Virtual Chair's Guide to gather.town:
EMNLP organizers

## Connecting to the event space on gather.town

You will need to use **Chrome** or **Firefox** to connect from a computer (not a personal device). Please ensure that you are not logged in to a VPN.

1) You should have received an email from the EMNLP committee; please follow the instructions in the email before going on to the next step.

2) Once you have registered on the EMNLP site, you will be able to click the Landing Page and connect to Virtual Chair's online space on gather.town beginning at 06:00am UTC on November 16th.

3) Please begin to explore and practice finding your way around the online venue well in advance of your scheduled activities! After connecting the first time, you can bookmark the site and return at your leisure.

Prepare for your experience

When you first arrive in the online venue, you will be able to learn the basics of navigating the site by watching Virtual Chair's Instructional Welcome Video. This is how you will discover the most important tips for navigating the site.

- Click on the avatar on the very left of your grey menu bar (located in the bottom-center of your screen) to select a character to represent you.
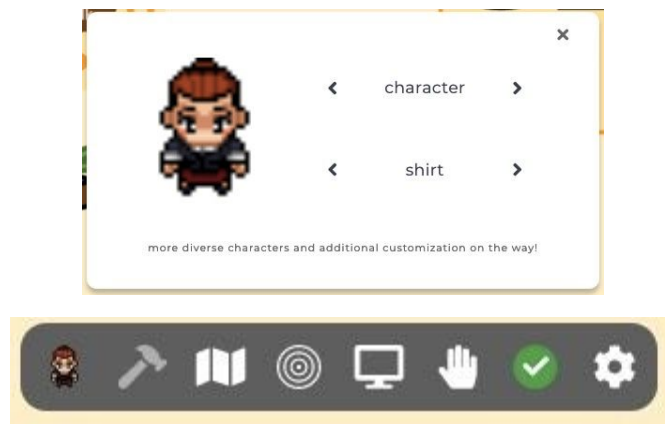
View the event venue in different ways

Your avatar will be labelled with your name and positioned in the center of your screen - you are now standing in a corner of the EMNLP lobby.
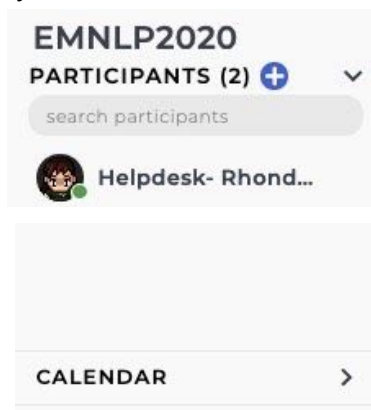
- Visit different parts of the venue by pressing the arrow keys on your keyboard or WASD.

- Press and hold "G" on your keyboard to enable ghost mode - this is an easy way to get out of a crowded area.

- Click "View" then "Zoom" in your internet browser's menu to see more at once. This will also display the shortcuts which you should use to zoom in and out quickly.

- Get to know the venue by visiting the sponsor booths, located on the North and South sides of the central bank of elevators (pictured).
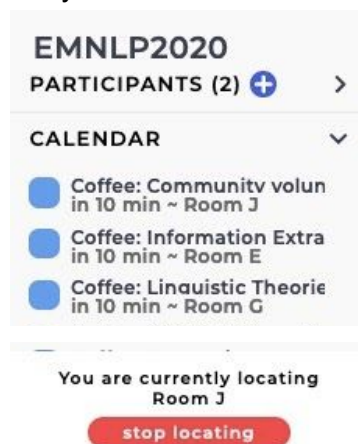

- Directories in the Lobby will let you know where current and upcoming activities are happening. Type "X" on your keyboard any time you see the message below:
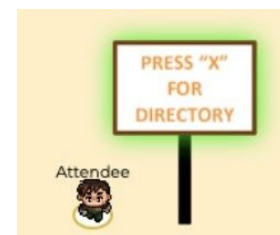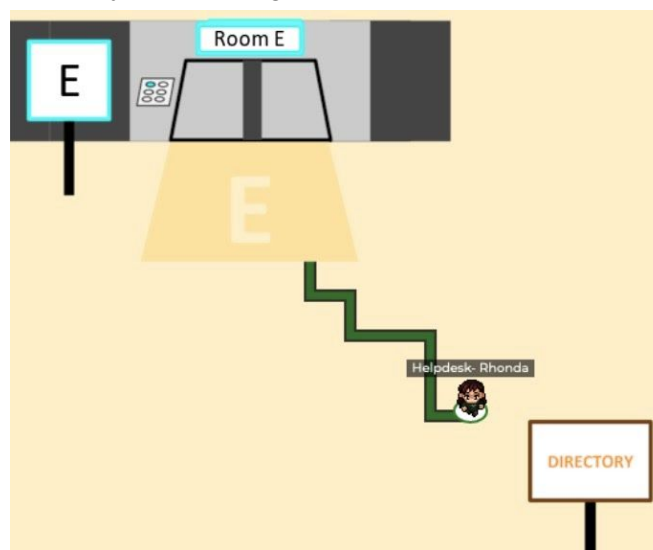
- To locate the room where an activity will take place, you can also use the "Calendar" feature on the right side of your screen. Click the arrow to open the calendar.

EMNLP2020

PARTICIPANTS (2) ⊕   ⌄

search participants

(avatar) Helpdesk- Rhond...

CALENDAR   >

- Click on the name of the room you'd like to visit to see how to get there.

EMNLP2020

PARTICIPANTS (2) ⊕   >

CALENDAR   ⌄

(●) Coffee: Community volun
in 10 min ~ Room J

(●) Coffee: Information Extra
in 10 min ~ Room E

(●) Coffee: Linguistic Theorie
in 10 min ~ Room G

You are currently locating
Room J

stop locating

- Once you know where you want to go, walk into the elevator to enter the desired room.

Room E

E

E

Helpdesk- Rhonda

DIRECTORY

Making a Presentation

- Screenshare by clicking the computer icon in the grey menu bar; you will need to authorize your browser access to share another application or your entire screen.

- Don't forget to click the icon again when you've finished to turn your screenshare off:

- Stand on the rug behind a podium to speak and/or share your screen with everyone in the same room; Moderators or Q&A participants may stand at another microphone in order for the entire room to hear your interaction.
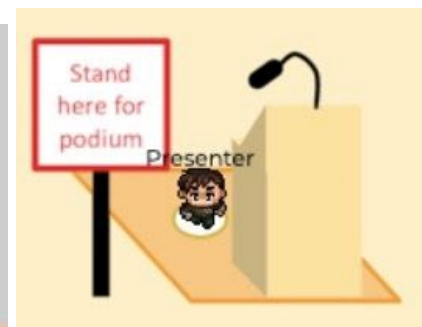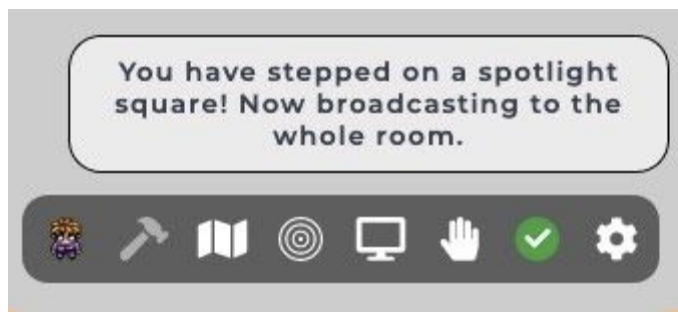
We HIGHLY recommend that presenters test their own personal screenshare settings prior to their presentation time, as these vary widely depending on the computer and software being used.

- Practice ahead of time in a private conversation to be sure you're comfortable turning screenshare on and off.

- It is possible for one person to screenshare while another person speaks, as long as both are standing at microphones in the same room. Feel free to share responsibilities as you are getting to know this new tool.

- Computer audio is NOT sharable in gather.town; screenshare will only project an image and sounds entering via a computer's microphone.

Interacting with others

There are a few ways to interact with others in the event venue:

- As in real life, you can speak "face-to-face" with other participants who are in close proximity - no shouting across the room!

- By stepping onto a "conversation carpet" together or sitting around the same table, you and other attendees will be entering an isolated conversation area; you will not hear anyone else who is close by unless they too step onto your rug or join your table.

- The exception to this rule is that you will still hear anyone speaking at a microphone in the same room as you. As in real life, anything said by someone at a microphones will interrupt and override all other conversations in the room.

- Ignore another participant's microphone by clicking on it (this does not change what other participants hear and only applies to your own sound).
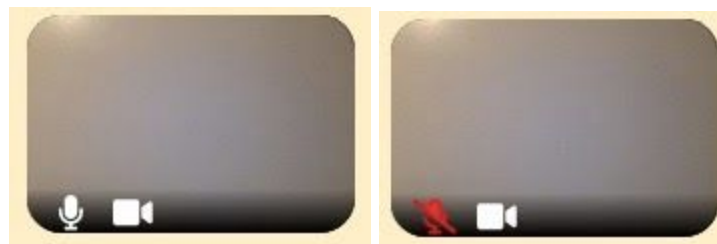

- Enlarge videos by clicking on them (including videos of people you're talking to).

- Curate a "friends" list by clicking the name of another participant and sending a private chat message; they will appear in your chat list thereafter. If you part ways, you can always click locate on another participant's name to find them again.

- Check out people's name badges. Click on their name in the video chat or in the participants list and a badge will pop up with their affiliation.
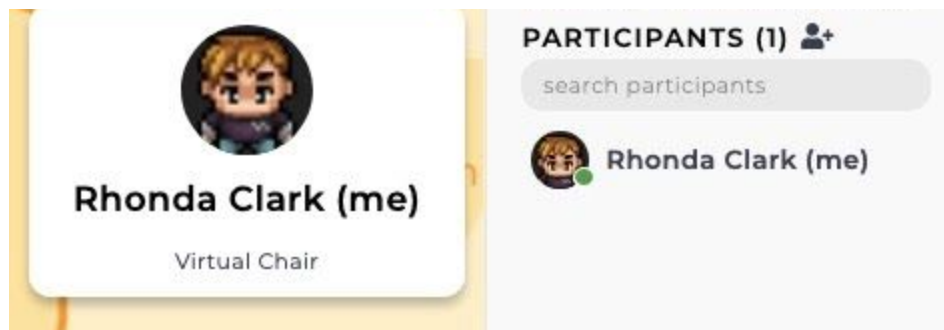
- Don't stand in doorways; it blocks others. And if you get stuck in traffic, hold down "G" on your keyboard to turn into a ghost and walk through the avatars who block your way.
- Bring your virtual dance shoes and try dancing by holding down "Z" on your keyboard. No one has two left feet in Gather!

Room Assignments for EMNLP 2020 activities

For each of the times that you are currently scheduled to hold activities in Virtual Chair's event venue on gather.town, a specific room or rooms have been reserved. All rooms are accessible from the Lobby by walking through the corresponding elevators labelled A through N.

Room assignments for **Monday, November 16th through Wednesday, November 18th** are available to organizers in this Schedule of Events, and will be displayed within the online space for attendees to view the location of current and upcoming programs.

Room assignments for **Thursday, November 19th and Friday, November 20th** are forthcoming. Attendees will be directed to a single room at the designated time even if multiple rooms are reserved for your group. This will allow you to give them information as they arrive about how you will structure your activities, or break them into smaller groups as needed.

Layout and Room Features

Each room has the same layout and is equipped with:

- A table with 4 microphones for presenters, panelists and/or moderators,
- A microphone to be used for audience participation or Q&A,
- 12 numbered tables with 8 seats each, for audiences or breakout conversations,
- 14 numbered poster areas, which may be used as social spaces if no poster is present,
- An elevator on the North and South ends, both of which lead to the Lobby.

Asking for Help

During the event, speak with EMNLP volunteers about the conference programming or other platforms being used by visiting the Welcome Desk in the Lobby's SouthEast corner.

Members of Virtual Chair's staff will also be available to assist participants who have any questions about navigating the site. Please feel free to contact them in one of the following ways:

- **Email** the Virtual Chair staff to alert them if you are trouble navigating the event space on gather.town; they are available at EMNLP2020@virtualchair.net.

  In order for Virtual Chair's Helpdesk team to best assist you, it is recommended that you confirm which browser you are using, and provide either a screenshot or a description of the specific webpage where you encountered an issue. Specific information on troubleshooting audiovisual connection issues is available by clicking here.

- **Walk** to a virtual Helpdesk to discuss your question directly. Helpdesks will be located in each lobby of the online event space.
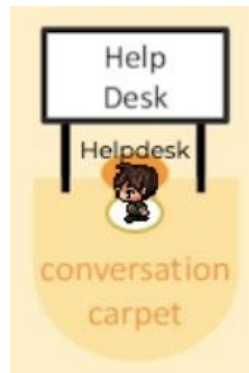
- **Chat** one-on-one with a Helpdesk staff member by scrolling through the participant list and clicking on their name, then "chat" (find participants in the upper-right corner of your screen when connected to the online event space).
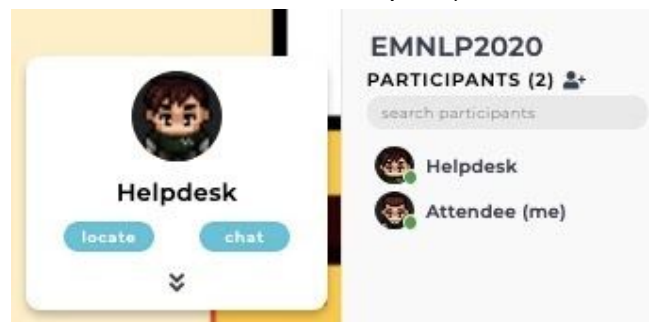
On behalf of the entire team at Virtual Chair, we look forward to speaking with you at EMNLP 2020!

To keep in contact with us after the event, feel free to write to info@virtualchair.net.

Troubleshooting Guide

We want your experience at EMNLP 2020 to be as good as technology will allow! If your equipment isn't functioning correctly, you can view information on common AV issues here. Any ongoing or unresolved issues should be signaled to support@gather.town for direct assistance.

**Here are a few common settings that may need to be adjusted:**

When you first log in to the venue, you are prompted to authorize gather.town to access your camera and microphone. If you skip or do NOT authorize this, or your AV is not functioning properly, check the following settings on your computer:

- The Gear icon on the right side of gather.town's grey menu bar will allow you to view which audiovisual tools you are currently using (note that you will not be able to modify your name here, which for security reasons is that used on your event registration).
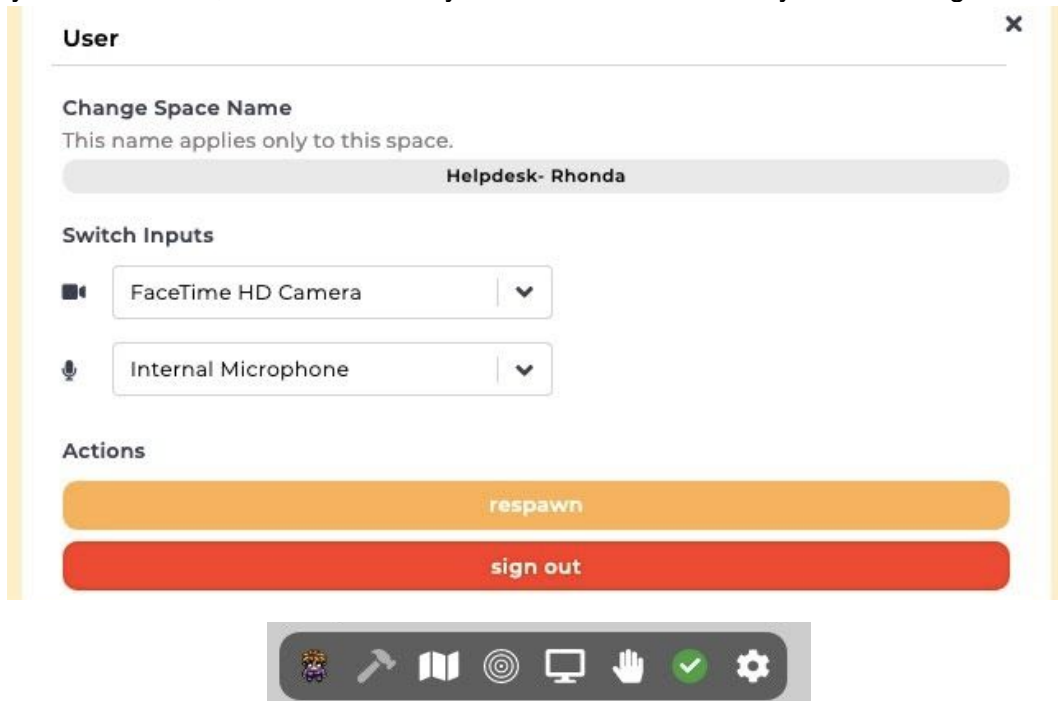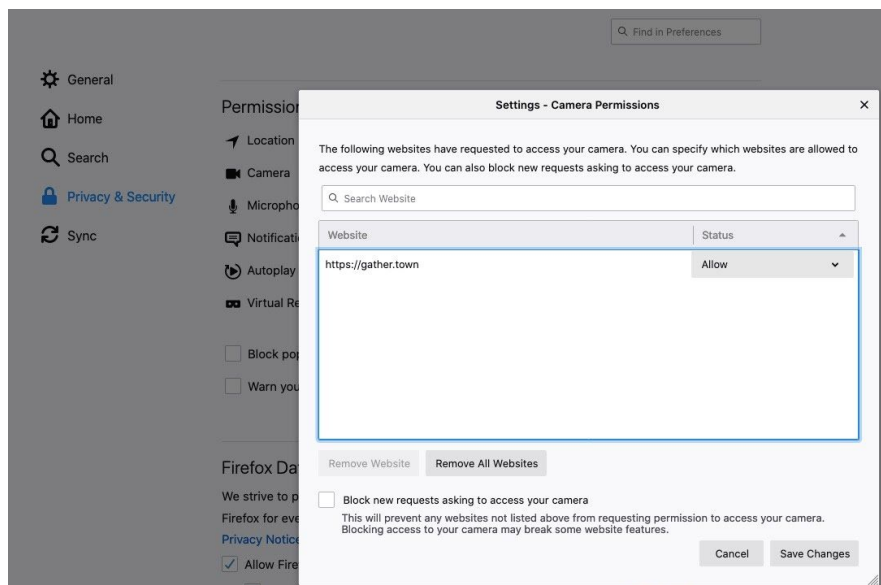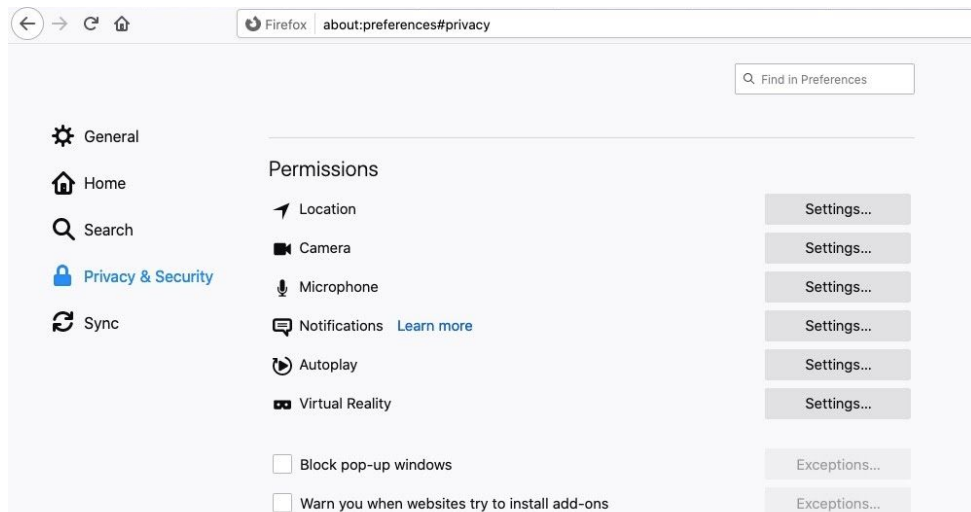

- If your video or microphone is still not functioning, you can open your browser's settings and ensure that you have given permission to the site gather.town to access these tools.
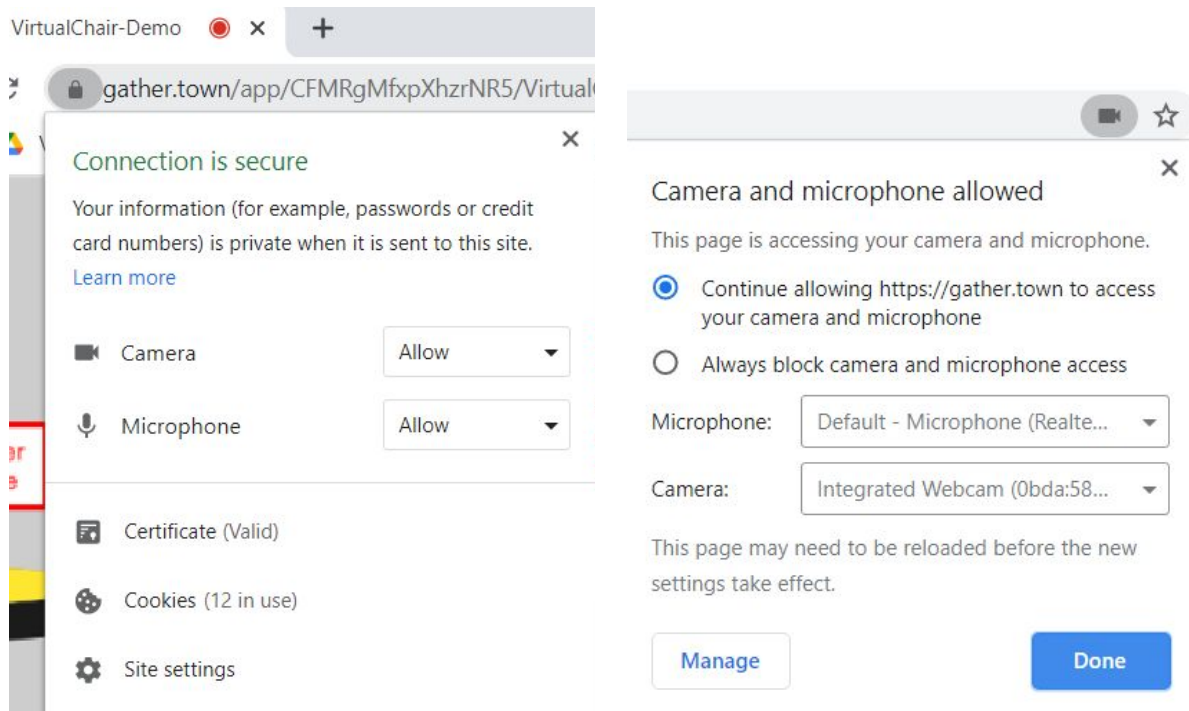
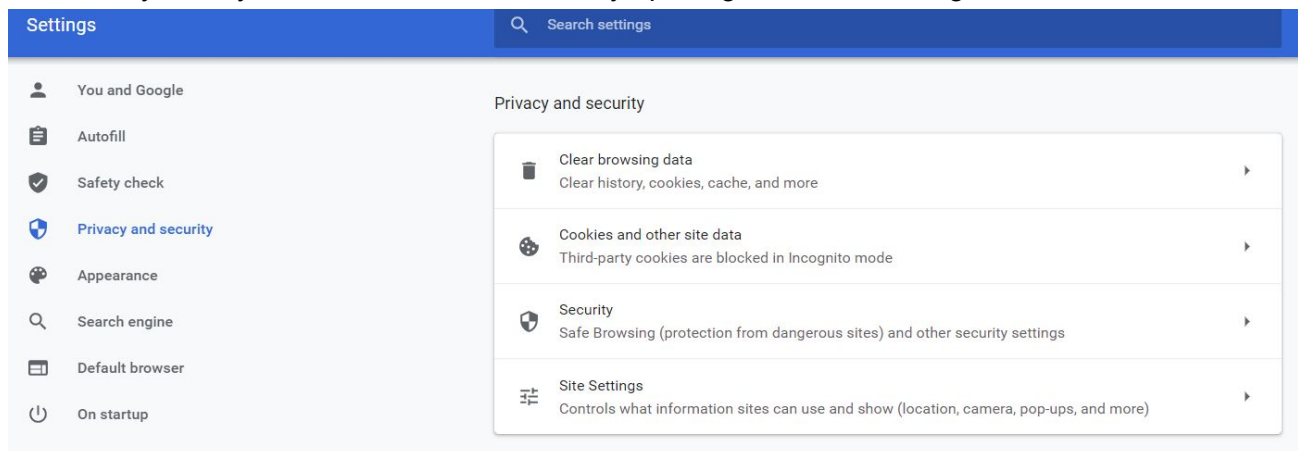   In Firefox, you'll see these permissions by clicking directly in your address bar here:
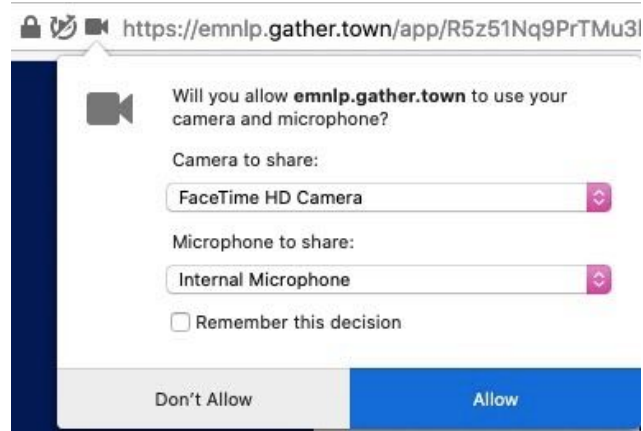
Or you may need to authorize access by opening the Firefox settings menu here:

In Chrome, you'll see these permissions on the left and right sides of your address bar:

Or you may need to authorize access by opening Chrome's settings menu here:

- If you're having bandwidth issues, try turning off your or others videos by clicking on the video camera icon superimposed on the video (it won't impact the views of others). Similarly, if someone's background noise is disturbing you, you can mute them (again without impacting whether others can hear them).