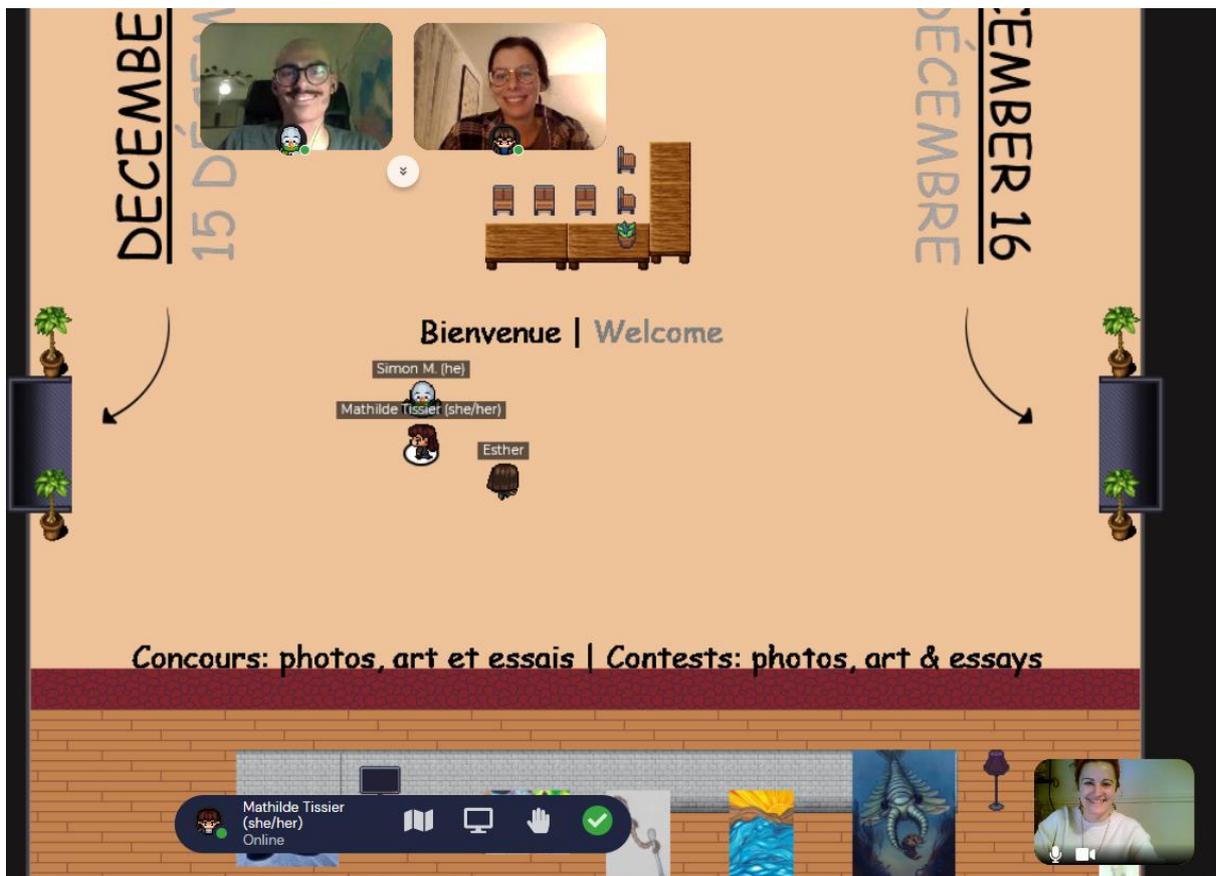




# Welcome to Gather

## 1. Basic information



### What you need:

- A **desktop/laptop** with a **mic** and **camera**.
- A web browser (**Chrome is recommended**, or Firefox if necessary).
- 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 a **video chat platform** that has avatars move around a map. As you get close to other avatars, your video's will pop up and you will be able to chat.
- **Move around** the space using the **arrow keys**.

- 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.
- When your avatar moves closer to an interactable object, there will be a notification that shows up saying 'Press x to interact with -object-'. This can range from informational flyers, playable arcade games, integrated Zoom meetings, and more!
- Gather can be used on **any computer** (laptop, desktop) on **any OS** (Windows, Mac OS, Linux).
- We do not have any particular requirements on **speed of network** or computer but we recommended the following specs for an ideal user experience:
  1. 3Mbps down/1Mbps up
  2. 2.4ghz dual core CPU
  3. 8gb RAM

### Icon explanation:



**Screen sharing** ability



Change your **avatar**



**Mini map** to preview the space you're in



**Raise hand** feature to ask questions during speed talks



Opens the **settings** menu:

- Change Name (Enter your name, first letter of your surname and pronoun)
- Change Audio/Video Devices
- Respawn button to return to start (**very useful if you are lost**)

### Not-So-Obvious Features:

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

- There is a **messaging feature** that allows you to message people in three ways:
  1. *individually* by clicking on their name in the participant panel,
  2. *locally* to the people you are video chatting with,
  3. *globally* to all the people in your map.
- There is a **locate feature** to find others 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. **You will have a notification on the bottom of your screen that you have entered a private space.**
- Want to **full screen someone else's video**? Just click on their video.
- Talking to a group of people? Click the down arrows centered below the videos to shift into **grid view**.

### 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 permitted camera and mic access and check that you selected the good devices

- Additional troubleshooting? You can find some information at <https://gather.town/video-issues> or contact us at [https://join.slack.com/t/gcbsworkspace/shared\\_invite/zt-js8ms8uv-mn4yaFtOKP95op1YvFQeQA](https://join.slack.com/t/gcbsworkspace/shared_invite/zt-js8ms8uv-mn4yaFtOKP95op1YvFQeQA)

## 2) Detailed information

### Online program



You'll find this logo in most rooms. When getting closer, press "x" on your keyboard. A new page will appear on which you will find **the schedule of the symposium**. To leave the page and get back to the map, **click on the X on the top right of the page or press "esc" on your keyboard**.

#### a. Plenaries and Assemblies

Once you enter a plenary room, you will see the following message at the bottom of your page Press "x" to open the zoom link. By pressing "x" on your keyboard, you will be redirected to zoom where big meetings will take place. Your avatar will then become transparent on Gather. **Don't forget to shut-off your microphone on Gather before going to Zoom.** To come back on Gather, leave Zoom, click on **re-enter** on your screen and you will be back to Gather, where you left.

#### b. Procedure during the oral presentations

When you arrive in the oral presentation hall, you will have the choice between 4 doors (each door represents a session). As you enter a session room you will see an announcement at the bottom of your screen indicating : Press "x" to open the zoom link. By pressing the "x" key on your keyboard, you will be directed directly to zoom where the oral presentations will take place. The moderator of the different sessions will introduce the presenters. The presentations are live. The presenters will then share their screen in order to present their presentation to you.

While you are zoomed in, your avatar will be transparent on the Gather platform. **Remember to mute your microphone on Gather before zooming in.** To return to the platform, exit zoom, and click re-enter on the Gather page. You can then change room if you want to participate in another session.

#### c. Poster sessions

The poster room contains 29 posters. Upon entering the room, you will be able to walk from one poster to another during the time allocated for this session. Poster presenters will be standing next to their posters. Each poster is numbered with the corresponding number on the online schedule. As you approach a poster, you will see the announcement: you have entered in a private space. This way, only you, the presenter and others who are present to view the poster will be able to talk to each other.

You will also see the announcement: Press x to interact. By pressing the "x" key on your keyboard, the presenter's poster will open and you will be able to view it while chatting with the presenter. You can zoom in on the poster with a magnifying glass on the right side of the

screen when the poster is open in full screen and navigate through the poster by clicking and dragging the poster (drag&drop mode). To exit the display, press the "x" in the top right corner of the page.

**d. Speed talks**

When entering the speed talk room, there will be 4 subdivisions of the room. Each subdivision corresponds to a session. By entering a session, you enter a private area. This way, you will only be able to chat with people who are present in the same session as you. The moderator will be positioned on the podium at the front of the room. The videos of each speed-talk are already placed on the podium, but will not all be accessible at the same time. The moderator will call each session presenter to join him/her on the podium at his/her presentation time. At that time, the presenter's video will become available. You will then be able to listen to the 3 minute video. At the end of the video, the moderator will take questions from the audience. He will then call the next presenter and his video will then be accessible to everyone and so on. The question period will take place after all the videos have been played.

It will be possible for the audience to change sessions at any time.

**e. Cocktail**

During the cocktail, you're invited to share drinks with your colleagues present during the symposium. Several spaces will be accessible and will allow smaller gatherings. Group games will also be available. We invite you to visit the photo, art and essay exhibition. You will find a link that will allow you to vote for your favorites! Looking forward to chatting with you during the symposium.