



Attendee Instructions to Navigate Twelfth Annual District Conference Virtual Website

Step 1: GAINING ACCESS TO CONFERENCE WEBSITE

- Click on the link below to gain access to the conference website.
- https://whova.com/portal/webapp/dcovi_202201/sign_in/

A screenshot of the Whova sign-in page. The page has a dark blue background with a white sign-in form on the right. The form includes fields for Email (tamika_scott@vid.uscourts.gov) and Password (masked with dots). Below the password field is a "Forgot your password?" link and a blue "Sign in" button. At the bottom of the form is a link that says "Don't have an account? Sign up here" with "Whova Virtual Conference Platform" below it. A green arrow points to the "Sign up here" link. On the left side of the page, there is a white box with the Whova logo and the text: "The District Court of the Virgin Islands Twelfth Annual District Conference January 18, 2022".

- Click on “Sign up here”.
- Use the same email that you provided during the registration process.
- Once this is completed, you will be redirected to the conference website.

Step 2: ACCESSING INDIVIDUAL PRESENTER SESSIONS

- Once you are logged into the conference website, click on the “agenda tab”.

The District Court of the Virgin Islands Twelfth Annual District Conference
Jan 18, 2022

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Tue Jan 18

8:15 AM

Welcome
OPENING REMARKS
8:15 AM - 8:30 AM
Speakers: The Honorable Robert A. Molloy
View Session Add to My Agenda

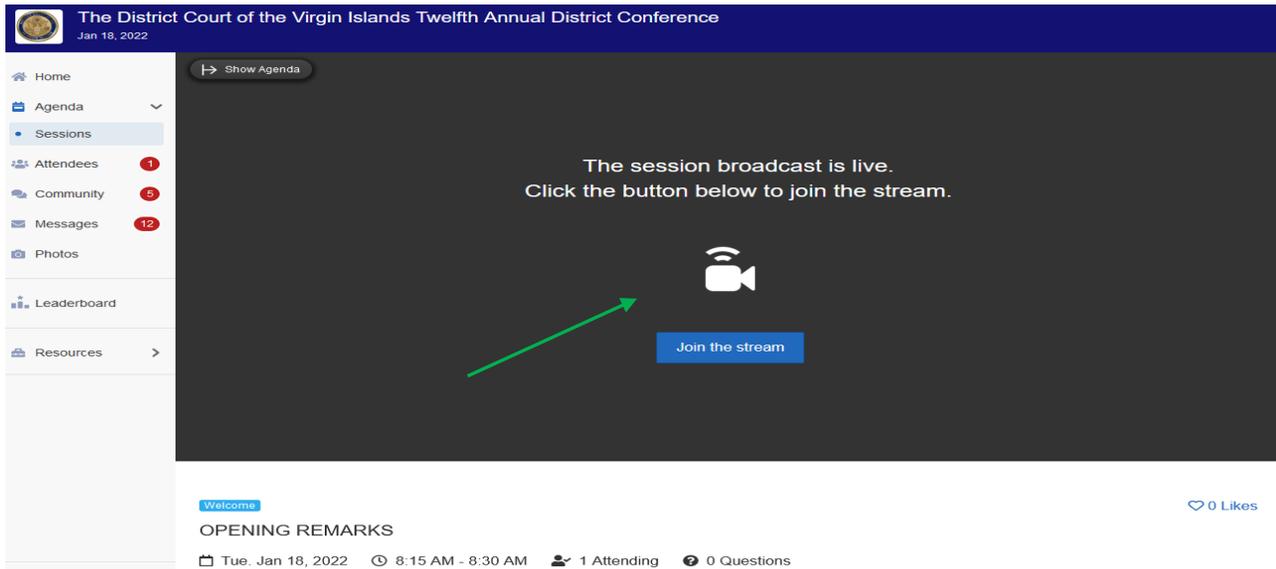
8:30 AM

Track 1
SUPREME COURT ROUND-UP (2 CREDITS)
8:30 AM - 10:10 AM
Speakers: Erwin Chemerinsky
View Session Add to My Agenda

- Look for your respective session and click on the heading. This will redirect you to view the live stream.
- Each session has a separate link for access.

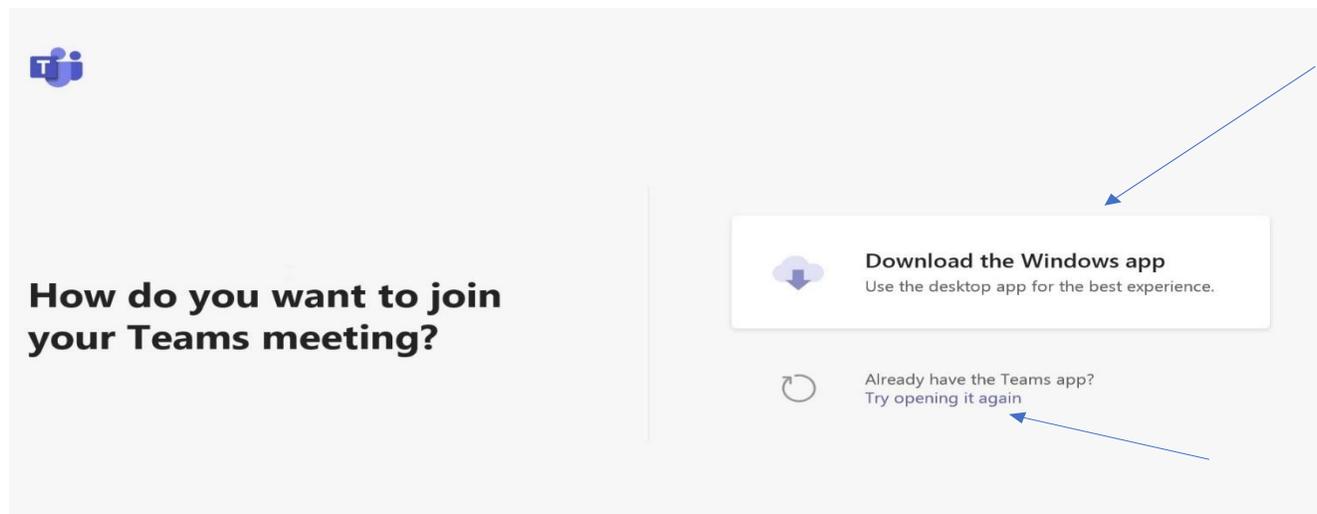
Step 3: ACCESSING INDIVIDUAL PRESENTER SESSIONS (cont.)

- Click on the “Join the stream” button.
- The “Join the stream” link will redirect you to the Microsoft Teams meeting.



***Please Note: We advise that you download the Microsoft Teams application prior to the day of the event to ensure access.**

- If you experience any issues, click the “try opening it again” button.
- Please ensure that you download the program prior to the conference by clicking on the “download the Windows app”.



Step 4: ACCESSING MICROSOFT TEAMS TO PRESENT

- Select the appropriate audio and video settings.
- Ensure the heading matches the correct session that you are joining.
- Click the “Join now” button.

