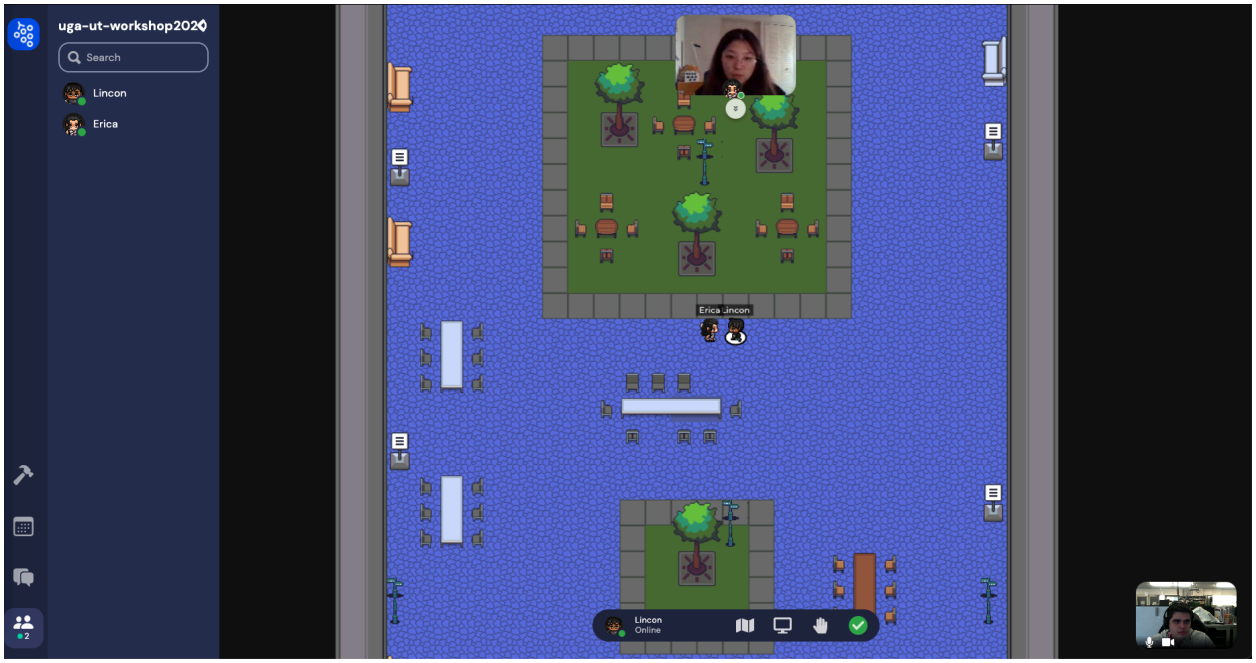
How to use the UGA & UT Workshop 2020 virtual environment

Welcome to UGA & UT Workshop 2020. This event takes place in the *Gather platform*, a virtual environment where you can explore a unique conference venue, watch presentations, and chat with other people. It is a very new tool and has a few quirks. This document is to help you with the basics so you can discover and play on your own. We all hope that you can have a great experience while participating in this event by using Gather!



What you need:

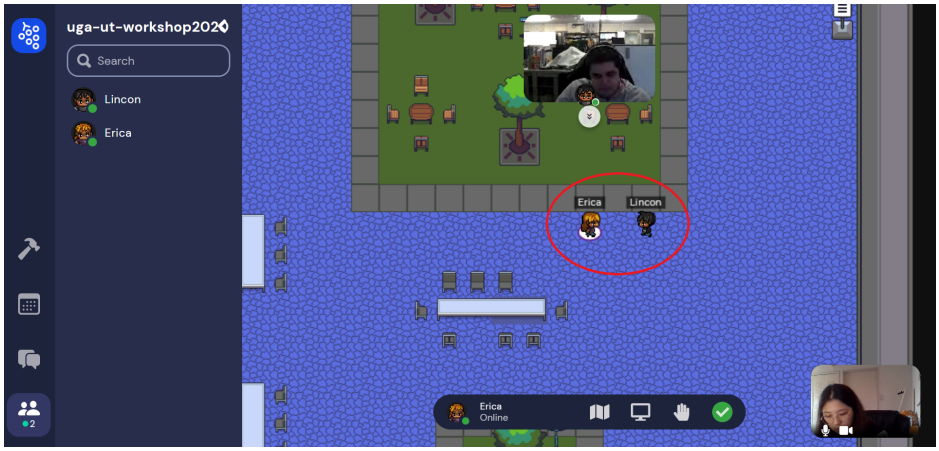
- A desktop/laptop with a mic and camera.
- A web browser (Chrome or Firefox recommended).
- We strongly recommend using headphones to help prevent feedback sound.
- That's it! There's nothing to install, no software to download.

How to join:

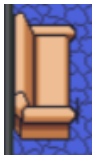
- You will be sent a link for the platform, along with the password.
- When you join the platform, you will be asked to input a nickname. We kindly ask you to use the following pattern: YOURNAME_INSTITUTION
  e.g.: Erica_UTsukuba, Mohamad_UGrenoble

How it works:

- Gather is a video chat platform where you have an *avatar* (i.e., character) and can move around a map, just like a video-game!
- To move around, use the arrow keys in your keyboard.
- As you get close to other avatars, you will see their video and you will be able to chat, just like a video-call.



- 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 you and what you set your interaction distance to be.
- When you sit at tables, sofas, or enter conversation rooms, you can interact with people even if they are further than the basic one-to-one interaction distance.

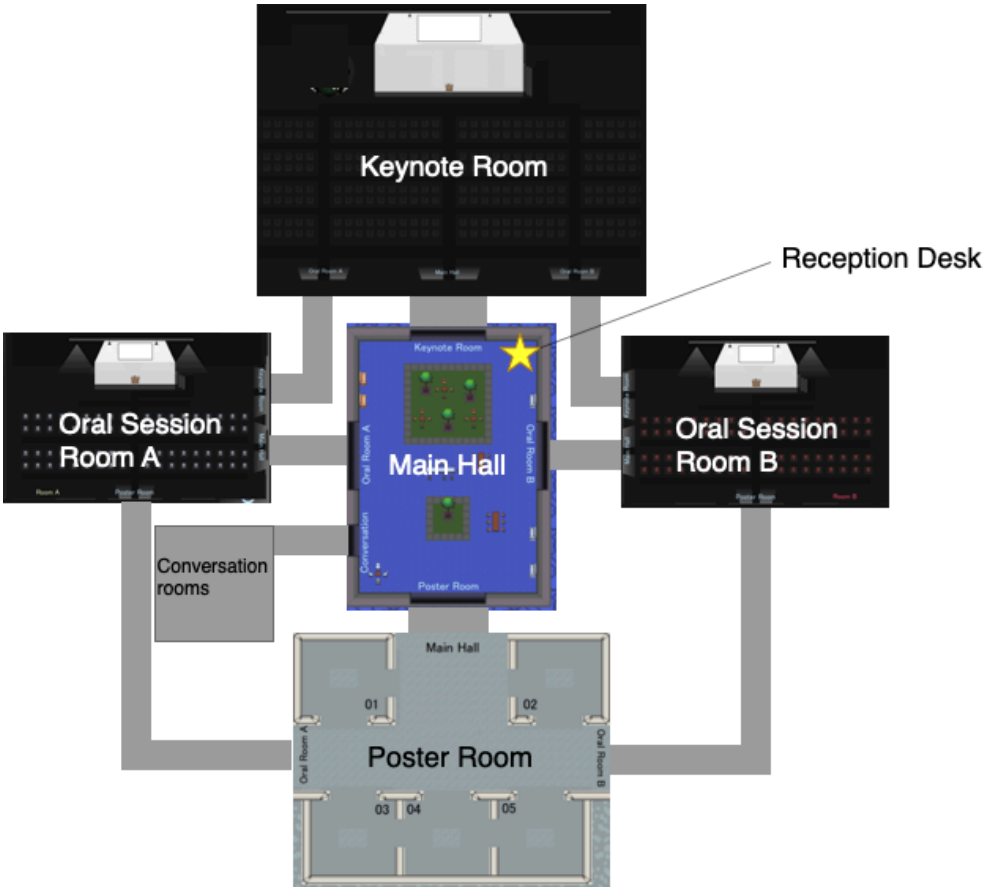

- When your avatar moves closer to an *interactable object*, there will be a notification that shows up saying 'Press x to interact with -object-'. After interaction, you can close object interaction by clicking the X icon (Icon 1) or pressing "X" in your keyboard.



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Map of the venue



Icon Explanation

Icon 1: close object **interaction screen** and return to the map. This icon is usually found at the top-right corner of the interaction screen.



Icon 2: shares your **screen** with people nearby or at a presentation.



Icon 3: change you **avatar** character and clothing



Icon 4: changes your **interaction distance**.

 **Icon 5: mini map** to preview the space you are in.

 **Icon 6: Raise hand** for Q&A and conversations.

 **Icon 7:** Open the **settings** menu:

- Change Name;
- Change Audio/Video Devices;
- Respawn button to return to start.

 **Icon 8:** Open **grid view** when chatting through video.

 **Icon 9:** Goes back to **map view** when in grid view.

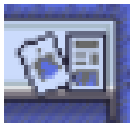
Features/ Tools

Here are some things you might find useful.

- By interacting with the **information boards** scattered throughout the venue, you can check the workshop's program.



- By interacting with the **leaflets** scattered throughout the venue, you can check this tutorial document:

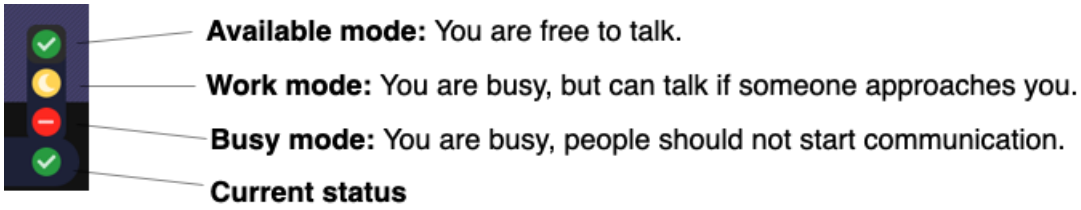


- There is a **messaging feature** that allows you to message people in four ways:

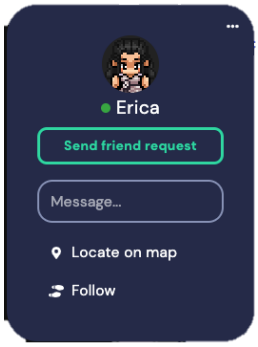
1. *individually* by clicking on their name in the participant panel,

2. *locally* to the people you are video chatting with,
3. *room chat* (must be requested) with all the people in the current room you are in,
4. *globally* to all the people in your map.

- Modes that show your **status** to other people:

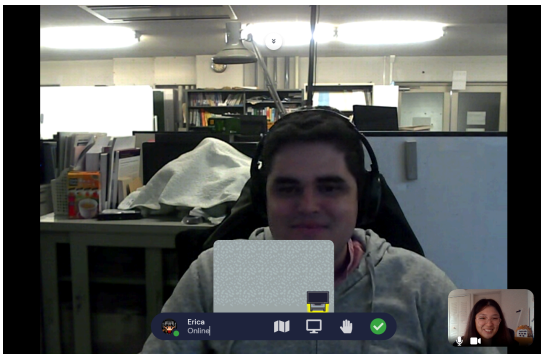


- There is a **locate feature** to find others by clicking their name in the *participant panel*.
- There is a **follow feature** to have your avatar automatically go to others' location by clicking their name in the participant panel.

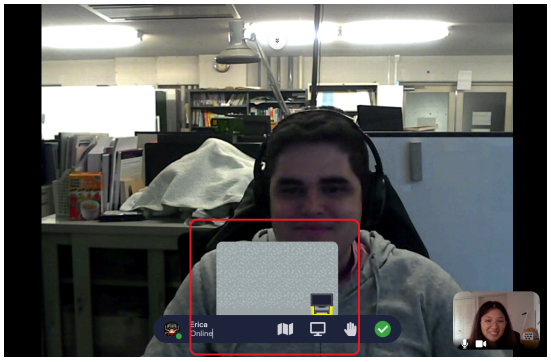


- Interaction distance is also sometimes altered by designated private spaces. This allows conversations to only include people inside that space.
- Want to **full screen someone else's video**? Just click on their video.

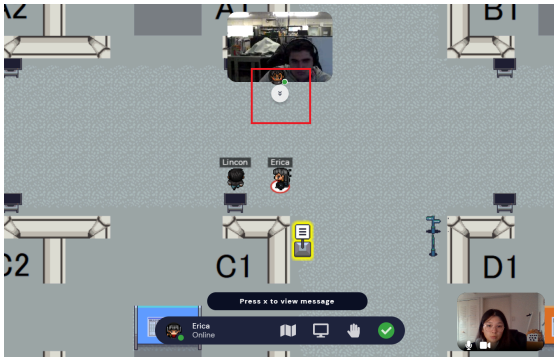


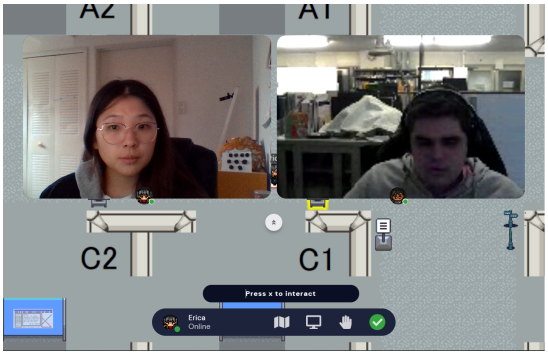


- To go back, just click on the map:

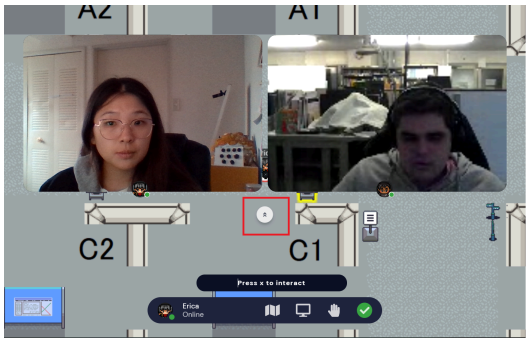


- Talking to a group of people? Click the down arrows (Icon 8) centered below the videos to shift into **grid view**.





- Click the up arrows (Icon 9) to go back to **map view**.



- Surrounded by people or want to avoid bumping into everyone? You can press the “G” key while walking to go into “ghost” mode.

Technical difficulties

- Refreshing the page will fix most things!
- If that doesn't work, try muting and unmuting your mic and camera in Gather.
- Check if your browser permits camera and mic access.
- Additional troubleshooting at https://gather.town/video-issues;

- During the event, you can always **contact the support staff** in the virtual map reception.



- You can also access this tutorial document, by interacting with the leaflets on top of tables scattered throughout the Main Hall:

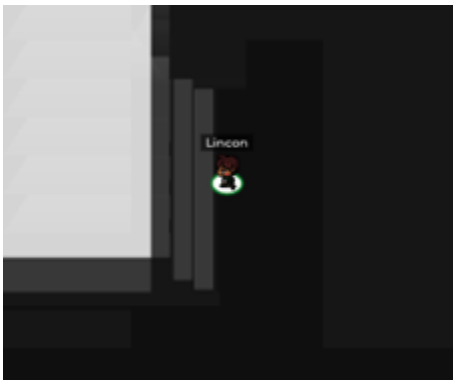


- If you cannot connect to Gather, you can send us an email at: tsukuba.grenoble@gmail.com

- To locate members of the organization, search for the following keywords in search bar on top of the participant's name list:
  "OralChair" - To find the current oral presentation session chairs;
  "PosterChair" - To find the current poster session chairs;
  "Reception" - To find the person in charge of the reception
  "Committee" - To find the workshop committee members present in the map.

Oral Sessions/ Keynote talks

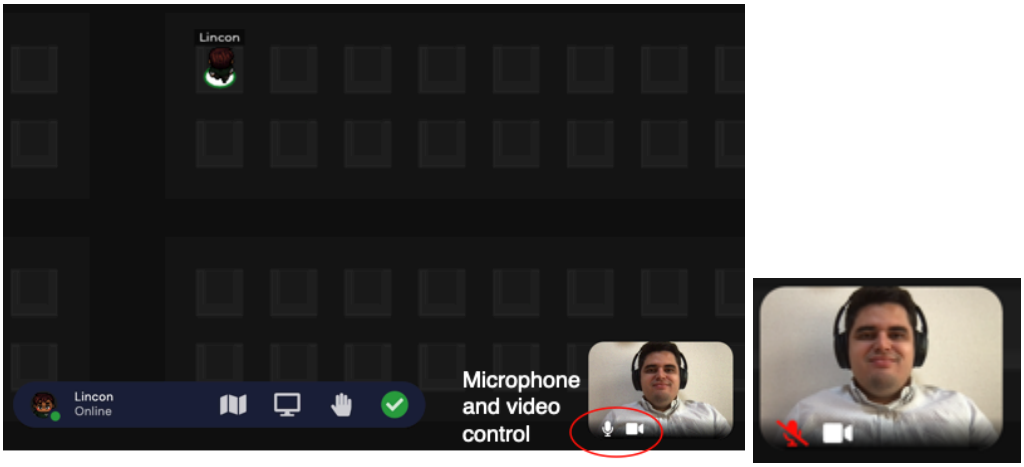
- Oral presentations will happen in rooms A, B or in the keynote room.
- **Presenters:**
  - Please, come to your presentation room about 5 minutes before the session starts so we can check your connection.
  - Please, wait near the right side of the stage when your presentation is close and walk into the stage when called by the session chair.



  - When your avatar stands by the microphone, your video will be broadcasted to everyone in the room. If you share your screen, it will also be broadcasted to everyone in the room.



- **Audience:**
  - For good manners, when you are watching an oral session, please mute your microphone unless you are asking a question.

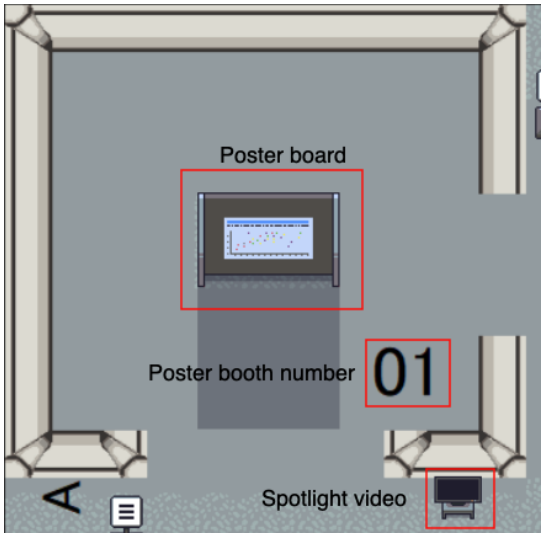


- At the Q&A session, if you want to ask a question, please, go to the microphone stand in front of the stage. Your audio/ video will be broadcasted to everyone in the audience.



Poster Sessions

- Poster presentations will happen at the Poster Room.
- Each poster will have a designated booth, which can be identified by the number on the floor. This number refers to the poster number shown on the Program.



- **Presenters:**
  - Please, go to your respective booth at the time of their poster presentation.
  - Your poster will already be attached to the *poster board* beforehand.
- **Audience:**
  - You can interact with the poster presenter by coming to the booth. You can also see the poster by interacting with the poster board.
  - You can watch a 1 min *spotlight video* summarizing the research discussed in that poster booth by interacting with the TV near the poster booth, or by checking the information boards and clicking the spotlight video page.
  - While listening to the poster presenter's explanation, please, mute your microphone and unmute it unless you want to make a question or discuss research.

This document is based on the original tutorial by Gather:
https://drive.google.com/file/d/1FGDvjc1Z7zYctYNwzkUeZ5YZ9qap0iN8/view