

Organizing a Networking Event in Spatial.io – Step-by-Step Guide

Creating and Configuring a Space in Spatial.io

Create an account and log in: Go to Spatial.io and create a free account (provide email, username, etc.). Make sure you have a verified account and configured avatar.

Create a new space: After logging in on a computer (space creation is only possible in a desktop browser), click the + New Space button in the upper right corner of the main page. A dialog box will appear with a list of space templates. Choose a template suitable for your event – e.g., a ready-made gallery template (for an art exhibition) or event hall. Spatial offers many free templates (e.g., Isle Gallery for art galleries) as well as premium templates (requiring a paid plan). You can also choose a blank space (Create a blank space), but using a ready template will make getting started much easier.

Name and customize the space: Give your space a name (e.g., Networking VR Event) and a short description. Consider matching the decor to the event's character – you can add decorative objects (e.g., stage, furniture, company logo) through the Add Content menu (+ icon in the top menu) or simply by dragging your own 3D files/images into the browser window. If you're using a gallery template, set images on the walls; if it's an event stage – make sure there's space for a "screen" for presentations and concerts.

Space access settings: Before inviting guests, configure space privacy. Click the Share button in your space to open the sharing panel. You have several access options to choose from:

- **You and invited users only** – only you and invited people (private, closed event).
- **Anyone with the link** – anyone who has the link can join (public, open event).

Choose the option that's right for you. If you're planning an open event, set Anyone with the link so participants can easily join via the link. For a closed event, choose You and invited users and invite participants individually (described below).

Space editing permissions: By default, a new space has View Only mode – other users can view but not add or edit content. During preparations, you can temporarily change the setting to Can Edit (in the Share panel) for yourself and co-organizers to be able to add elements (e.g., graphics to the gallery). Note: If you're collaborating with speakers or artists, you can give them editing permissions for the time they're setting up their materials (e.g., slides, images). When the space is ready for the event, set View Only again for guests to secure the content – this will prevent accidental moving of objects or adding unwanted content by participants.

Participant limit: Remember that the number of people who can be in the space simultaneously depends on your subscribed plan (tier). Free spaces have limitations (e.g., up to several dozen people – check current limits on Spatial.io), so if you expect a very large audience, consider upgrading to a Pro or Business plan, which increases the participant limit. Alternatively, you can prepare several instances of the same event or stream the event to external platforms (e.g., YouTube) for additional viewers.

Adding a Screen with YouTube Stream (Presentation or Concert)

Example concert scene in virtual Spatial.io space – participants as avatars watch a live performance on a large screen. In Spatial, we can embed video streaming (e.g., YouTube) inside a virtual hall so participants can watch a lecture or concert together. This is done using the Screen Share function in the browser – it allows streaming any browser tab or application to the space. Below is a step-by-step description of how to do this:

Prepare the stream: Make sure the speaker or DJ/host who will be playing music has a ready link to the YouTube stream. It's best if the person responsible for sharing video uses the Chrome browser, as only Chrome supports sharing audio from a tab. Before the event, it's worth testing playback – e.g., play any YouTube video in a private space and check if the sound is audible.

Share screen with YouTube: Enter your space (as host/organizer), open the main menu (three dots icon ... in the upper corner) and click Screen Share. The browser will ask what you want to share – choose the tab with YouTube open (Chrome tab with your stream). Be sure to check the "Share Tab Audio" option before starting – this way participants will hear the sound of the lecture/concert. Then confirm sharing. Spatial will display your screen as a large rectangular virtual screen inside the space, visible to everyone present.

Screen setup in space: After starting sharing, you'll see a "screen" with your browser tab content in the space. Move and adjust the screen to the appropriate place – e.g., on stage or wall. Click on the screen to select it, then drag it to the right place. You can use handles/scale to resize the screen. After setting, click the lock icon (Lock) on the toolbar to lock the screen in place – this will prevent accidental movement. If you plan several different streams (e.g., concert after presentation), you can simply change the content played on screen during the event (e.g., open another YouTube link and share again) or share a second screen from another computer (Spatial allows multiple simultaneous screens from different users, though it's worth avoiding excess to not overload the connection).

Audio and video quality: For the best effect, set high stream quality. The person sharing the screen should have a stable internet connection. In Spatial options (Settings > Screen Share menu), you can adjust the quality of shared image – 1080p and 60 frames per second are recommended for smooth video. Also make sure no one else is speaking through the microphone during playback – good practice is muting the microphone by the presenter during video play (sound comes from the video anyway). If the screen is the only audio source,

consider disabling Spatial Audio Falloff (about this below) so everyone hears the stream regardless of distance.

Presentation/concert flow: When you share video as a host, you control playback (pausing, scrubbing) in the browser – everything you see on your tab, participants see on the VR screen. Announce to participants that you're starting the projection and remind them to possibly mute their microphones. After the presentation or concert ends, you can close sharing (click "X" on the virtual screen or turn off Screen Share) – the screen will disappear from the scene. You can then move to the next part of the program (e.g., Q&A session or networking break).

Tip: To prevent participants from accidentally interrupting the stream, you can set Restrict others to view only mode in Host Tools before starting the presentation – this will limit guest permissions to viewing only, blocking e.g., the ability to add their own screens or objects. This way the stream will be safe and you'll maintain full control over the presentation flow.

Preparing a Virtual Art Gallery

Example art gallery in Spatial – digital paintings are arranged on walls that participants can view and discuss together. Virtual galleries in Spatial.io allow presenting images or digital artworks in an immersive way. You can organize an exhibition of works as part of a networking event – participants, walking through the space, will see graphics on virtual walls and talk about them. Here's how to prepare such a gallery:

Choosing gallery space: If your event includes an artistic part, it's worth using a template designed for a gallery (e.g., Isle Gallery or Obsidian Gallery available in Spatial). Such a space already has appropriate walls/panels for exhibition. If you used a different template (e.g., conference room), no problem – you can still add images to any surfaces (walls, screens) or place them as standalone boards.

Preparing files: Collect digital copies of artworks you want to present (JPEG/PNG images, etc.). It's recommended that files not be too large – Spatial supports JPEG, PNG graphic formats up to ~10 MB, so maintaining reasonable resolution will ensure quick loading. Since VR space is a three-dimensional environment, consider image proportions – e.g., whether they'll be in portrait or landscape orientation – and prepare them in appropriate quality.

Uploading images to Spatial: Make sure you have edit mode enabled (if you're the space owner, you have the right to add content; if someone is helping you, give them Can Edit permissions as described above). To insert an image, use the + menu (Add Content > Upload) and select a graphic file from disk or drag the file directly into the browser window with the open space. After a moment, the image will appear as a flat rectangle inside the space. Insert more images the same way. All uploaded files are available in the Content panel, so you can reuse them in this or other spaces.

Artwork arrangement: Click on the image moved to the space to select it – you can now move and scale it. Place the image on the wall: when you bring it close to a surface, it should

automatically adjust (stick) to it. Set appropriate height (at avatar eye level). Repeat for all works, creating an arrangement like in a real gallery. If an image should stand alone, consider placing it on a virtual pedestal or easel (you can import a 3D furniture model or use ready ones in the gallery template).

Adding frames and descriptions: For better effect, add virtual frames to images. Spatial allows framing works – click on a given image and in the tools menu look for Frame option or similar (will appear if the function is available for that file). Choose a frame style that matches the work's character. You can also add small plaques with descriptions next to works (e.g., as simple text fields or images with text). Descriptions can contain the work's title, author, year, etc. – this will make gallery touring more attractive.

Test and optimize: Walk your avatar through the gallery and check if images are clearly visible and load correctly. Pay attention to performance – too many heavy files in one space can reduce smooth operation. If you notice delays, consider limiting the number of exhibits or dividing the gallery into several smaller rooms (in Spatial you can connect spaces using portals, but this is an advanced option not required for small exhibitions).

Secure gallery from changes: When all works are already arranged and the event is about to start, block editing possibility for guests. Make sure again that the space is set to View Only for other participants. This way no one will move or delete your images during the event. In Host Tools you can also disable Allow adding content option for guests to prevent adding their own objects by the audience.

Inviting Participants and Sharing the Space

Now that your space is prepared (stage ready, gallery arranged), it's time to invite participants and enable them to join the event.

Generate space link: Enter your space on Spatial and click Share. In this panel you'll find the link to your space. If you have access settings on Anyone with the link, just copy this link and pass it to participants (e.g., by email or through social media). Participants will join the event through browser (or app) after clicking. If the space is in private mode (You and invited users), you can add participant email addresses in the same window (Invite by email field) and send invitations. Then only invited people will get access, and the space will appear in their Spaces tab.

Invitation distribution: Send event information with appropriate advance notice. It's best to send participants a direct link to the space and brief instructions: e.g., remind them to create a Spatial account (so they can fully participate in the meeting) and recommend using headphones/microphone. You can also inform that the event works on computer, mobile devices and in VR (Oculus/Meta Quest through Spatial app). For convenience of logged-in participants – after clicking the event link, the space will be added to their account and visible on the list

(Recent or Jump Back In tab). On event day, they just need to enter the received link (or find the space on the list) and join.

Public or private: If you're organizing an open event, you can make the space public. In the Share panel there's a Publicly list your space option – when enabled, your space will appear publicly in the Spatial catalog (Explore), where random people can also find it. This is a good solution when you want broad reach. However, if the event is targeted at a specific group (e.g., organization members), it's better to stay with sharing the link only to interested parties, or use email invitations to maintain intimate character.

Participant preparation: Encourage guests to test logging in and Spatial operation earlier – e.g., day before the event. You can prepare brief instructions for them: how to move avatar (W/A/S/D on keyboard or VR controllers), how to turn on microphone (microphone icon), how to use text chat. This way on event day you'll avoid delays from technical problems. If possible, offer a short test session or "open doors" before the official event start, where novices can familiarize themselves with the interface.

Moderation and Best Practices During the Event

Organizing a successful VR event requires not only technical preparation but also smooth leading and moderation during the event. Below are some tips on how to manage a networking event in Spatial.io so everything goes smoothly:

Host roles: As space creator you're by default its host and have full permissions. It's worth designating additional hosts from the organizing team – e.g., one person to help moderate chat and another for technical support. In the Host Tools menu you can use Set Hosts option and add other people (they must be present in the space), giving them host permissions. Additional hosts can also remove disruptive people or change space settings. Dividing tasks will improve event control.

Participant moderation: Keep an eye on participant behavior, especially at open events. If someone behaves inappropriately or disrupts the flow (e.g., makes noise, trolls), as host you can use the Moderate Participants tool in Host Tools to mute or remove that participant from the space. Spatial allows ejecting an unwanted person for a certain time (e.g., 1 hour), which blocks their re-entry for that period. Don't hesitate to use this to protect other participants' comfort.

Communication and etiquette: Establish communication rules at the event start. Ask participants to mute microphones (microphone icon) when not speaking to minimize noise. Inform about the possibility of using emotes and reactions (Spatial has emoji reactions and dance animations – they can liven up the atmosphere). Encourage using text chat for asking questions during presentations if it's a large group – this will help manage discussion. As host you can pin important information in chat or give voice to selected people.

Spatial Audio – conversation mode: Virtual space supports spatial audio, i.e., spatial sound dependent on distance. In Host Tools settings there's a Spatial Audio Falloff option – worth

using. Enable Spatial Audio Falloff during networking session so participants can have free conversations in smaller groups – then you only hear people standing close to each other. When it's time for joint announcements, presentation or concert, disable Falloff so speaker's sound reaches everyone regardless of distance. Such audio control will help create both intimate networking atmosphere and full hall effect during performances.

Dress rehearsals before event: Before the actual event, conduct a trial with the organizing team and speakers. Check together: whether screen with stream works (image and sound), whether speakers on stage are heard well, whether materials (e.g., slides, images in gallery) display correctly for everyone. Test different roles – e.g., someone from the team should join as regular participant (you can log in to another account or ask a friend) and confirm everything looks and sounds right from guest perspective. Check equipment: internet connection stability, microphone operation, possible VR headsets. Good idea is also preparing backup communication channel with organizers (e.g., group chat on Discord/Teams) so in case of technical problems you can quickly consult outside Spatial.

Ongoing participant support: During the event be prepared that some participants may have difficulties (e.g., can't hear sound, don't know how to move). As host try to monitor text chat – participants often write about problems there. You can also designate one host as "technical support" who if needed will approach with avatar to that person and privately advise (or write in chat directly). Patient help will increase participant satisfaction, especially those less familiar with VR technology.

Event conclusion: After all parts end (networking, lectures, concert, gallery tour) thank participants for participation. You can announce that the space will remain open for some more time if someone wants to stay and talk. If you want the event to be available after the fact, you can leave the space publicly accessible (e.g., art gallery for asynchronous touring) or record the event progress (Spatial enables screen recording or external streaming). Finally, close the space or change its status to private if it's not to be visited further.

Organizing such an event in Spatial.io may seem challenging, but using the above steps and tips, even non-technical people should manage. The key is early preparation of space and materials, testing everything, and active moderation during the event.

Sources: Spatial.io documentation: Spatial technical support materials / own experience

- <https://support.spatial.io/hc/en-us/articles/4419855279892-Host-Your-Next-Event-In-Spatial#:~:text=,he%20hosted%20in%20each%20tier>
- <https://support.spatial.io/hc/en-us/articles/360035819892-Screen-Share#:~:text=2,to%20share%20your%20screen>
- <https://support.spatial.io/hc/en-us/articles/4419855279892-Host-Your-Next-Event-In-Spatial#:~:text=.any%20unwanted%20content%20to%20space>
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