

2024

ATRS 2024 | Attendee Guide



ATRS local organizing committee
IST-UL | UBI | ISEC Lisboa
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27th ATRS
World Conference
Lisbon, Portugal



TÉCNICO
LISBOA



UNIVERSIDADE
BEIRA INTERIOR



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DE EDUCAÇÃO E CIÊNCIAS

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1. ATRS 2024 (ONLINE) ATTENDEE GUIDE

Welcome to the ATRS 2024 Conference hosted by the ISEC Lisboa and the EGEA – Management, engineering and Aeronautic School.

The conference is hosted in hybrid mode. Both online attendees as on campus attendees are invited to make use of the Whova platform to enhance their conference experience. Through the Whova platform, you can compose your own personal conference agenda, interact with other conference participants and attend all plenary and paper sessions live via a Zoom interface. You can rewatch any recorded sessions you might have missed.

The ATRS 2024 World Conference is a professional research conference, thus a professional standard of behaviour is expected from all participants. More detail can be found on our ‘Etiquette’ page.

Have a great 25th ATRS World Conference!

Anming Zhang, ATRS President
Sarah Wan, VP of Programs
Rosário MACário, ATRS Conference Chair

The guide below covers the following:

- Getting yourself set up for ATRS 2024
- Joining a Conference Session
- Presenting your Paper
- Networking
- Etiquette
- Troubleshooting

You may also want to watch this [youtube video](#) on how to use the WHOVA platform.

2. SETTING UP FOR ATRS 2024

2.1. DOWNLOAD ZOOM

Zoom Meetings runs on Computers (PC or Mac) and Mobile Devices (Tablets, mobiles) using Apple iOS or Android OS.

You will need to have Zoom Meeting Client on a computer or laptop or Zoom Meeting App on a mobile device.

To set-up Zoom Meetings for your computer and/or Mobile:

1. Download Zoom Client for Meetings for your computer
 - Microsoft Windows PC: (<https://zoom.us/client/latest/ZoomInstaller.exe>)
 - Apple Mac OSX: (<https://zoom.us/client/latest/zoomusInstaller.pkg>)
2. Or for mobile devices, download Zoom Mobile App for:
 - AppStore for iPhone
 - PlayStore for Android

2.2. DOWNLOAD WHOVA APP

Whova is both a web and mobile app. The mobile and web app both have the same features. You can be logged into both the web and mobile app at the same time.



Download the Whova Mobile app for:

- Appstore for iPhone
- PlayStore for Android

2.3. SIGN IN TO WHOVA – MOBILE

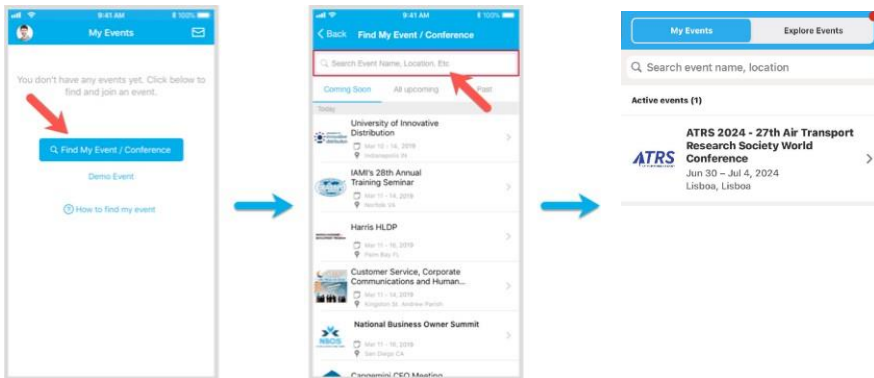
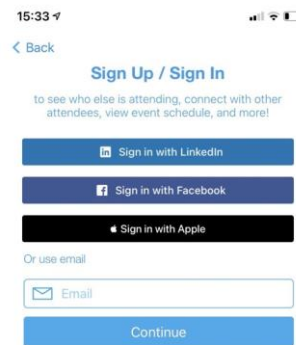
1. Enter the email address you used to register for ATRS.

2. Create a password and type in your name.

3. You will be prompted to edit your profile. Fill in as much detail as you can as other attendees will use this to network with you.

4. The app will take you to the ATRS 2024 event page automatically.

- If you are not automatically redirected to the webpage, search for it using the “Find My Event/Conference”
- Type ‘ATRS 2024’ into the search bar.
- Click ‘Join’ and enter the event invitation code from your welcome email sent to you.



2.4. SIGN IN TO WHOVA - BROWSER

1. Use the link in the email to access the conference:

https://whova.com/portal/webapp/atrsw1_202407/

* We recommend using our Web App on **Google Chrome** for a better streaming experience.

2. Click “Sign up here” if you don’t have an account yet, and fill in your email and password.

Sign in using your Whoava account

Email

Password

[Forgot your password?](#)

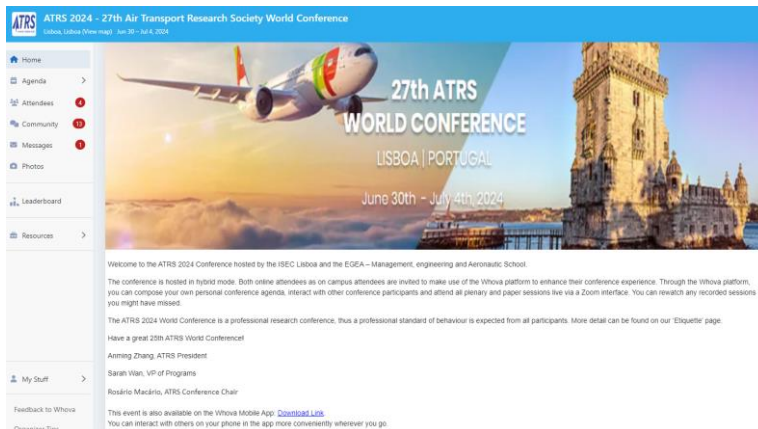
Sign in

Don't have an account? [Sign up here](#)

Whoava Virtual Conference Platform

a. Please make sure you use the email you used when registering for ATRS, otherwise Whoava will not allow you to join the event.

3. You will be automatically directed to the ATRS 2024 event page.



3. JOINING A SESSION

There are more than 385 papers being presented over parallel sessions for 330 physical and 56 online presentations sessions throughout ATRS 2024.

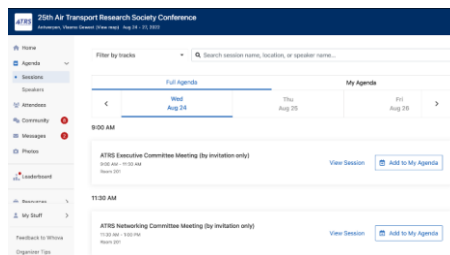
3.1. AGENDA

The agenda can be found on the left-hand side of the screen in the web app and at the bottom of the mobile app. Click on the agenda to view all of the sessions. These are formatted by Paper Session I to V and Online Paper Session I to IV. Please make sure to click on the sub sessions to view individual sessions and papers. Alternatively, you can search a speaker, session or topic area.

You can plan out your schedule by building your own personal agenda by clicking on ‘add to my agenda’ on sessions scheduled for a later time

Comentado [MEB1]: Verificar

Comentado [MEB2]: Substituir pelo nosso



3.2. CHECKING WHETHER THE AGENDA IS IN YOUR LOCAL TIME ZONE

Usually, Whova automatically converts the session times to each user’s time zone on their app.

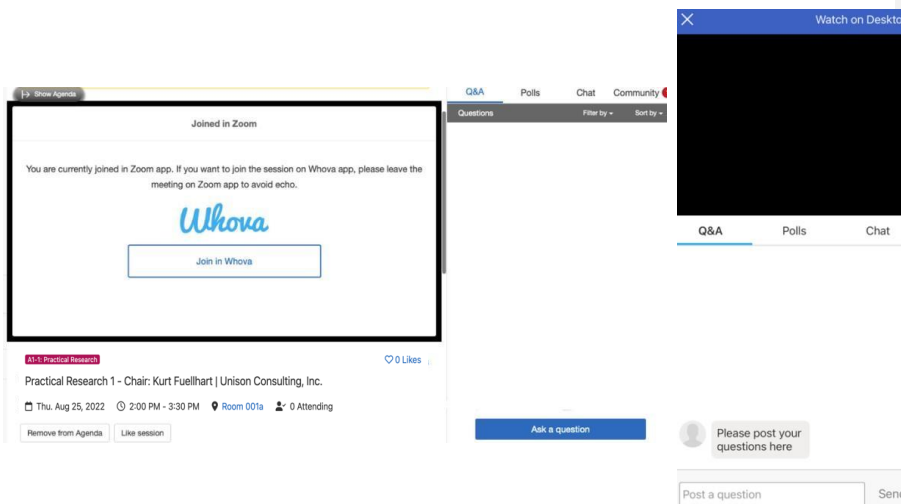
3.3. PARTICIPATING IN A SESSION

1. To participate in a session, go to the agenda tab and find the session you wish to join.
2. Click “view session”.
3. Click “Join Livestream” If the session is live, you will see a message saying that “the session is about to start soon”. Moderators will then allow you access to the session.
4. If the meeting is in progress, you will see:
5. Select “Join Audio Conference by Computer”
 - a. You can test your microphone and speakers by selecting “Test Computer Mic & Speakers”.

- b. Click “Automatically join audio by computer when joining a meeting and Click “Join with Computer Audio”.

3.4. CHAT AND Q&A

If you want to ask questions or make comments regarding a presentation, please use the chat box in **Whova**. Please be aware that the Whova and Zoom chat streams are not integrated and if you ask questions in Zoom chat, the question will not be seen by others.



3.5. WHOVA ETIQUETTE

When entering a session please ensure your microphone is muted. Feel free to keep your camera on, but please note you will be recorded.

3.6. VIEW RECORDED SESSIONS

It’s okay if you have missed a session, all paper sessions in ATRS 2024 will be recorded. You can watch the livestreams directly through the agenda item.

- a) On the Mobile App

Once you’ve accessed the agenda item, click on one of the options beneath Virtual Access: either Live Stream or Recorded video.

- b) On the Web App

From the agenda list, click the session you want to watch the stream or video.

Click “Proceed” to start watching the stream. Otherwise click “View livestream” button to open a separate streaming page to watch.

4. NETWORKING

There are multiple ways which you can connect with other attendees at the ATRS 2024 Conference. You can chat initially, virtually meet up in groups or engage with the ATRS community. Please be sure to read our community standards guidelines before socializing with other attendees.

4.1. CHATTING WITH OTHER ATTENDEES

On the mobile app

1. Click the “Attendees” tab on the bottom of the screen to browse the attendee list.
2. At the top of the page, you can search attendees by keywords such as company name or title. In their professional profiles, you can take notes or request contact information.
3. To find people with common backgrounds and interests, click the Recommended tab on the top of the Attendees list to find Whova’s recommendations about people you may beinterested in networking with. Click into each item to see attendees who come from the same city or have the same affiliations, educational background, or interests as you.
4. Say Hi with one click or start a private chat by clicking the Message button. You can convert it to a private group chat by inviting more people.

On the web app

1. Click the “Attendees” tab on the left side of the screen under Main Navigation.
2. At the top of the page, you can search attendees by keywords such as company name or title.
3. To start a conversation, click Send Message to begin a chat.

4.2. JOIN THE COMMUNITY DISCUSSION BOARD

a) On the mobile app

1. Click the Community tab (on the bottom of the screen and on the left hand side on desktop)

2. Create a new conversation topic or tap the topic to join existing topics like “Meet-ups.”
3. Click Follow directly next to the topics on the Community Board that you want to stay up to date with. To find the topics you’re following, choose between three tabs near the top of the page: All Topics, Followed, and New Topics.

b) On the web app

1. Click the Community tab on the side menu to the left of the screen
2. Create a new conversation topic, or use existing topics like “Meet-ups.”
3. Click Follow directly next to the topics on the Community Board that you want to stay up to date with. To find the topics you’re following, choose between three tabs near the top of the topics list section: All Topics, Followed, and New Topics.

4.3. MEET UP (VIRTUALLY)

To start a virtual meet up:

a) On the mobile app

1. Go to the Community Board and find the board for Meet-ups and Virtual Meets.
2. Find the meet-up you are interested in, join directly, or tap into it to see more details, and then tap “Join”

You can also suggest a new meetup by tapping “Suggest a Meet” and inputting the details. If you know someone will be interested, don’t forget to invite them as well. If you have a meeting link, you can copy-paste there. Otherwise, you can use Whova’s virtual meet room, which allows up to 30 participants.

b) On the web app

1. Go to the Community Board and find the board for Meet-ups and Virtual Meets.
2. Find the meetup you are interested in, join directly, or click into it to see more details, and then click “RSVP”
3. When the meetup starts, click “Join meeting room” to start chatting!

You can also suggest a new meetup by tapping “Suggest a Meet” and inputting the details. If you have a meeting link, you can copy-paste there. Otherwise, you can use Whova’s virtual meet room.

5. ETIQUETTE

We ask that all attendees at ATRS be respectful of each other, and can do so in the following ways:

- Turning your microphone off when entering a zoom meeting so not to interrupt the speaker.
- Turning your camera on in meetings to engage like you would in an in-person event.
- Be respectful of time-zones. If someone has not responded to your communication, please note that it might be late at night or early in the morning where they are located.

You will still have access to the WHOVA platform to connect with other attendees after the conference period.

- No inappropriate behaviour or language. ATRS 2024 is an academic conference, professionalism is expected at all times.

5.1. ZERO TOLERANCE POLICY

The 2024 ATRS Conference has a zero-tolerance policy to any bullying, harassment, discrimination or rude remarks. UAntwerp, AMS and ATRS value diversity of thought and experience and believes that an inclusive and collaborative culture underpins research excellence and facilitates a positive experience. We respectfully advise you that online inappropriate behaviour will not be tolerated, and you will be removed from the event.

If you would like to report someone who is behaving inappropriately, please email with the person's geral@atrs2024.pt (Local Organizer) and atrsmailbox@gmail.com (ATRS) name and a description of their behavior.

5.2. TROUBLESHOOTING

Something gone wrong? Check out some of the frequently asked questions

5.3. HOW TO CHOOSE WHICH NOTIFICATIONS TO RECEIVE?

1. Click on 'Profile' in top left corner of the screen.
2. Click 'Notification Settings'
3. Update your notification settings according to your preferences.

5.4. HOW DO I RESET MY PASSWORD?

1. Go to the sign in page and enter the email which you used to register for ATRS with.
2. Click enter.
3. Click “Forgot password?” and a verification code will be delivered to your mailbox.
4. After you have entered the code, you will be prompted to reset your password.

5.5. WHY CAN’T I SEE THE SPEAKER HUB?

Please ensure that you have signed into WHOVA using the email which you registered for ATRS 2024 with. The organizers of the event have allocated you to your session using the email which your registered for ATRS with. You must log in using that email.

5.6. WHY IS THERE AN ECHO DURING THE PRESENTATION?

This is typically caused by having your meeting session open in 2 places at once. When you are presenting, make sure you do not have another window or device that also has the session open.

If your issue is still not resolved after trying the above methods, please contact geral@atrs2024.pt (Local Organizer) or/and atrsmailbox@gmail.com (ATRS)

by

