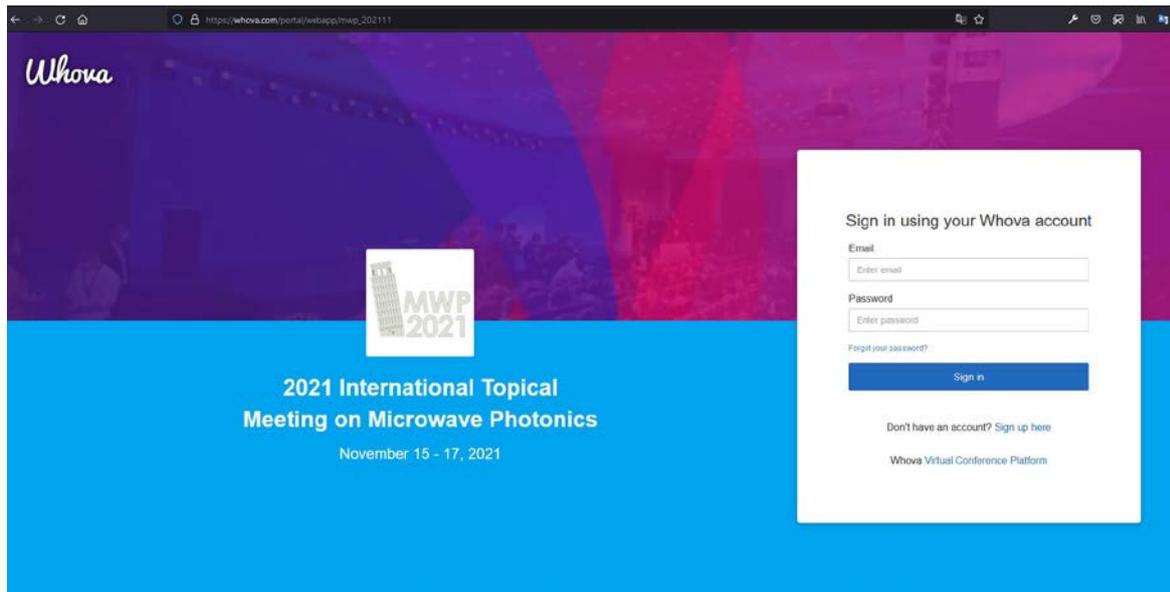


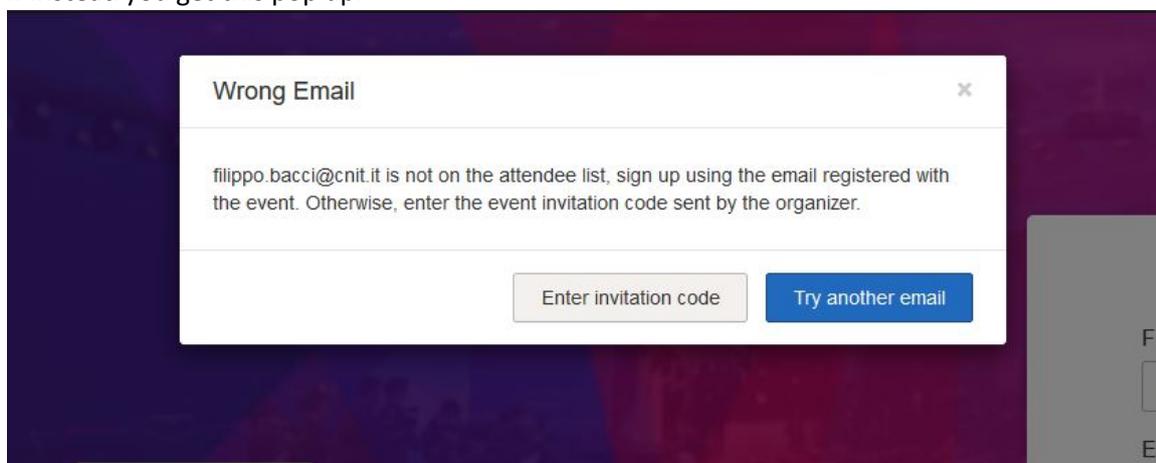
Instructions for using the online Conference platform

Setting up an account

1. Go to the Conference URL. There, you can sign in on the Whova online conference system. Please, note that being registered to MWP2021 does not imply being automatically registered to the Whova system.
 - If you already have a Whova account with the same email address you used for registering to MWP2021, please sign in.
 - If you have never used Whova before, or your Whova account is associated to a different email, please click the "Sign up here" link under the blue "Sign in" button, and register into Whova using the same email you used for MWP2021 registration.



2. Once you click "Sign up", the page should reload and you should automatically join the MWP2021 Conference live stream.
3. If instead you get this pop up:



If you have registered for the Conference while it is already in progress, you will find an invitation code on your personal page on www.MWP2021.org: please sign in entering the invitation code.

If you registered to MWP2021 before Nov. 15, please double check that your email address has no typos and it matches the one used to register on www.MWP2021.org.

Watching the session

In order to watch the conference sessions, you must be logged into the Whova web app. We strongly recommend doing this on a computer using the Google Chrome browser.

Click on the 'Agenda' option from the left-hand menu. Then navigate to today's date and click on the session you want to watch.

Click on "Join the Live streaming" to see the live session.

If you want to ask questions during the Live Streaming, please use the Zoom's internal chat.

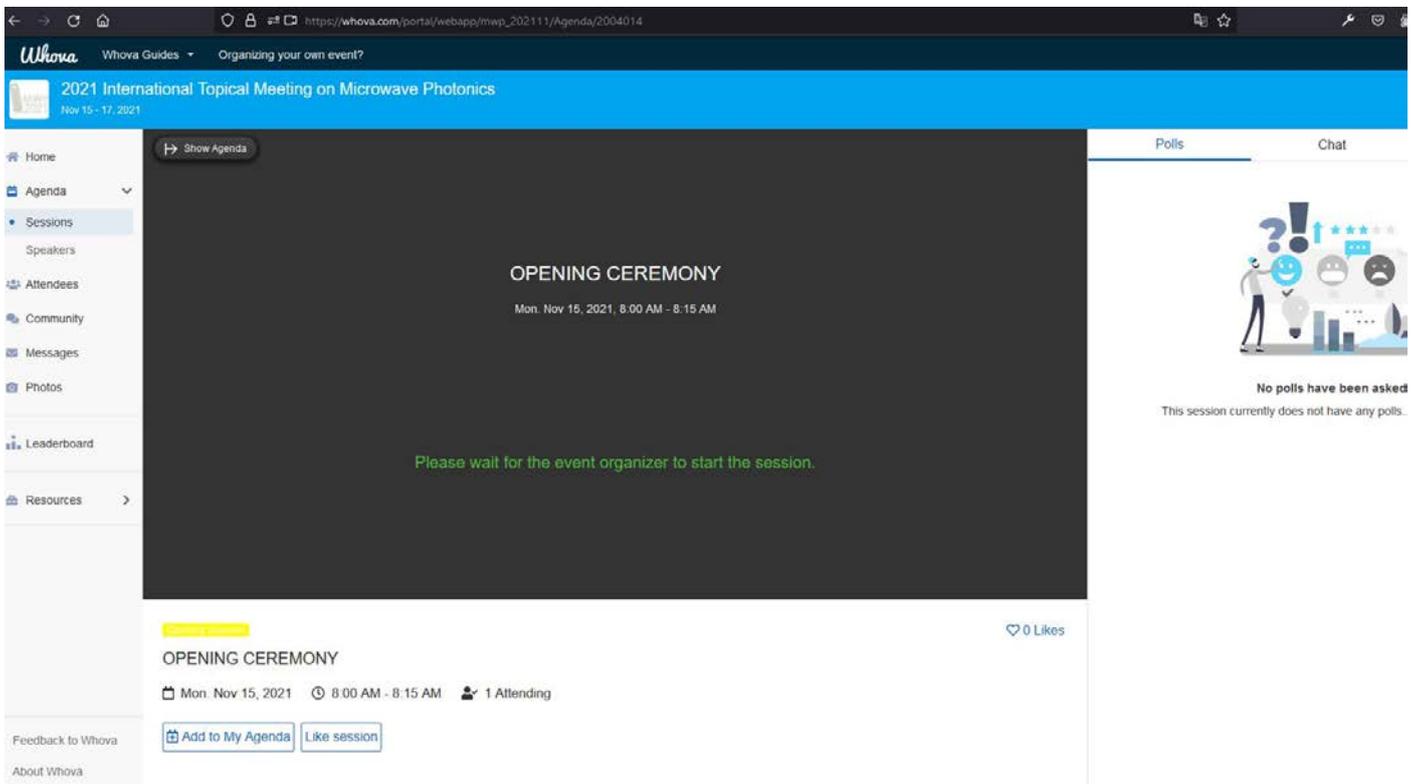
If you want to ask questions about a recorded talk, go to the paper you are interested in and write the question in the Q&A box on the right of the screen.

Please note: In the Whova Conference Platform, papers are named "sessions", and conference sessions are named "tracks".

The screenshot shows the Whova web app interface. At the top, there is a navigation bar with the Whova logo, 'Whova Guides', 'Organizing your own event?', and a user profile for Simone Bacci. Below this is a blue header for the event: '2021 International Topical Meeting on Microwave Photonics' (Nov 15 - 17, 2021). A left-hand menu contains options like Home, Agenda, Attendees, Community, Messages, Photos, Leaderboard, and Resources. The main content area features a search bar and a calendar view for 'Full Agenda' and 'My Agenda'. The calendar is currently set to Monday, Nov 15. Below the calendar, three sessions are listed:

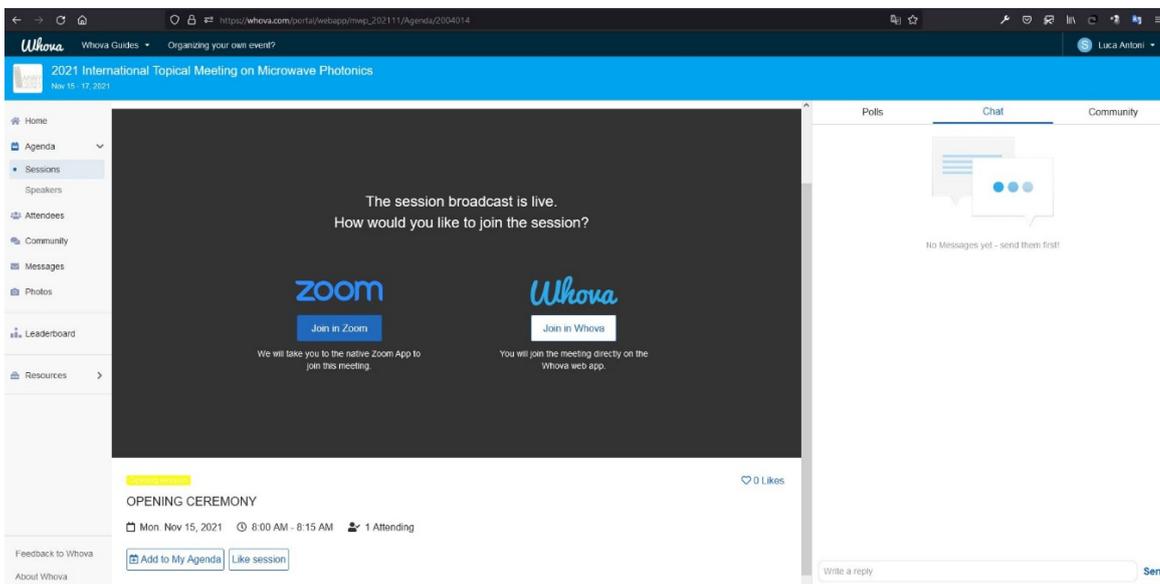
- 8:00 AM:** Opening session: OPENING CEREMONY (8:00 AM - 8:15 AM). Includes 'View Session' and 'Add to My Agenda' buttons.
- 8:15 AM:** Photonic μ W signal generation: Mo1.1 - (Invited) Tunable generation of low-phase-noise microwave signals (8:15 AM - 8:45 AM). Speakers: Atsushi Ishizawa. Includes 'View Session' and 'Add to My Agenda' buttons.
- 8:45 AM:** Photonic μ W signal generation: Mo1.2 - Microwave Chaotic Signal Generation Based on an Optoelectronic Oscillator With Randomly Distributed Feedbacks (8:45 AM - 9:00 AM). Speakers: Yu Huang. Includes 'View Session' and 'Add to My Agenda' buttons.

Until 5 minutes before a session begins, you will only see a static screen advising that the session is not started yet.



From 5 minutes before the session starts, you will see two options to join the live Conference:

1. White button: join from the browser with Whova web app (Google Chrome recommend),
2. Blue button: join from the Zoom App (this option will load the session in the Zoom App on your computer).



After selecting one of the options for joining, you will be brought directly into the live session.

Once you are in the meeting from the Whova web app, a Zoom window will appear in the view area of the Whova web app. There you have the same controls as in the Zoom computer interface. For example, you can change the speaker layout for your screen (upper right corner) and you can access the participant controls, chat, and participant list, on the bottom menu bar.

If you are having bandwidth or audio issues, you can click the "Join in Zoom" blue button. This will close the Zoom session from the Whova web app and open the Zoom app automatically on your computer.

For Speakers only:

How to access the Practice Room

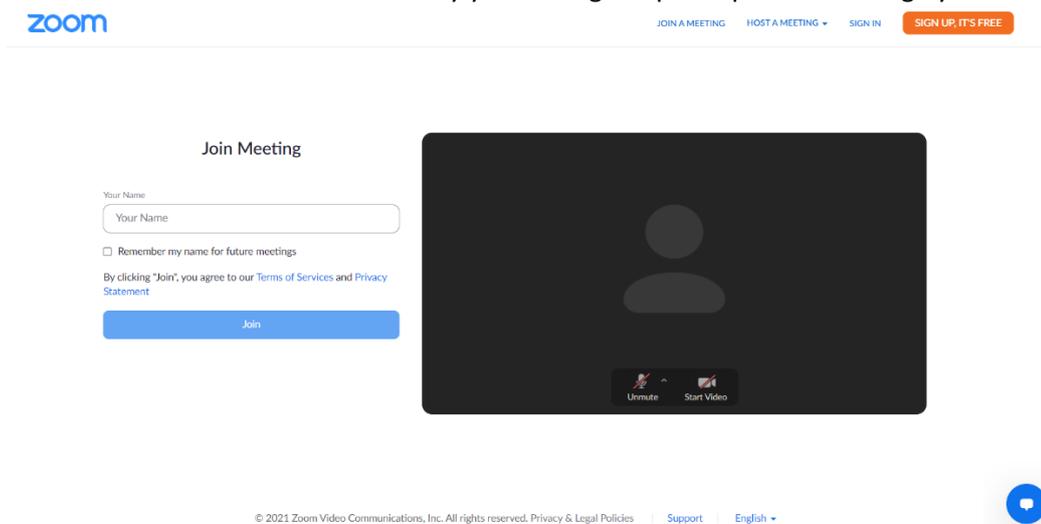
Speakers are requested to access the Practice Room at least **30 minutes** before their session for checking the audio & video settings.

To access the Practice Room, use the link that was sent to you via e-mail, for convenience you can also find it on your personal page of the MWP2021 website.

How to do the live presentation:

To present live, the speakers can use the same options as the auditors by selecting one of the two buttons between “Join in Whova” or “Join in Zoom” (we suggest you to choose “Join in Zoom”).

If you choose to present through Zoom, we ask you to verify that your name on the Zoom app is correct, in this way the technicians will be able to identify you among the participants and assign you the roles to share your screen.



How to use the microphone and share the screen

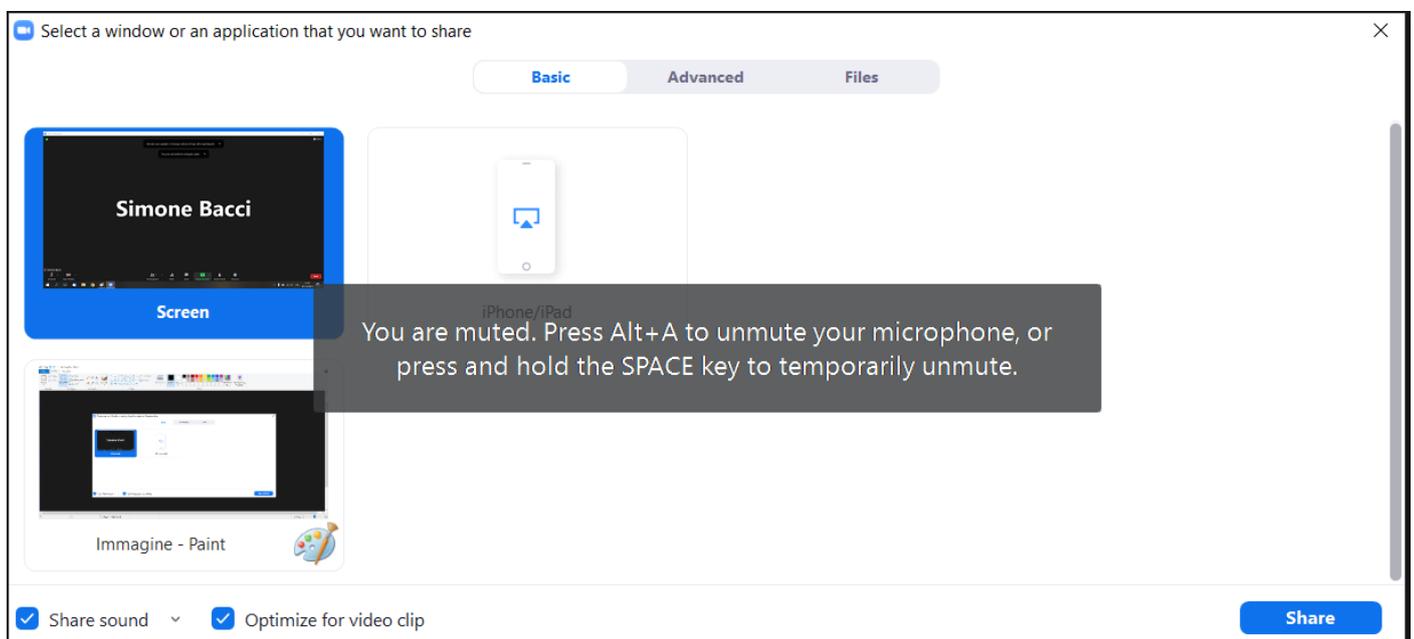
Only Presenters are allowed to use the microphone and to share their screen.

The moderators will enable these options to the Speakers, only once they show up in the Practice Room before the beginning of the session.

Before sharing your screen, be sure to tick these two options:

- Share sound
- Optimize for video clips

See the image below:



Other tips:

Whova's official attendee guide: <https://whova.com/pages/whova-app-user-guide/>