




Getting started in **Gather**

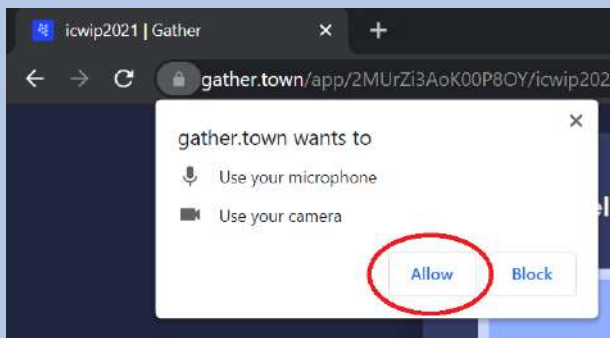
We recommend:

-  Wear headphones
-  Use Google Chrome (preferred) or Firefox
-  Spend some time exploring!

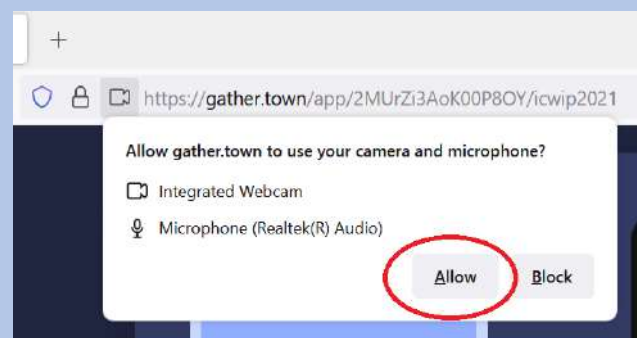
Gather permissions:

Allow Gather to access your **camera** and **microphone**

Chrome:



Firefox:

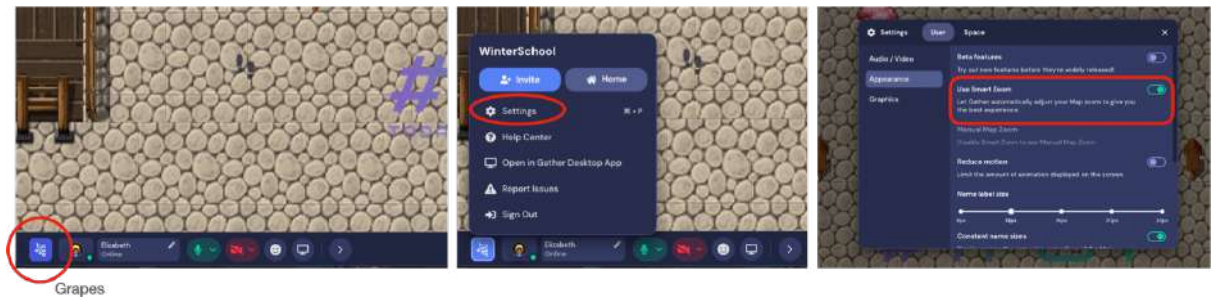


To toggle your camera/microphone once you are in the Gather space, there are controls in the left-hand corner of your screen near your profile name:



Gather Tips:

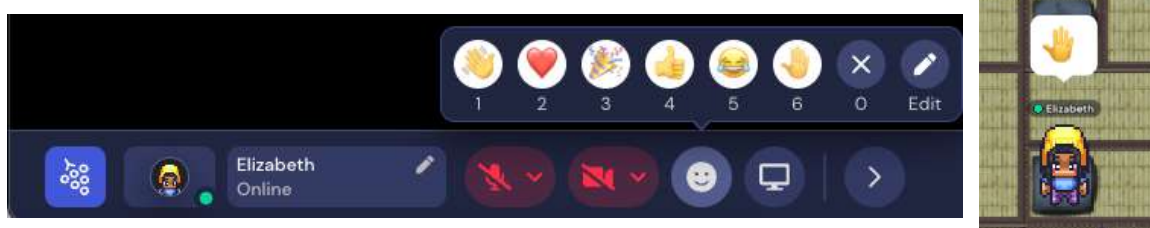
- ❧ **Move around.** After choosing your name and avatar you will enter the Gather space for the first time. You can use the W-A-S-D keys or arrow (← ↑ → ↓) keys to move around.
- ❧ **Zoom.** If you find the map is too zoomed in (quite likely when you first appear), you can turn off “smart zoom”. Click on the “grapes” picture on the bottom left of your screen → “Settings” → “Appearance” → “Use Smart Zoom” and turn this off. You can then zoom as you would normally (e.g. mouse wheel).



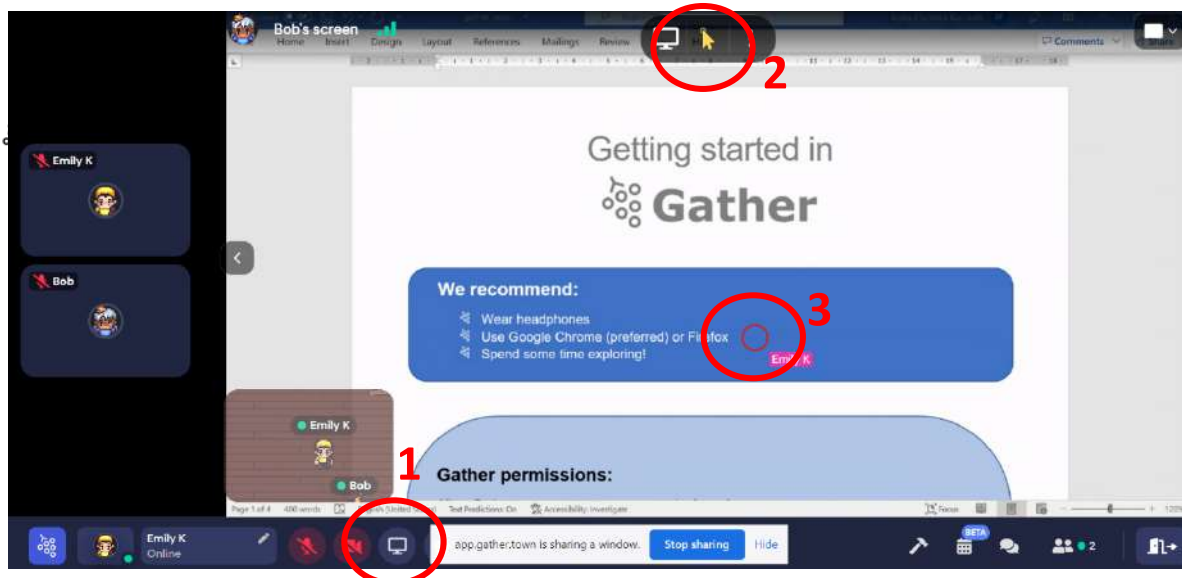
- ❧ **Audio** is proximity-based, so to talk to someone else, just walk up to their avatar. When you are close enough, you will be able to hear each other and see the other person's webcam.



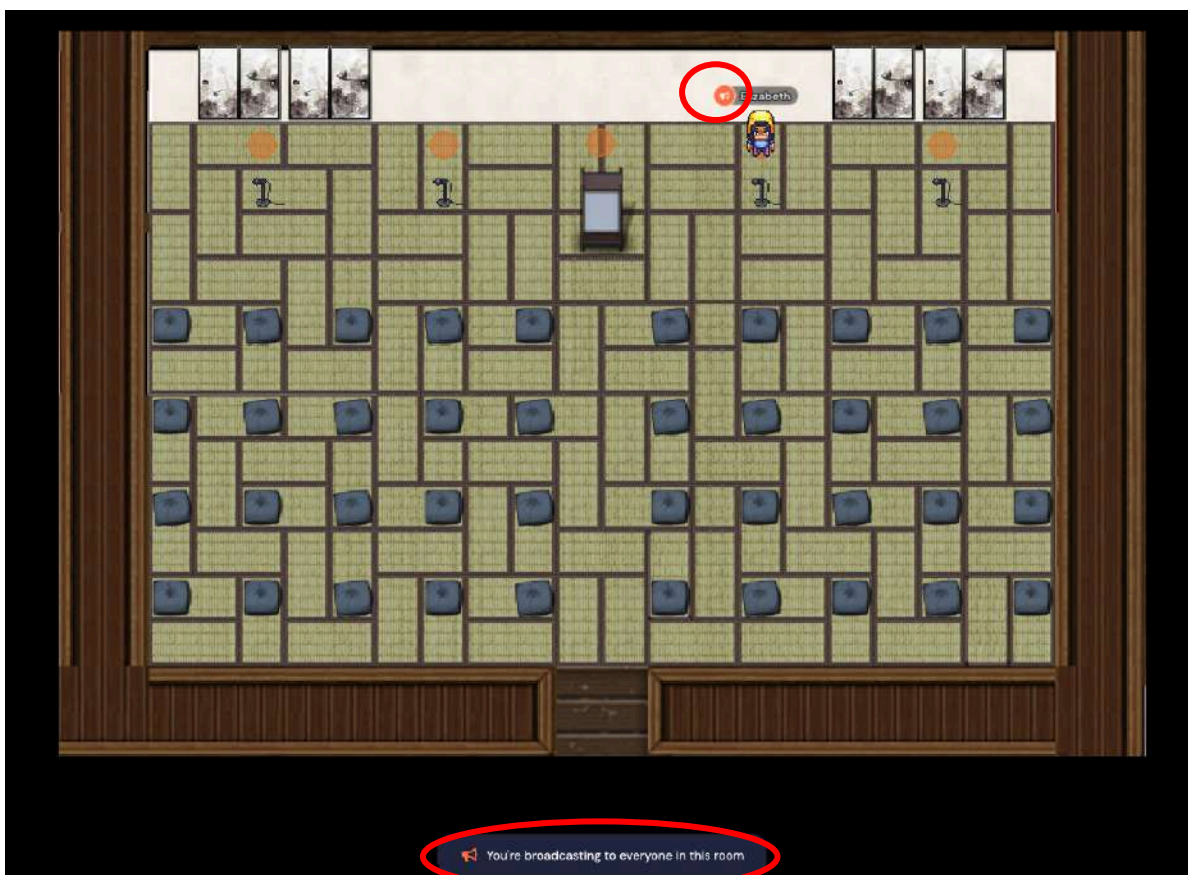
- ❧ **Emojis:** emojis are a great way to show your reaction to the whole room! Find them at the bottom of your screen. Click to or use the corresponding numbers to display one and it will show above your head. If you need help, or want to ask a question, try raising your hand (emoji 6). This emoji will stay visible until you click again to remove it, all the others will fade over time.



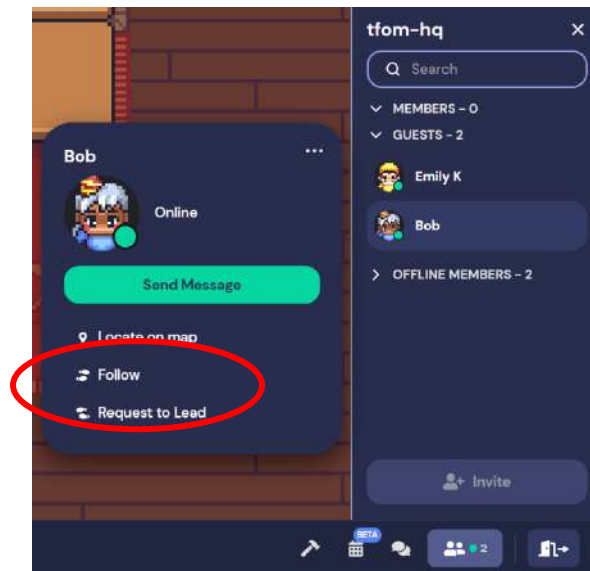
- 🔊 **Screen sharing + interaction:** To share your screen click the screen icon on the bottom control panel (1), you'll be prompted to share your entire screen, one window or a chrome tab. If a screen is being shared (by you or someone else) and you want to ask a question, click the mouse icon at the top (2) to share your cursor. When you click on the screenshare your name and click location will be visible to everyone (3).



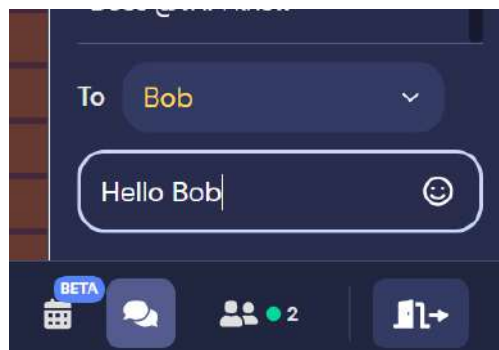
- 🔊 **Megaphone:** It's time to speak, and the whole room needs to hear! Stand on one of the orange circles in the talk rooms, and everyone in that room will be able to hear you. A megaphone symbol will appear beside your name, and at the bottom of your screen. Remember to step off the hot spot when you want to go quiet again.



- 👤 **Finding people:** If you want to find someone who is currently in the Gather space, click on the people icon on the bottom right of your screen to bring up a list of people. Then click on the person you want to find and you can either locate them on the map, or 'follow' them – this will lead you right to them no matter where they are! Just remember to 'unfollow' once you get together, otherwise you'll continue to track their movements.



- 👤 **Chat** can be found on the right-hand side of the bottom control panel, third button from the right (it looks like speech bubbles). Here you can send a message to an individual, anyone 'nearby' (i.e. anyone you can hear speaking and see in the videos at the top of the screen) or everyone in the Gather room.



- 👤 **Gallery view** is used to see the video feeds of everyone nearby. To enable it, click the diagonal arrows in the top right. You can also scroll through the videos using the left and right arrows.



- ❗ **Peace & Quiet:** If you like a quiet environment and the private space just doesn't cut it, you can *mute* other users' audio and video by pressing the buttons on their feed (left). If you want to stop any audio/video connections more permanently you can *block* them from their profile (right).



Note: muting and blocking only affects your ability to see and hear a user, not anyone else's ability to. Don't forget to unmute/unblock once you're ready to start interacting again!

When you want to go:

To **leave Gather** just close the tab! When you want to return, enter the address of your Gather space into the address bar and follow the prompts. Your avatar will be placed back in exactly the same place as when you left.

If you're stuck:

Raise your hand (6) 🙋

And look for someone wearing a yellow hat – we're here to help!

See:

<https://support.gather.town/help/movement-and-basics>

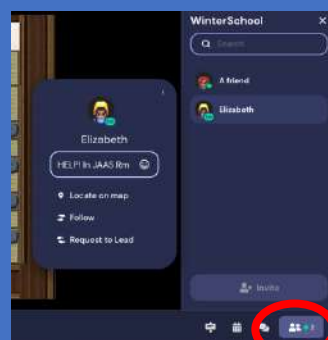
for more info and troubleshooting



OR

Call on a yellow hat in chat

Click on the participants button in the bottom right, click on an avatar with a yellow hat (e.g. Elizabeth, RikaK, Vanessa, Aidan or Glen) and send a message!



Your Networking Lunch:



The Gather space

- Map:** Above is a map of the Gather space for the JSF networking lunch. The first time you appear, you will be close to the TFOM logo at the bottom centre of the screen. If your view is too zoomed in and you feel lost, remember to turn off smart zoom (tip 2 above!).
- Talk rooms:** Each of the six lunchtime talks are being held in rooms off the central area. The rooms are labelled, so you can see which talk is being held in which room. The rooms will look empty, but they are not!

Did you know?

Smaller Gather spaces do let you see everyone who is in the different areas. But because the JSF is a large event, we have had to split the talks into separated Gather rooms. This prevents problems with audio in a large crowd.

- Navigation:** Follow the footprints on the ground to one of the two sets of steps near the top of the map. Then walk around to the room you want to visit. When you walk through the door, the main map will disappear, and you'll find yourself in talk room with other people.

- 🔊 **Asking questions:** Each talk room has 5 orange circles. Stand on one of these, and you will be megaphoned for the whole room to hear (not just those near-by). The speaker will need one of these circles, but may ask someone with a question to come and stand on a free circle before speaking. You can also type a question to the “Room” in the chat box (see tips on “chat” and “megaphone” in previous section).



Did you know?

Isn't the tatami floor pretty? This space was designed for the Japan Scicom Forum by TFOM's Rika, who picked an appropriately Japanese theme for the decorations. Rika's mother gave her a firm lecture on the proper way to place tatami mats down in a room!

- 🔊 **Good listener:** Remember to mute your mic when you're not speaking so you don't disturb the people around you!
- 🔊 **We're here to help:** This space was designed by the Future of Meetings, a group committed to improving practices for online and hybrid interactions. We're identifiable by our yellow hats, and we're happy to help if you have difficulties. Either run up to one of us, or message us on chat. You can find out more about us on our website: <https://tfom.org/> or on twitter @futuremeetings. We hope you enjoy trying out Gather, and experimenting with a fun platform for meeting and chatting.

See you in Gather!