



Welcome to the 2024 SWS Student Virtual Conference in Gather.town!

Gather.town is an online platform that allows users to re-create some in-person interactions, such as viewing posters and networking. **The space will be open until after the conference (April 6th), so feel free to pop in whenever you have some free time. You will be able to explore the space and view the meeting materials and resources.**

Important Note: For the best experience, log into Gather on a desktop or laptop computer and use Chrome or FireFox web browsers. Gather does not work completely on **Safari** or from a smartphone or a tablet.

Gather does not have the option to blur your background like Zoom does, so be aware of your surroundings when you use your camera in Gather. This is a family and pet-friendly conference. “Co-workers” are welcome to join. Please mute or turn off your camera as needed.

We will have one optional session prior to the meeting to provide assistance within Gather for people presenting posters, moderating sessions, or who have not used Gather and would like more information.

You can find the following information in this document

1. [Instructions for how to Join the Gather Space](#)
2. [How Gather Works](#)
3. [Icon Explanations](#)
4. [Other Features](#)
5. [Hotkeys and Shortcuts](#)
6. [Technical Difficulties](#)
7. [Map of the EFI Space and Details](#)

Instructions for how to Join the Gather Space:

1. Go to
<https://app.gather.town/invite?token=spXkiXPETBGFCx3d4gRk>

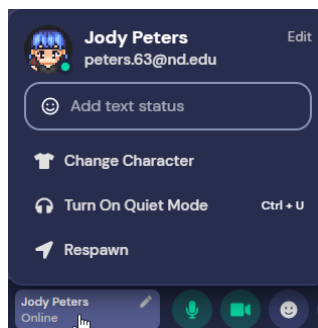


- a. **Please do not share this login information with anyone else.** If you know of other people who would like to join the meeting, have them **register for the conference** to receive the login information.
2. Enter your name, choose an avatar and outfit
3. Allow access to your microphone and camera
4. Gather has a good tutorial to help you learn how to interact in the space. Make sure to go through this tutorial
5. Join the gathering!

How Gather Works:

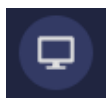
- Gather is a video chat platform that has avatars move around a map. As you get close to other avatars, your videos will pop up and you will be able to chat.
- Move around the space using the **arrow keys** or **clicking on the spot you want to go to**.
- By moving your avatar around you can have spontaneous conversations with those around you. These can be either one-on-one or small groups depending on how many people are around your avatar.
- **When you get within 5 spaces of another attendee, you can interact with them.**
- When your avatar moves closer to an interactable object, it will glow yellow and there will be a notification that shows up saying '**Press x** to interact with -object-'. This can range from informational flyers, posters, playable arcade games, integrated Zoom meetings, and more!

Icon explanation:



Click on your name to add your status, change your avatar, turn on Quiet Mode, or Respawn.

- Quiet Mode (Ctrl +U) can be used to get a moment of silence. Everyone around you (more than 1 tile) will be muted.
- Respawn will bring you back to the EFI logo near the Beach

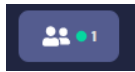
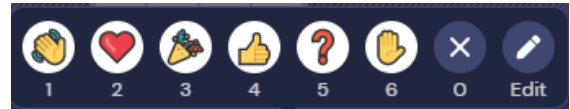




Screen share: This allows you to share your screen to individuals around you



Emotes for quick reactions. There are 6 options and they appear above your avatar for a few seconds.

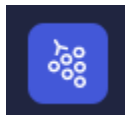


Participants: Click to see the other participants in the meeting. You can see their status or select to follow them or locate them in the space

Send chat messages



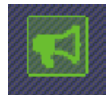
- *Individually* by clicking on their name in the participant panel
- *Locally* to the people you are video chatting with (“Nearby”)
- *Globally* to all the people in the room (“Room”)



User Settings: Go to settings to change Audio/Video settings, test your audio level input, turn on or off chat notifications



Whiteboards: There are a number of whiteboards that you can use to take notes, leave messages to post jobs or upcoming events, coordinate locations and times to meet up with others in Gather to discuss a topic, or use while networking.



Megaphones: The megaphones will be used by the Conference organizers to broadcast messages to the room.

Other features:

- Interaction distance is also sometimes altered by **designated [private spaces](#)**. This allows conversations to only include people inside that space. The working group rooms are all private spaces so anyone in those rooms will be able to interact with each other.
- Want to **full screen someone else’s video**? Just click on their video.



- Talking to a group of people in a breakout room or other private space? Click the box with two white arrows to the right of the video carousel to open the **grid view**.
- **Zoom Video Meetings:** We have added Zoom links to the Talk and Keynote rooms. When you are in those rooms/spaces, click “x” to access the Zoom link to be taken directly to Zoom.
- **Posters:** There are private spaces around each so you can talk with the presenters. Click “x” to interact with a poster. You can pan/zoom in or out to view areas of the poster more closely.
- There is a **locate feature** to find others by clicking their name in the participant panel. This will connect you to the other person by a line you can follow.
- There is also a [follow feature](#) to automatically move your avatar to follow another user. The participant panel is the bottom-most option in your toolbar on the left.
- **Private Spaces:** There are some spaces in Gather that will show the message “You have entered a private space”. This means the space is private to anyone within the space, but anyone can enter the space. In a private space, only people in that space will be able to see the video and hear the audio of other people in that space. Anyone walking by the space, but not in the space, will not be able to see the video or hear the audio of people in the space and vice versa.

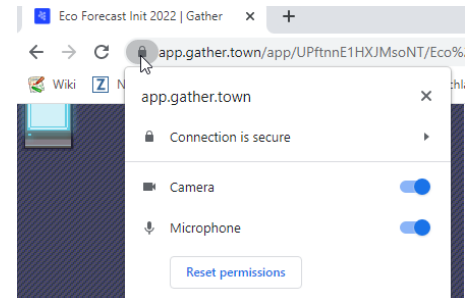
Hotkeys and Shortcuts

- Ctrl+P - Audio/Video settings
- Ctrl+U - Quiet Mode
- g - Ghost Mode - hold “g” to walk through participants if you are in a crowded space
- x - Press x to interact with an object. When you are done interacting with the object, click “x” in the upper right-hand corner of your screen
- z - Press z for a dance party!
- f - Press f to celebrate with confetti



Technical difficulties

- Refreshing the page or logging out then back in will fix most things!
- If that doesn't work, try muting and unmuting your mic and camera in Gather at the bottom of the screen.
- Check if your browser permitted camera and mic access by clicking on the padlock in the browser
- Additional troubleshooting at <https://gather.town/video-issues>



Map of the Space and Details

- **The Lobby** has computer desks with the agenda for the meeting as well as information about how to get involved in the student section and SWS resources, as well as tables and chairs to network with others
- **The Outdoor Keynote Room** is where you can access the Zoom link for the main speaker sessions (Welcome, Overview, and Keynote Talks/Q&As). The Zoom link will also be added to the Agenda during the meeting
- **The Workshops Room** has links for the Workshops sessions. The Zoom link will also be added to the Agenda during the meeting
- **The Talk Rooms** have links for the presentations. The Zoom link will also be added to the Agenda during the meeting
- **The Panel Room** has links for panels. The Zoom link will also be added to the Agenda during the meeting.
- **Local Diner and the Arcade** are locations to take a break, you can play games in the arcade, or relax and get to know others in the diner during lunch
- Finally, the **Exhibit Hall** is where you can access our sponsors for the event and chat with them!