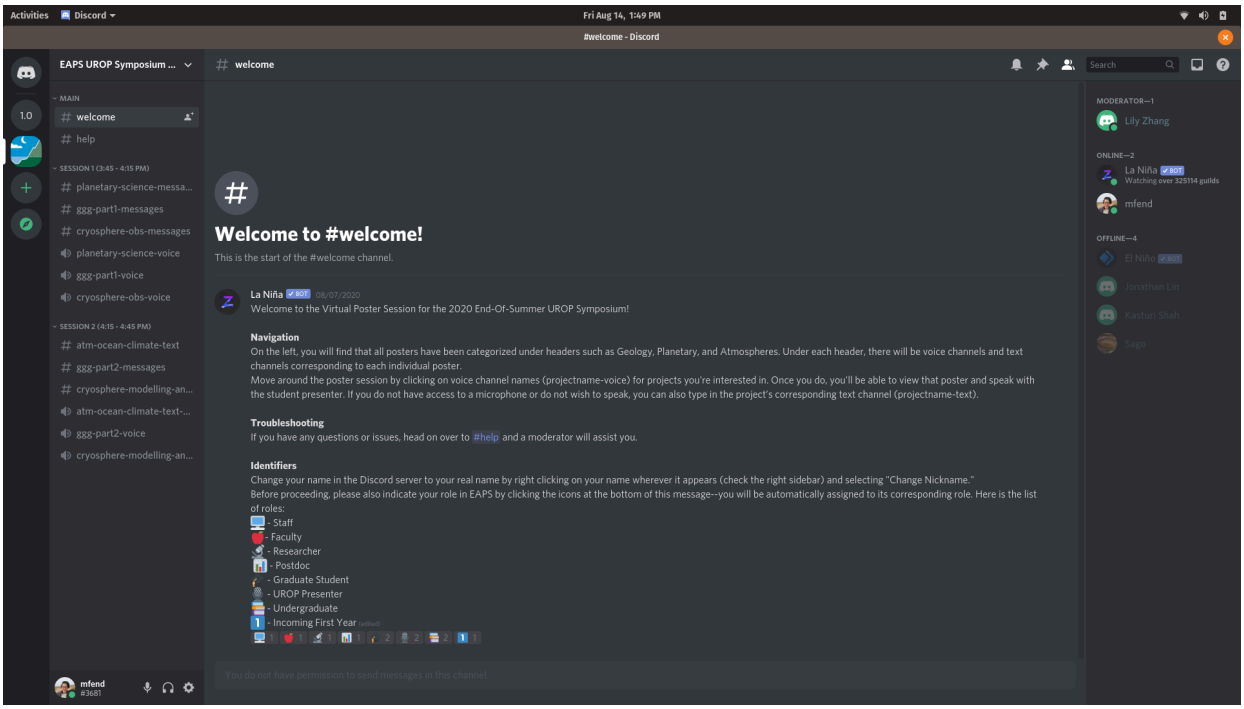
NB: information specific to presenters can be found at the bottom of this document

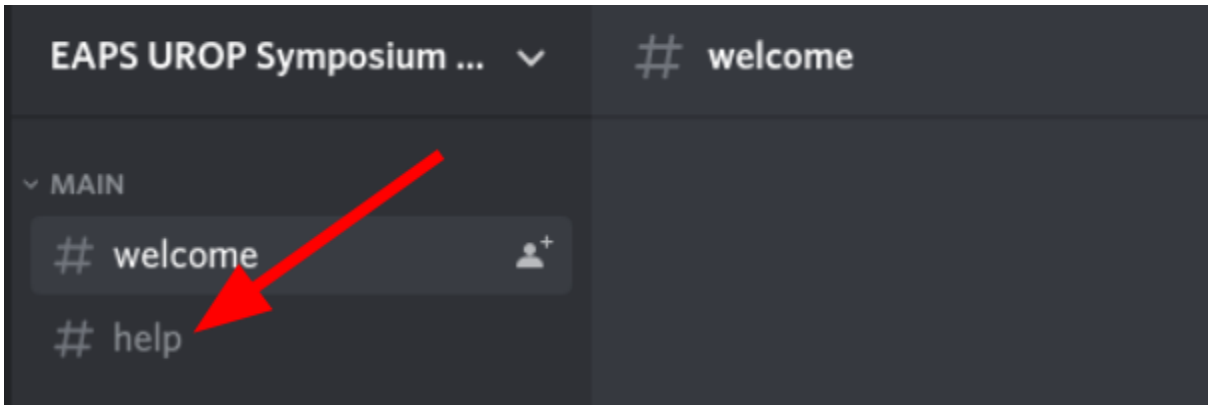
Getting Started

In order to join the discord server for the poster session, click the supplied link. (https://discord.gg/Tj7XQyy)

This should bring you to a page that looks something like this:

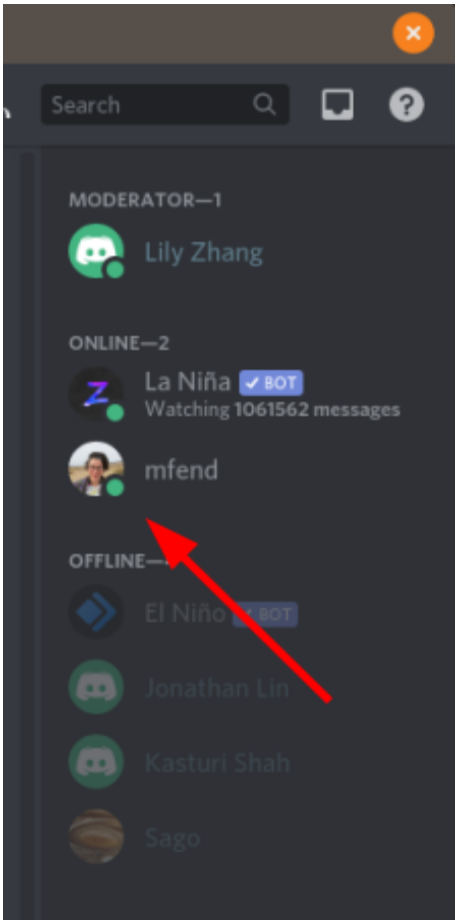


This page has some information about navigating Discord, that will be covered in more depth in this manual. If you find yourself completely lost, click on the #help at the upper left, type in the problem you are having, and someone will assist you.

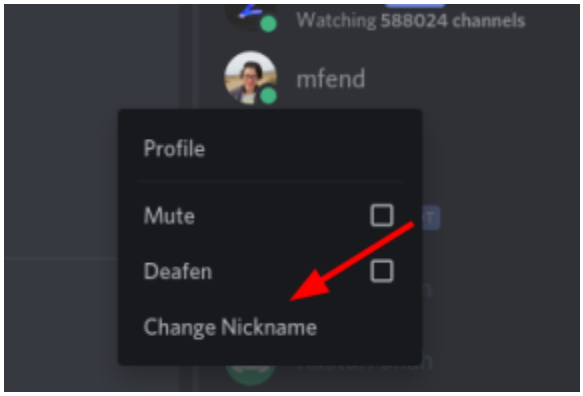


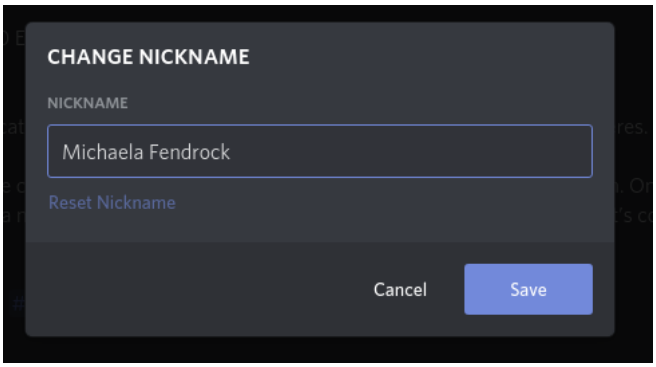
Identifying Yourself

At the upper right you should see your name listed with the participants of the discord:

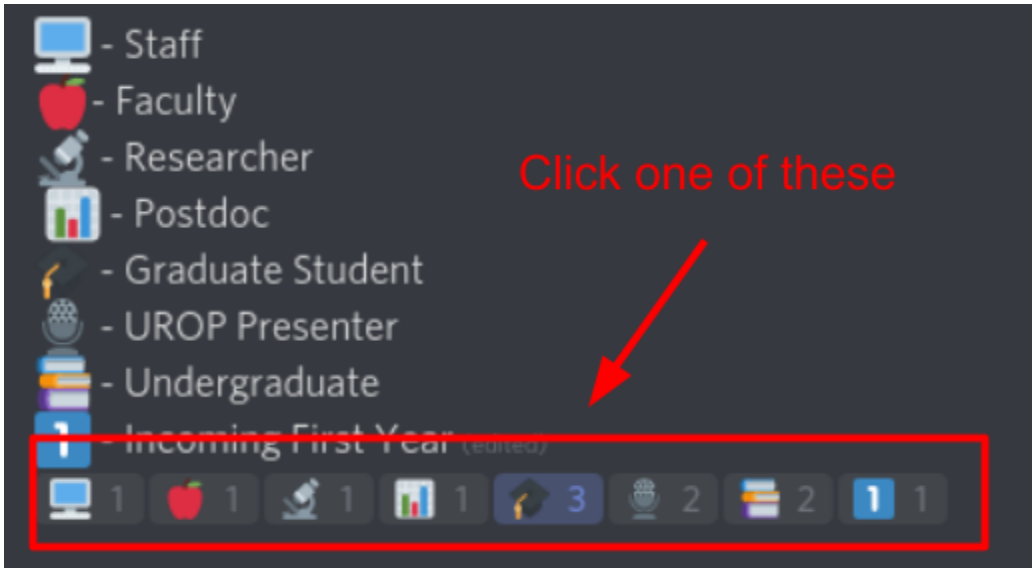


Right click yourself to change your nickname (in my case “mfend”) to your full name:





You should also click one of the pictures on the #welcome channel to identify your role:

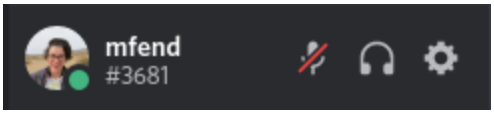


Speaking, hearing other people

At the lower left, you will see your username (will not change to your full name) with a couple more options:

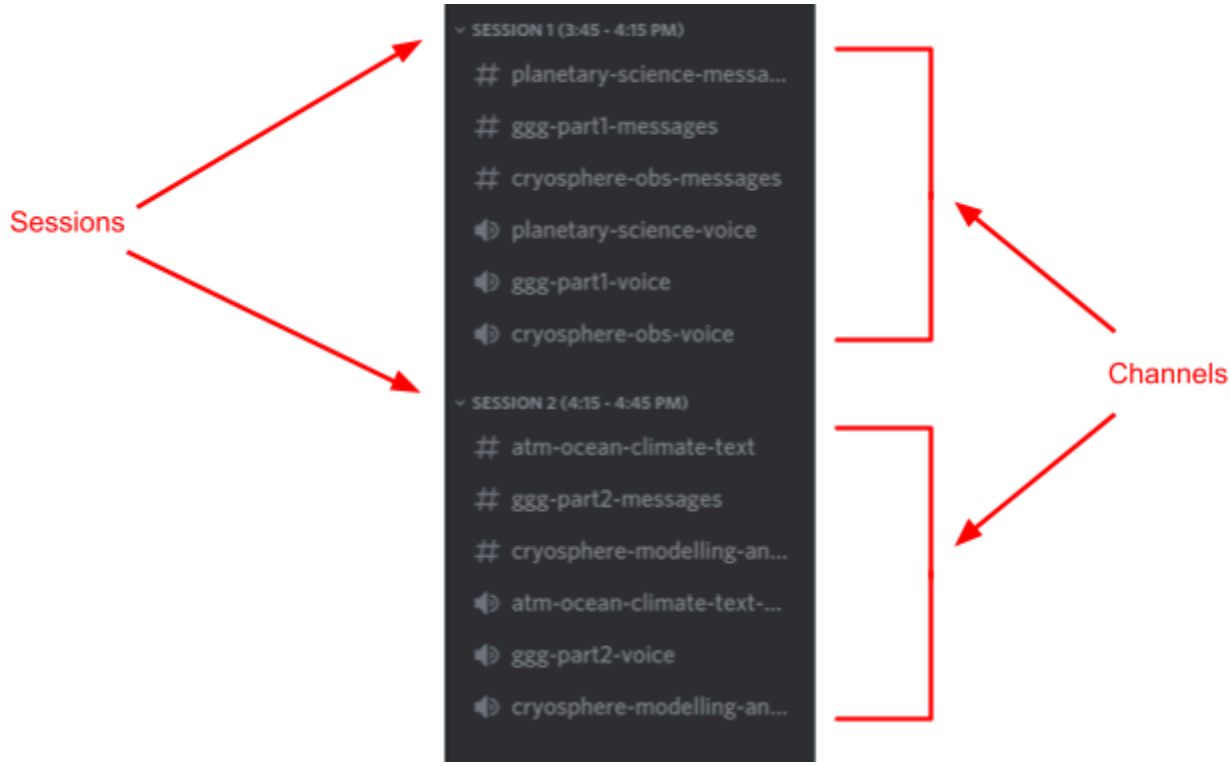


Click on the microphone to make it so people can or cannot hear you, and the headphones to make it so you can hear everyone else. In the above screenshot, everyone can hear me and I can hear everyone. If you are not speaking, you will not want people to be able to hear you. This will look like this:



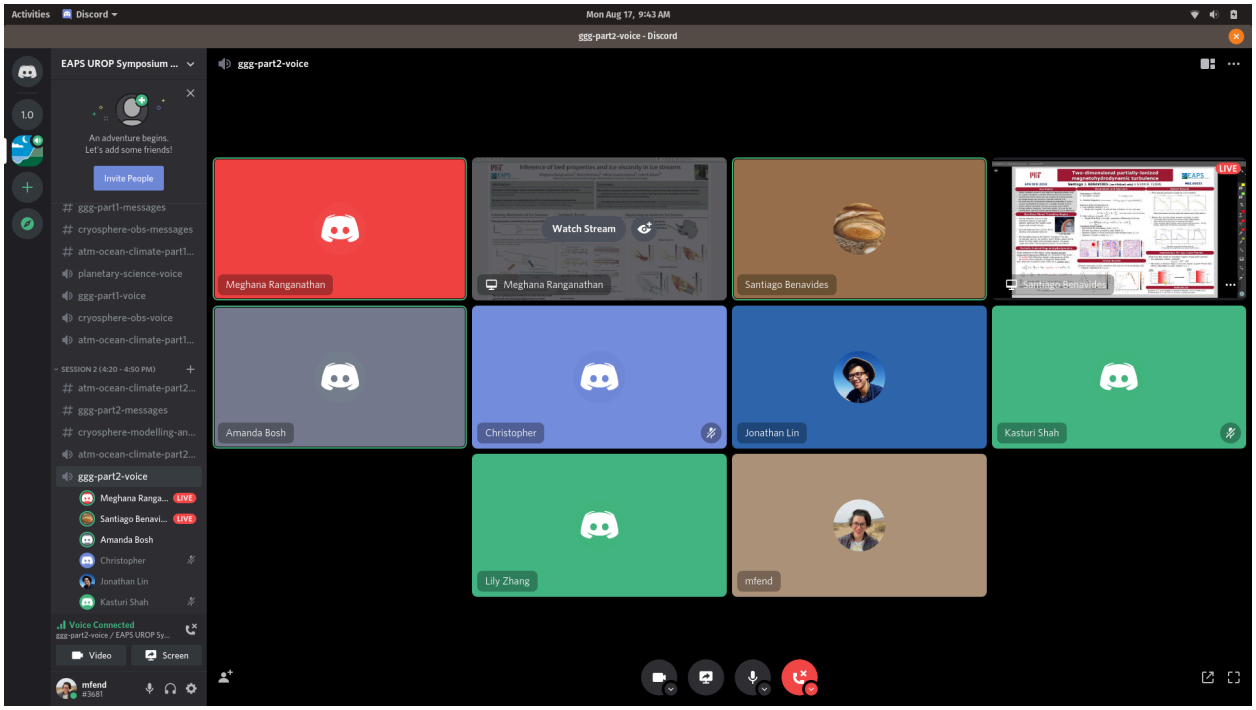
Navigating the Server

On the sidebar on the left you will see two sessions, each of which has “channels” listed under it:

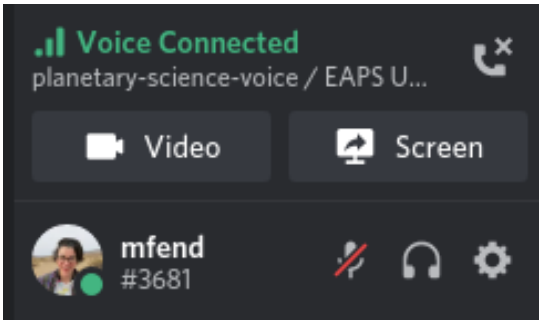


The channels identified with “#” are text channels. In these channels, you will be able to type your questions and read what other attendees have commented.

The channels that start with "🔊" are voice channels, this is where audible discussion will happen. When you join a voice channel, you will see the participants in a grid like this:

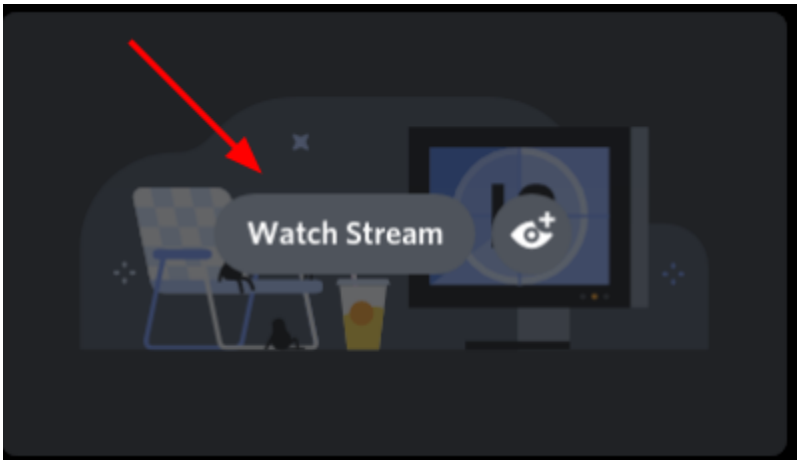


You will also have the option to turn on your video or share your screen:

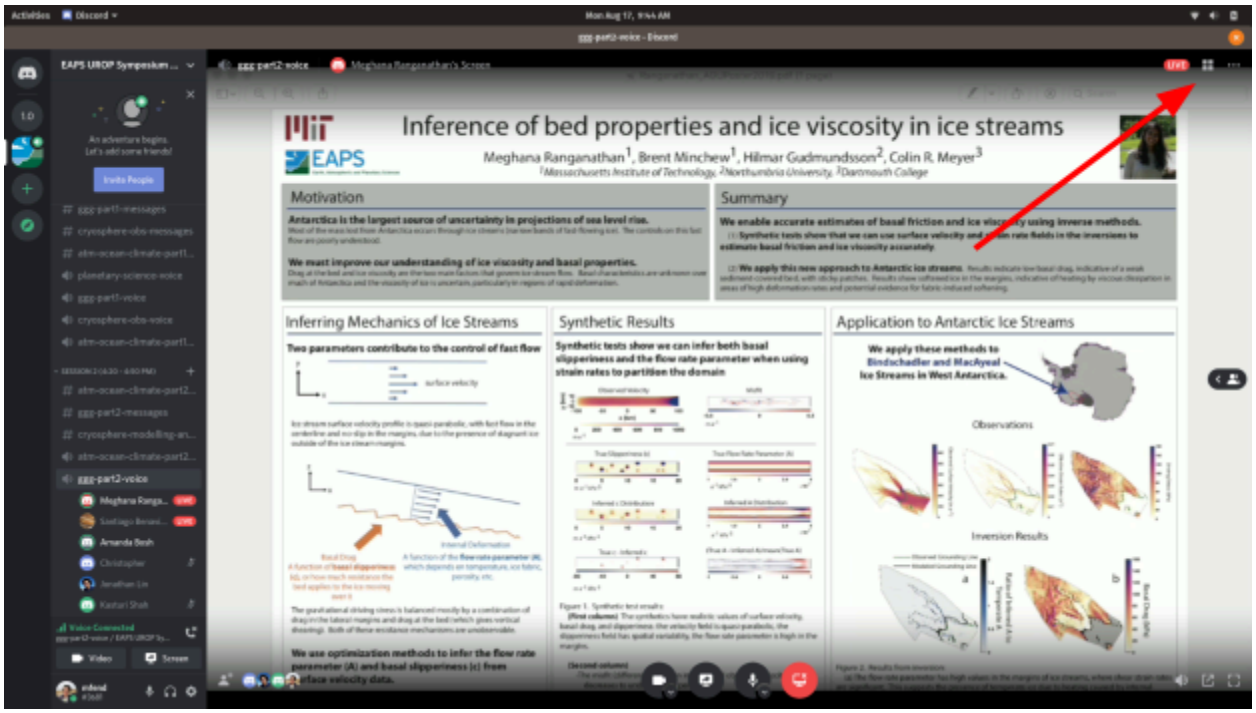


We ask that you not do that so as to save bandwidth for presenters.

Presenters will be sharing their screens to show their posters. To view the posters, click “Watch Stream”:



This will bring their poster to the front, looking something like this:

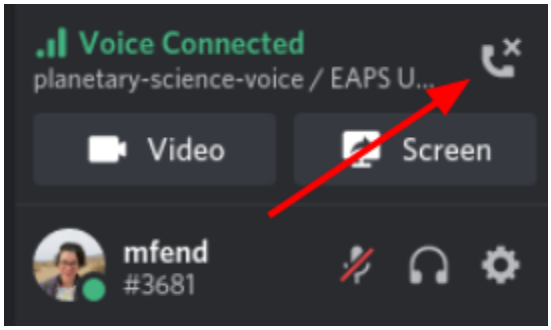


You can toggle away from the poster and back to the grid of all participants by clicking the grid symbol at the upper right (as indicated in the screenshot above).

When you are in a voice channel, you will be able to move freely to text channels uninhibited.

To move to a different voice channel, simply click on the channel you would like to enter.

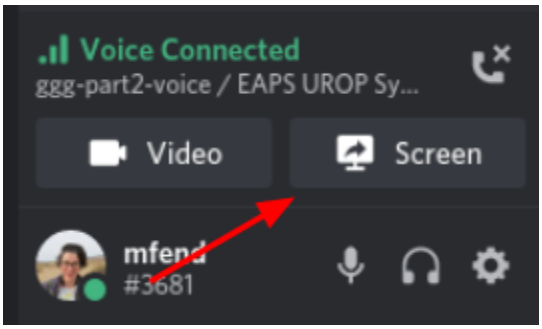
If you would like to leave all voice channels, click on the phone with the “x” at the lower left of your screen:



<u>Information for Presenters</u>
Congratulations presenters!

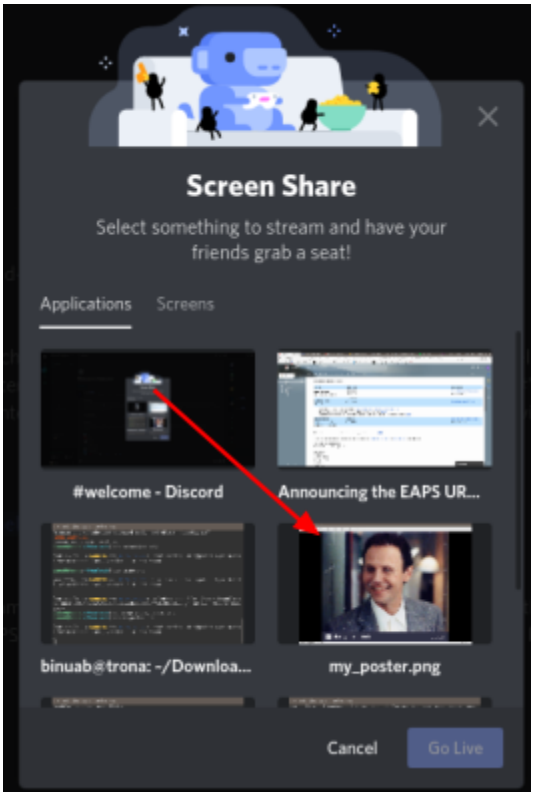
For the poster session, we ask that you come 5-10 minutes early to get oriented, *especially if you have not used Discord before*. The information above is pertinent to you, so we ask that you read it through and familiarize yourself with the server.

When you arrive, join the voice channel for your session as described above. At the lower left, you will then have the option to share your screen:

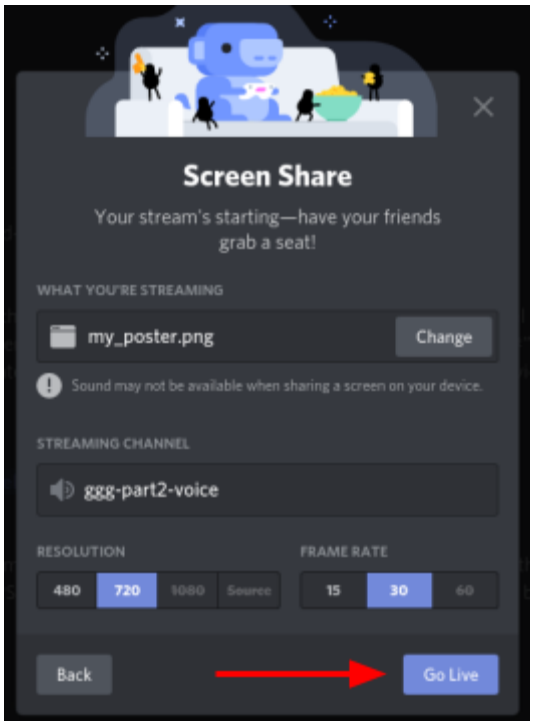


Click this button.

You will get a pop-up asking you to select an application. Select your poster:



This will lead you to a list of options. Feel free to stick with the defaults and click “Go Live”:



Your screen will now be shared to the Discord channel. You can navigate the poster on your computer (e.g. zoom in on a section) and the participants of the channel will see what you see.

If you are having problems, either reach out to one of the moderators of the server or put your question in the #help channel.