ISCoP 2021 Poster Session User's Guide
(using "Gather")

What you need:

- A **desktop/laptop** with a **microphone** and **camera**.
- A web browser (**Chrome or Firefox** recommended).
- Click on the link we provide you. On the login screen **enter your <u>full name</u>**, so that others can identify you inside the gathering. *[If you are presenting a poster please add " - Presenter" at the end of your name.]*
- Before you can enter, you will be prompted by your browser to **permit camera and microphone access**. **Choose "allow."**
    [Problems? Click on the <u>link</u> to learn how to enable camera and microphone in <u>Chrome</u> or <u>Firefox</u>.]
- We strongly recommend using **headphones** to help prevent feedback.
- That's it! There's nothing to install, no software to download.

How it works:

- Gather is an interactive video-chat chat platform with each participant is represented by an <u>avatar</u> which can move around in a <u>2-D spatial map</u>.
- **Move your avatar around the space by using the <u>arrow keys</u>**.
- By moving around, you can have spontaneous video conversations with those around you. As you get close to other avatars, their video-camera feeds will pop up on your screen, and you will be able to interact with them (similar to Zoom).
    [These can be either one-on-one or small group conversations depending on how many people are around your avatar. A good way to know if you can converse with someone is by noticing if their avatar is in full color or grayed out.]
- When your avatar moves close to an **interactive object** (e.g., a **poster**), a notification will pop up saying '**Press x to interact with -object-**'. *[**To press "x"**, make sure that your keyboard is set to **English** input mode; it won't work in Hebrew!]*
    More information on interacting with posters and presenters *can be found <u>below</u>.*

- The virtual environment also includes **"private areas"**. These are marked areas in which only people standing together inside the area can hear each other.
  [Such areas are used for poster presentations and for private discussion on the couches and chairs throughout the environment.]

- Our conference is a safe environment. If anyone behaves in a misappropriate way please notify the **moderators** (any username beginning with "ISCOP…") immediately using the messaging feature.

- For general help and technical assistance, come talk to us at the **information booths**.

Toolbar Icons:

Screen sharing – INTENDED FOR USE BY PRESENTERS ONLY!

Change your avatar character's appearance and clothing.

Mini map - gives an overview of the space you're in (click the "x" on its frame to close it).

Settings menu – change name, change audio/video devices, "respawn" button (returns your avatar to the session starting position), sign out.

Opens chat panel – for sending and receiving chat messages.

Open participants panel – for locating and messaging other participants by username.

In order to minimize accidental audio interference,
please **keep your microphone muted as much as possible**.
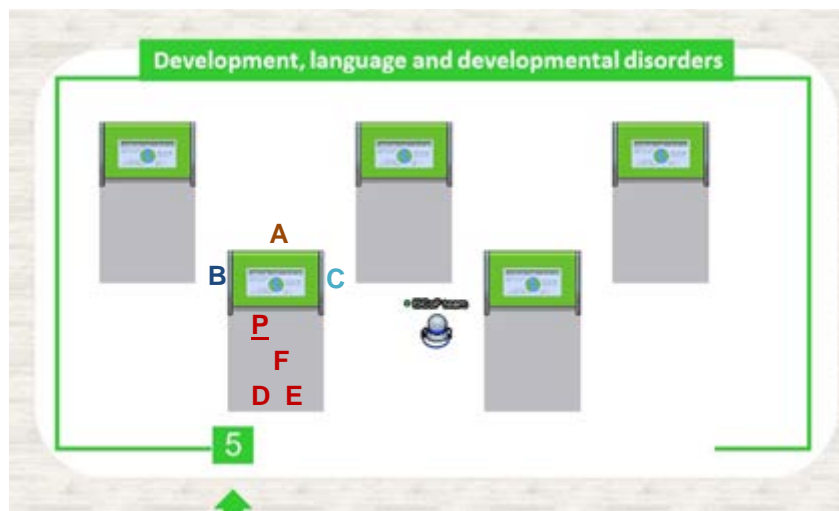
Technical difficulties?

- <u>Refreshing</u> the browser page will fix most things!
- Try muting and unmuting your mic and camera in Gather (see preceding diagram).
- Check if your browser has permitted camera and mic access, or i<u>f you have a different program running</u> that might be using your camera and microphone, such as Zoom.
- Leave the gathering, close your browser, and then come back in.
- Come talk to the help team at the <u>information booths</u>.
- Additional troubleshooting information at <u>https://gather.town/video-issues</u>.

Advanced Features:

Here are some features you might find useful but aren't immediately obvious.

- **Messaging features**:
  - Open the **chat panel** to send and receive messages
  - "Nearby" – send message to the people you are now interacting with (video chat).
  - "Everyone" – FOR MODERATORS ONLY.
  - "Specific Name" (click on someone's name) – send message to specific person.

- **To <u>locate</u> a friend**:
  - Open the **participants panel** and search for the person's <u>name</u> *[using the search bar]*.
  - <u>Click</u> on the person's name and choose "Locate" *[<u>arrows</u> will lead you to the person]*.
  - Do the same, but choose "Follow" *[your Avatar will be <u>taken</u> to the person's location]*.

- To **enlarge someone else's video feed** to full screen? Just <u>click</u> on <u>their video</u>.

- Speaking to a <u>group</u> of people? Click the <u>down arrows</u> centered <u>below the video feeds</u> to shift into **grid view**.

- **"GHOST" MODE:**
  - **Press the <u>G</u> key** on your keyboard and **<u>keep it pressed down</u>**.
  - Your avatar becomes transparent, and it can now <u>pass through</u> other avatars while moving with the arrow keys.
  - Why is this useful?
    - It allows you to pass through crowded spaces without <u>bumping into</u> other avatars.
    - It allows you stand on the same "floor tile" as another person (even after you release the G key). *[This can be useful to enter a private space that is otherwise fully occupied, or view a poster when no empty adjacent spaces are available; see poster interaction guidelines below.]*

Interacting with Posters and Poster Presenters:

Two ways to view a poster:

- By standing on the <u>carpet</u> area, **D, E, and F** can **view the poster** *while <u>also</u> interacting by video chat with the <u>presenter</u> (P);*

- *By standing <u>next</u> to the poster frame (outside the carpet area) **A, B,** and **C** can **view the poster <u>only</u>** (without interacting with the poster presenter).*

Remember – Although you can <u>view</u> the poster <u>either</u> by standing on the <u>gray carpet area</u> or by standing <u>next to the poster frame</u> outside that area, the only way you can view the poster <u>together with the presenter</u> is by standing on the <u>gray carpet</u> area with them.

In <u>either</u> case, you need to <u>press "x"</u> to <u>view</u> the poster:

- *While <u>viewing</u>, use the small "<u>magnifying glass</u>" to <u>zoom</u> the poster; once enlarged, you can <u>click and hold the mouse pointer</u> to move around the poster.*

- *Note: If you are standing on the <u>carpet area</u> and the presenter is using "<u>screen share</u>" to present the poster, the presenter's screen will <u>override</u> your own control over the poster view– until the presenter turns off the screen share or until you leave the carpet area.*