



TESOL-SPAIN Online 2021 Top Tips for Attendees

Sign in through Whova. You can do this on your computer, your laptop or your phone. If you haven't downloaded the app yet, here's a link to the [download page](#).

You can use this [Attendee Guide](#) to find out more about the Whova platform. But **keep reading** for specific tips for joining and making the most of the live sessions.

FINDING YOUR SESSION

Go to the *Agenda* tab in the app. This is on the left-hand side on your computer, and at the bottom of the screen on your phone or tablet. Here's [a direct link](#) if you're on your computer. It's best to navigate the tabs if you're accessing on your phone/tablet.

Once you're on the *Agenda* tab, scroll through the dates at the top of the screen. You can use the *Full Agenda* tab or personalise *My Agenda*.

Find the date and the time of the session you're interested in. Click on *View Session* and you will see all the sessions available at that time. Choose the session you're interested in and again click on *View Session* to enter the session.

IN THE SESSION

Once you're in the session you have various viewing options.

On a computer: you will see the screen with the presenter and slides in the centre of your screen. To the right you will see tabs for the Q&A, chat and community. If you want to maximise the slides on the screen, choose "full screen" in the view tab in the top right hand corner of the screen. However, when you choose this set-up you won't be able to see the chat, and you'll need to exit full screen to see that chat again.

On a phone/tablet: you can swipe between different viewing options and the chat and Q&A options will be anchored to the bottom of your screen.

As with most tech problems, the go-to solution is to refresh your screen (on the computer) or leave and come back in. There will be monitors in the chat who can answer questions, and a Q&A box to address questions to the speakers.

(Note: If you have registered for homologación, please look out for another tipsheet coming your way soon!)

Thank you for joining us and we hope you enjoy our first online annual convention!

#TESOLSPAINonline2021