

Download Whova	Web: https://whova.com/portal/webapp/arhaa_202603/ Mobile: https://whova.com/portal/arhaa_202603/?source=download_page
Sign in to Whova	<ol style="list-style-type: none"> 1. Enter the email you used for Horizons registration and create a password 2. After logging in, edit your profile. 3. When done you should be taken to the Horizons Conference page. If not, search for the Horizons event and click join.
Participating in a Session	
1. View the agenda and plan your schedule	<ol style="list-style-type: none"> 1. Find the Agenda at the bottom of the screen 2. At the top of the screen, select the day you want to view. 3. Browse or search for sessions on the top bar 4. Once you find the session you want, tap on it 5. If the session has not occurred yet, you can click “Add to My Agenda” to put the session on your own personal agenda.
2. Access session videos	You can watch videos (if available) directly through the agenda item. Once you’ve accessed the agenda item, click on Recorded Video.
3. Use session Q&A	<ol style="list-style-type: none"> 1. Option 1: On the session detail page, tap the Q&A button; on the next page, view existing questions, vote on the questions you are interested in, or click “Ask a Question” to ask a new one 2. Option 2: On the event main page, tap “Session Q&Q” button; find the session you want to ask questions in, and tap on it.
Using Whova to network	
1. See who is attending the event	<ol style="list-style-type: none"> 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 and 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 be interested 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.
2. Join discussion on community board	<ol style="list-style-type: none"> 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, 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.
3. Start or join a virtual meetup	<ol style="list-style-type: none"> 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” 3. 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.
Check-in at the conference	Check-In at the registration table, pick up your badge and pick up your swag bag.
Explore other buttons	Explore the Photos, Speakers, Exhibitors, ALL_INFO, Documents, Floormap, Polls, PosterVote, and WhovaGuide buttons on you own. If you have questions, check the CONFERENCE INFORMATION section on our Website: https://aacnhorizons.nursingnetwork.com/ or use the <i>Ask the Organizers Anything</i> topic under the Community tab in Whova.

Before the Conference	
1. Register for the conference	Even if you plan to register on the day of the conference, please register through the Website before hand. See Conference Registration on our Website: https://aacnhorizons.nursingnetwork.com/
2. Register for a hotel room	Register for a hotel room if you are staying at the hotel. See Book a Room under the CONFERENCE INFORMATION section of our Website: https://aacnhorizons.nursingnetwork.com/ for details
3. Download Whova	Web: https://whova.com/portal/webapp/arhaa_202603 Mobile: https://whova.com/portal/arhaa_202603/?source=download_page
4. What to do with Whova	See other side
5. Print stuff (If you want to)	<ol style="list-style-type: none"> 1. A paper copy of the Agenda/Personal Attendance Record will be in your swag bag. If you want to look at it ahead of the conference go to the CONFERENCE INFORMATION menu item on our Website: https://aacnhorizons.nursingnetwork.com You will find a copy under the heading <i>Attendee Conference Information</i>. Download the interactive copy. 2. Print Handouts ahead of time if available. They will be attached to the session descriptions in Whova. Use the web version of Whova for best results in printing.
6. Bring a notebook	<ol style="list-style-type: none"> 1. Bring a notebook to take notes. There is no printed Proceedings Manual.
At the Conference	
1. Check-in	See other side
2. Use Whova	<ol style="list-style-type: none"> 1. To find locations (Maps) 2. To follow the agenda 3. To ask questions 4. To respond to polls 5. To receive announcements 6. To see Exhibitor Showcase and claim promotional offers 7. To participate in the community 8. See other side
After the Conference	
1. Get your CEUs	<ol style="list-style-type: none"> 1. See <i>Conference Session Handouts</i> under the CONFERENCE INFORMATION menu item on our Website: https://aacnhorizons.nursingnetwork.com or under the Handouts button in the Whova app
2. Review the handouts	<ol style="list-style-type: none"> 1. See <i>Conference CEs</i> under the CONFERENCE INFORMATION menu item on our Website: https://aacnhorizons.nursingnetwork.com or under the CEs button in the Whova app
3. Access recorded material. (If we have any)	IF there are any sessions either pre-recorded or recorded during the live session, those recordings will be available to all in-person and post-conference attendees via Whova until June 26, 2026. The recordings will be attached to their relevant session in Whova. Access the recording by selecting the session and invoking the “Recorded Video” link.