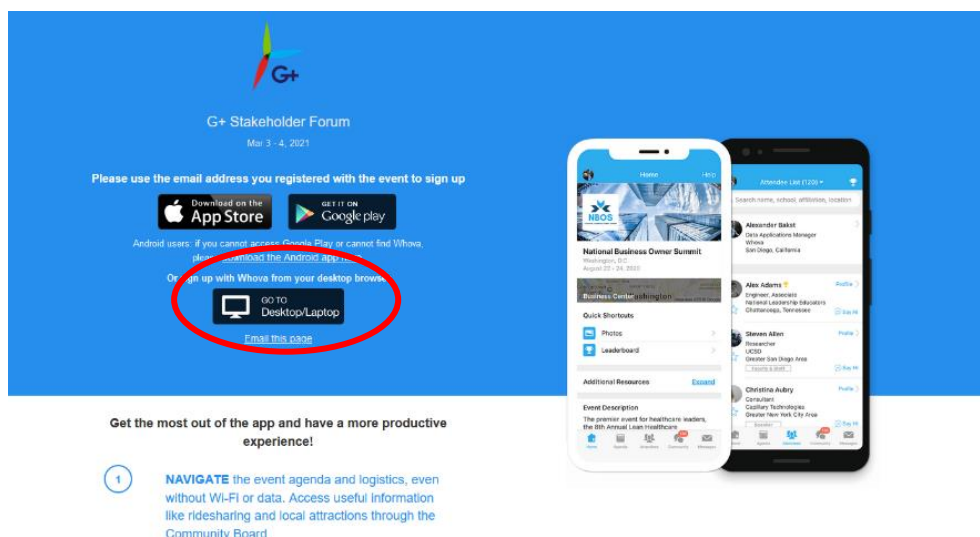
Logging in to the Whova website

The conference website is hosted on a platform called Whova. You have been added to Whova as an attendee.

We recommend that you log in to Whova in advance of the conference. It already has the full agenda, speaker biographies and a community board where you can start or join a discussion.

To access the conference, go to https://whova.com/portal/webapp/gstak_202103/

The first time you go to the URL, you may see the screen shown below. Click on the black button **GO TO Web App**.



Event support: SE²
Tel: +44 (0) 20 8469 1333
Email: contact@se-2.co.uk



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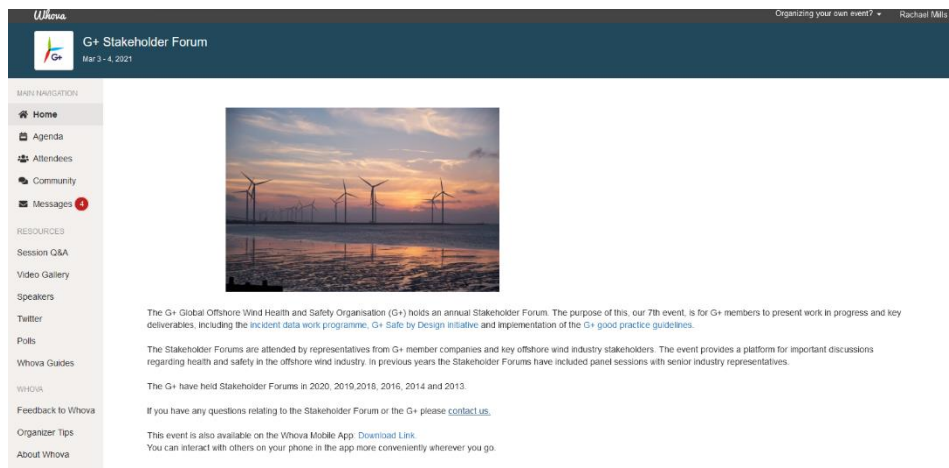
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You will now see the log in screen, shown below. If you have already created an account, you can just log in. Otherwise, below the sign-in box, you will see an option to Sign Up Here.

Please use the same email address that you have used to register for the conference. Your email will need to match what we have on the Whova system for you to access the website.

The home page of the conference website is shown below. You can use this link any time you want to join the conference: https://whova.com/portal/webapp/gstak_202103/



If you have trouble accessing the site, we suggest that you try using **Google Chrome** as your browser. Some browsers may have compatibility issues with the streaming software.

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Download the Whova app



You may also wish to download the Whova app onto your smartphone or tablet so that you can interact with other delegates throughout the conference, start discussion boards, and more.

Download the Whova app for free at <https://whova.com/download>, or search for **Whova** in the Apple Store or Google Play on your mobile device.

When you login to the Whova app with your name and the email that you used to register, the event you registered for will be listed at the top of the home screen under **My Events**.

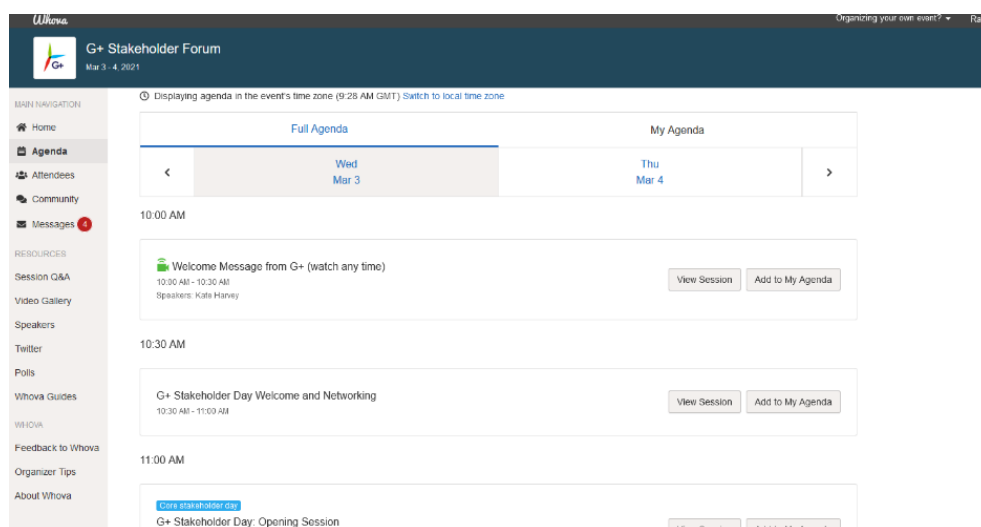
If you are asked for an invitation code, please use **gstmf**.

Plan your conference

The stakeholder event comprises three sessions:

- **Core event:** Wednesday 3rd March.
 - o 10:30-13:30 (UTC)
 - o US East Coast 05:30-08:30 (UTC -05:00)
 - o Taiwan 18:30 – 21:30 (UTC +08:00)
- **North American Regional Event:** Wednesday 3rd March
 - o US East Coast 10:30-11:30 (UTC -05:00)
- **APAC Regional Event:** Thursday 4th March
 - o Taiwan 15:30 – 16:30 (UTC +08:00)

Click **Agenda** to see view each of these sessions. Click **Add to my Agenda** to create your own agenda in Whova. You will also have the option to add the session to your Outlook or Google calendar.



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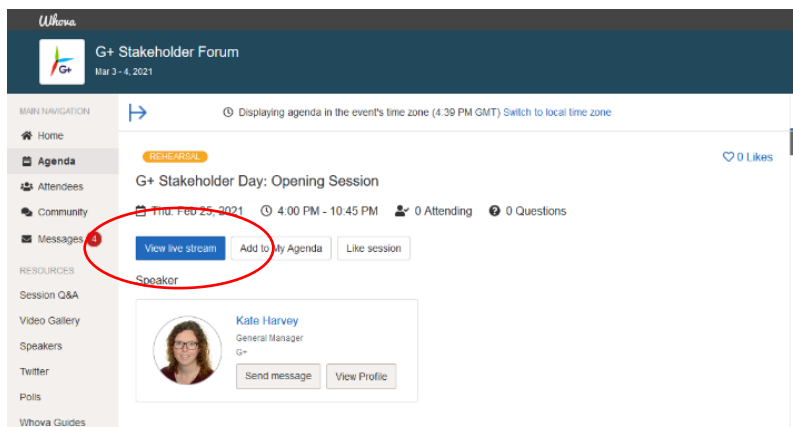
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2. At the Conference

Take part in a session

On the web

To watch a session live, select it from the **Agenda**. When the session goes live, you will see a blue button that says **VIEW LIVE STREAM**. Click this to join the Teams Meeting.



Because the sessions will be broadcast as a Teams Meeting you will be able to see a full list of delegates and join break out groups. We will be using the Teams Chat function to ask questions. We ask that you switch cameras off and keep your microphone muted.

If you have trouble accessing the site, we suggest that you try using **Google Chrome** as your browser. Some browsers may have compatibility issues with the streaming software.

Through the app

Find the session in the Agenda and tap it to open. Click on **Live Stream** to watch the session live.

Catch up

If you miss a session, it's OK. The sessions will be recorded and posted onto the Whova website so you can catch up. Just find the session in the Agenda and click **Watch Recording**. The Whova website will be available for 6 months after the event.

Ask a question

You can ask a question through Whova using the **Ask A Question** button - this is to the right-hand side of the presentation screen on the website or at the bottom of your screen in the app. If your question is only for one of the speakers, please write this (for example, *Question for Jane – how can improve health and safety for offshore wind?*).

Make new connections

The Community section of Whova is a space for discussion forums on different topics. Click **Community** on the left-hand side of the website, or at the bottom of the screen on the app. Join in the discussion or start your own topic!



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3. Contact information

You can find out more about Whova in the User Guide at <https://whova.com/pages/whova-app-user-guide/>

You can contact the Event Support Team via Whova using the **Ask Organisers Anything** channel on the Community page. You can also reach us by email: rachael.mills@se-2.co.uk or by calling 020 8469 1333.