

THE E-CIGARETTE SUMMIT

Science, Regulation & Public Health

Virtual Event • 2 - 3 December, 2021



Getting the most out of The E-Cigarette Summit

While we would ideally love everyone to be able to join us for the live event, we appreciate that multiple time zones and challenging schedules means that joining the Summit for the duration in real time may be difficult for some, so we have designed the agenda to work as individual sessions which can be **viewed on demand from Tuesday 30 November**. The live panel and Q&A sessions will take place as per the agenda, but you will have an opportunity to submit questions in advance to the panels and watch later on playback if you are not able to join in real time.

This guide will help you if you're unsure of how to submit a question and also covers the networking capabilities of the online platform we're using. If you are registered for the Summit, but are having trouble accessing the Summit – please see the information on the event access page, [here](#).

1. Ask a question

You can ask a question in the live stream Q&A box, or against a recorded presentation. Select “ask a question” against the session you're watching and type your question in (you can also see others questions, and vote for those you'd like to see answered.) Or, you can select “Session Q&A” to view all sessions against which you can add or view questions. All questions will be collated and a selection of questions addressed in the live panel debates at the Chair's discretion.

The screenshot shows the interface for 'The Virtual E-Cigarette Summit 2020' (Dec 3 - 4, 2020). The main navigation menu on the left includes 'Home', 'Agenda', 'Attendees', 'Community', 'Organiser', 'Messages', 'Session Q&A' (circled in red), 'Video Gallery', 'Speakers', 'Whova Guides', 'WHOVA', 'Feedback to Whova', 'Organizer Tips', and 'About Whova'. The main content area displays 'Session 1: Science and Evidence' with the title 'The latest Cochrane review of electronic cigarettes for smoking cessation: key conclusions and comparisons with existing policy'. The speaker is identified as 'Jamie Hartmann-Boyce', Managing Editor, Cochrane Tobacco Addiction Group & Senior Research Fellow, University of Oxford. The 'Ask a question' button at the bottom right is also circled in red. The top right corner shows 'Sponsor level: Organiser' and 'Smooth Events'.

2. Networking with attendees

There are several ways in which you can network virtually with other attendees.

The **Attendees** tab shows all attendees –scroll through or use the search function to find attendees by keywords. You can send a message using the message button, it will appear in their “**Messages**” tab – and messages sent to you appear in your messages tab, attendees will only see them when they’re in *Whova*.

The screenshot shows the Whova interface for 'The Virtual E-Cigarette Summit 2020' (Dec 3-4, 2020). The left navigation menu has 'Attendees' and 'Messages' circled in red. The main content area displays a grid of attendee profiles, each with a 'Send Message' button. The 'Send Message' button for Dominic Compagnone is also circled in red.

The **Community** tab allows you to post a new discussion topic, or respond to existing topics. You can follow any topics you want to stay up to date with. We have already created an “article sharing” topic, for sharing new research and insights – you can add additional, relevant and appropriate topics to engage with other attendees.

The screenshot shows the Whova interface for 'The Virtual E-Cigarette Summit 2020' (Dec 3-4, 2020). The left navigation menu has 'Community' circled in red. The main content area shows a list of community topics. The 'Add a topic or social group' button is circled in red. The 'Suggest a Meet' button in the 'Meet-ups' section is also circled in red.

The community tab also enables you to set up a **virtual meet-up**. Clicking this button takes you to a pop-up box and allows you to complete the meeting details enabling you to either insert a zoom meeting link, or to use Whova’s built-in video-conferencing – Jitsi. If you choose this option you and any attendees joining would need to download a chrome extension – just follow the instructions it’s very simple. Other attendees can see your virtual meet in “Meet-ups & Virtual Meets” and can RSVP or, if your meeting is live they can join the meeting room. Again, please use this functionality with respect of other attendee’s times – and only set up virtual meets during networking breaks. Also bear in mind that some attendees may not be following the live content and so may not be currently in the Whova app, to meet.