

# Guide to Gather.town

Carleton Cognitive Science Graduate Conference 2021

All of the conference will take place in gather.town. You will be able to control an avatar and interact with others by text or audio and video when you are near other avatars. This document will aid in set-up and navigation of gather.town.

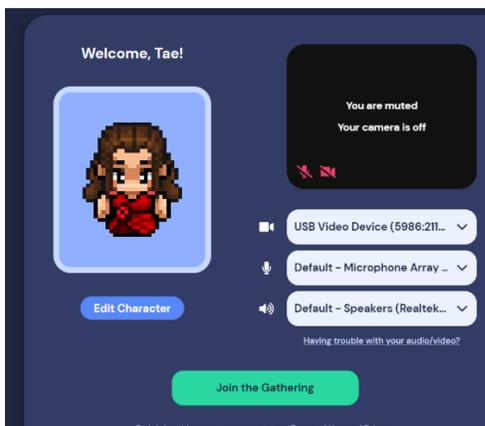
## Getting started

### Browser

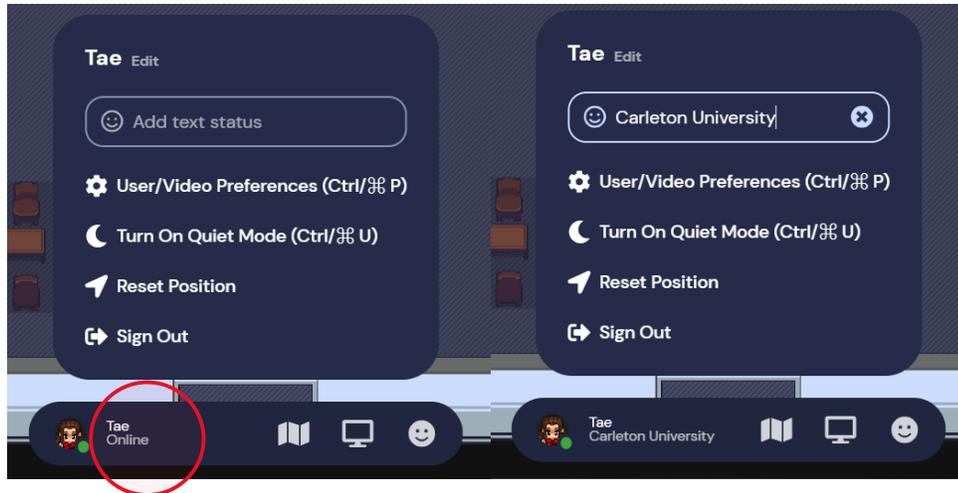
The best browser is Google Chrome as others are not fully supported.

### Logging on and adjusting settings

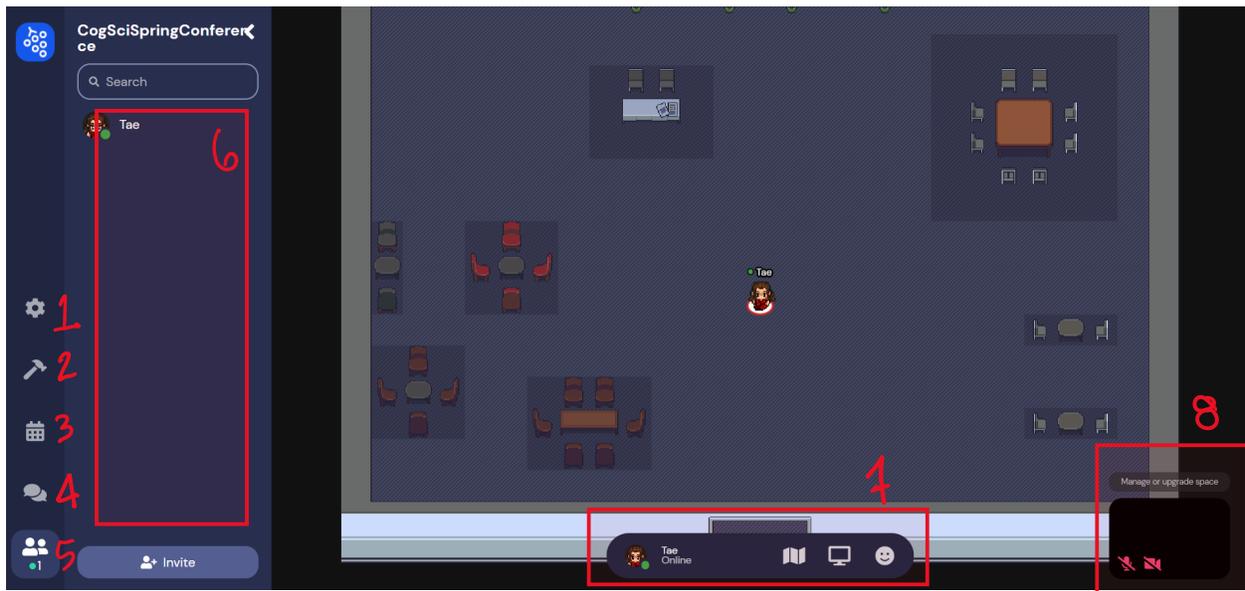
1. Click on the link sent to you.
2. You will then be directed to Gather.town and asked to enter in a password. This password should be emailed to you in advance of the conference.
3. Enter in your name. It is recommended to use your first and last name so that your colleagues will be able to identify you.
4. A pop-up notification will require you to select your preferred audio and video devices. Once in gather.town, you will be able to mute your audio or stop your video using the icons by your video in the bottom right corner.



5. Click on “Join the Gathering!” once you are ready to enter the meeting.
6. Once you have joined, click on your name (located at the bottom of the screen). Now you will be able to “Add text status”. Enter in your affiliation here (ex: Carleton University).



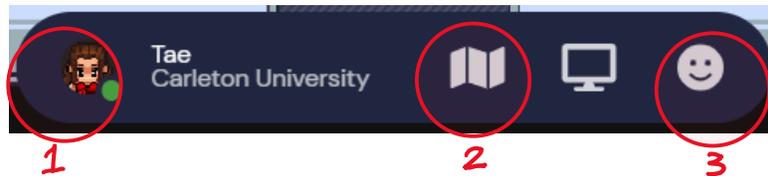
## Screen layout



1. Settings icon.
2. Build icon. Ignore this.
3. Calendar icon. Ignore this.
4. Chat icon. Can chat globally to everyone, or to those nearby. Can also select individual participants.
5. List of all the participants. Can access this to find a specific participant. Then click on their name to see more options (chat, follow, locate).
6. You will see the list of participants here, or chats, depending on what option tab you are on.
7. Settings bar.
8. Your video. You can toggle your video and audio here.

## Settings Bar

There is a settings bar located at the bottom of the screen.



- (1) You can use this to change the appearance of your avatar.
- (2) This allows you to view your location on the map.
- (3) This will let you use other interactions (clap, raise hand, etc.)

## Navigating

### Moving and entering spaces

You can move your avatar around using the arrow keys on your keyboard. If you want to enter rooms, you can simply walk through the opening.

### Private Spaces

Shaded squares are known as “private spaces”. Your audio and video will be shared with everyone in these spaces, but no one else. Otherwise, your audio and video will be shared with those close by.

### Ghost Mode

You can use ghost mode by holding down “g” on your keyboard. Ghost mode allows you to pass through other avatars. It will also hide all video and audio feeds, so you will not be seen and you will not see or hear others.

## Interacting

You can interact with others by walking close to their avatar. Their audio and video will automatically connect.

You also have the option of viewing a full screen grid of the videos of those you are chatting with. Simply click on the double arrow located beneath the thumbnail at the top of your screen. You can send a message to a specific individual by clicking on their name in the left-side column. You can choose to send a text-chat to everyone, people nearby, or specific individuals. You can also choose to “locate on map” a specific participant. This will make a highlighted path that you can follow to get to them.

Choosing “follow” will allow your character to follow a specific participant around. This way, if you are walking around a room together, you will not risk cutting out with audio/video.

## The Rooms

### Lobby

You will initially appear in the Lobby. There is an information desk that will have a schedule for the day and a map of the virtual conference space. Move up from the Lobby to enter the Main Room.

### Main Room

This is the first room from the Lobby. It leads to the keynote room, the breakout rooms, the poster room, and the lounge. There are some private spaces located within for smaller discussions as well.

### Poster Room

There will be numbered boards associated with a corresponding poster (this will also be indicated in program). Approaching the posters will show you a preview of the poster at the bottom of your screen. If you would like to view the entire poster, press "x". This will make it full screen (although you will still see the video and audio of others in this private space). Once you are finished with the poster, press "x" again to exit. Presenters will be with their posters and available to answer questions.

\*Note to poster presenters: Stand near your poster (within the private space) so that people can find you and interact with you.

### Breakout Rooms

There are breakout rooms (labelled 1 and 2) to the left of the main room. These rooms can be used for discussions. There are interactive whiteboards that can be used.

#### The Lounge

Located to the left of the main room, this room has multiple smaller private spaces. This is a good area for private discussions or taking a break.

## Keynote Room



This is where all the talks will be located. Attendees can sit in the chairs in the audience to listen to the speaker. The current presenter will be on the stage at the podium (1) and be able to share their screen. Their audio and video will be broadcast to the whole room.

### **Asking questions**

You can text your questions directly to the presenter or to the moderator. You can also wait until after the presentation to ask your questions. Step up to the designated question space (2) between the aisles and ask your question. Note that your audio and video feed will be broadcast to the entire room when you are standing here (so the audience can hear your question).

### **Note to presenters:**

When you scheduled to present, walk up onto the stage in the keynote room and stand on the orange circle. Your audio and video will be broadcast to the entire room. At the bottom of your screen, you will see the settings bar. Click on the “share screen” button. You will have the option of sharing your entire screen, or a specific application. \*There is sometimes a glitch where it looks like an endless loop when you initially share screen. Note that once you choose your application, it should resolve itself.

## Common issues and Solutions

1. Gather.town is not working!
  - a. You can try refreshing your browser.
2. Audio/video do not seem to be working.
  - a. If you are using a VPN, make sure to disable it.
  - b. Make sure that your browser was granted access to gather.town.
  - c. Check that your mic and camera are turned on by clicking on icons on the bottom right side of your page.