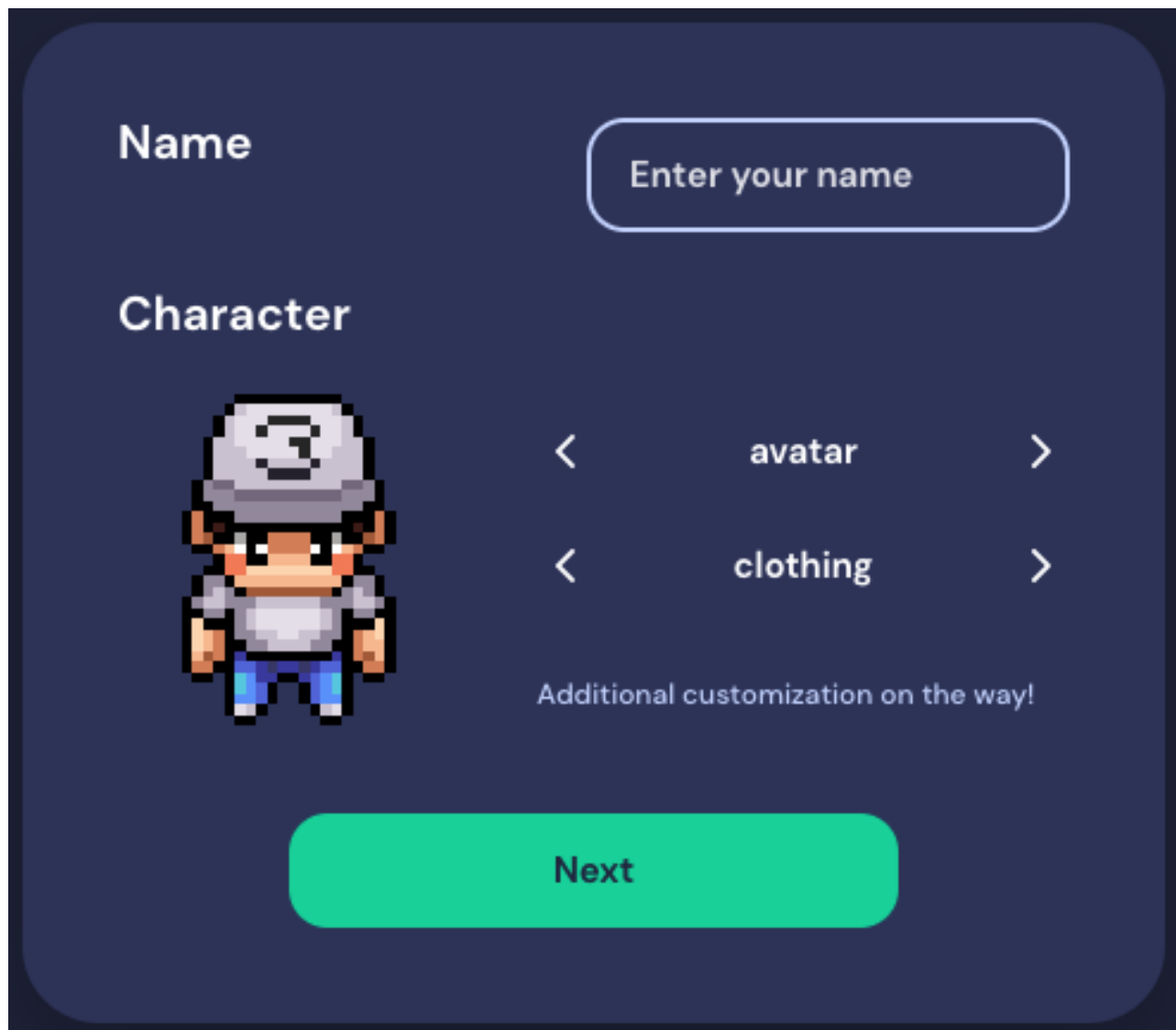


# IWCS 2021 Guide to Gather

## Getting into Gather

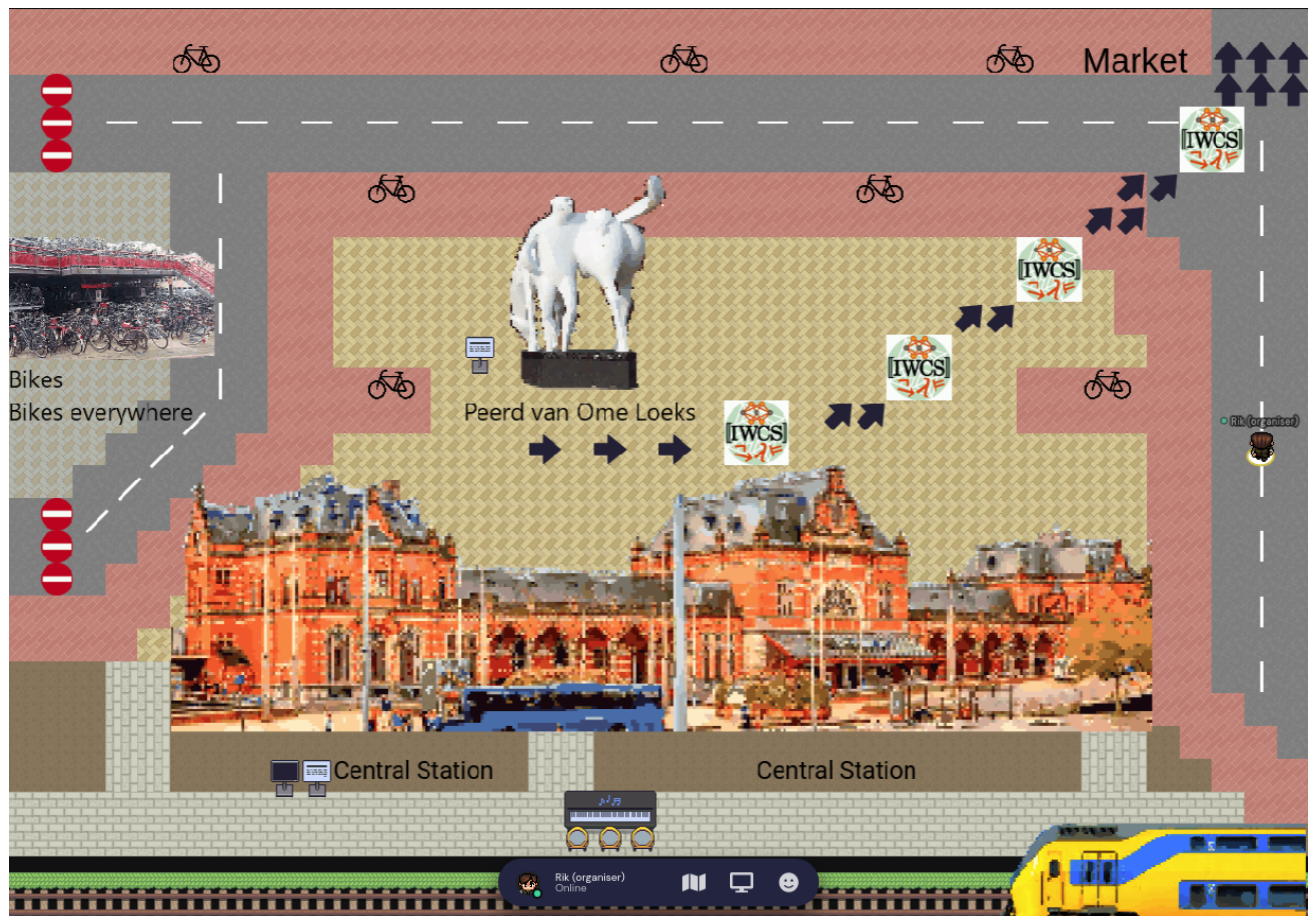
Click on the link which you received in your email. You will need to fill in the password that you received in the same email.

A panel will come up where you can fill out your name, and choose an avatar. Click “Next” to proceed.

A registration screen with a dark blue background. At the top, the word "Name" is displayed in white. To its right is a rounded rectangular input field with a light blue border and the placeholder text "Enter your name" in a light blue font. Below the name field, the word "Character" is displayed in white. To the left of the character options is a pixelated avatar of a character with a grey helmet, orange visor, and blue and white suit. To the right of the avatar are two rows of controls. The first row has a left arrow, the word "avatar" in white, and a right arrow. The second row has a left arrow, the word "clothing" in white, and a right arrow. Below these controls, the text "Additional customization on the way!" is displayed in a light blue font. At the bottom center is a large, rounded rectangular button with a teal gradient and the word "Next" in white.

The next screen allows you to test and adjust your audio and video settings. Everything okay? Click “Join the Gathering”.

You will arrive at Groningen central station. Use the arrow keys or WASD on your keyboard to move around. Try walking to the market square by following the IWCS logo!



From the market, you can follow the IWCS logos again to our university building (the harmony building). You just have to enter the building to arrive in the main IWCS lounge! All workshops, poster sessions and other activities can easily be reached from this main hall. Often, you can follow the directions on the floor to arrive at your destination.

For your privacy, Gather automatically mutes your audio and video when you're away from the tab and not in a conversation. You can turn this off in your user preferences

TIP: You can zoom in and out of the convention space by holding down the control key and moving your scroll wheel back and forth. You can also use browser zoom keys such as Cmd + and Cmd - (Apple) or Ctrl + and Ctrl - (Windows).



## Interacting with people

**Talk to people** - You can talk with other people that are located near your avatar. Those avatars located outside of your range will be greyed out. Other participants' video images will be positioned along the top of the screen. You can click on any video to enlarge it.

**Private spaces** - Private spaces are usually indicated by grey floors (carpets). You can talk with other people that are in the same private space by standing in this area. There are also individual private spaces, such as when watching a video in the poster room, or watching a talk in the panel room. If you stand on one of these spots, you will not interact with anybody.

**Loudspeaker icon** - If you step on the loudspeaker icon your audio and video will be broadcasted to **all** participants present inside the **room** (so not the full space). Please beware of this when moving through the map.

**Controls** - The column on the left side of the screen has several controls. When you click on the participants icon at the bottom of the screen, a list of all participants who are present will appear. You can find specific people by using the search box (case sensitive). You can click on any name to send a message or to follow them. If you follow them your avatar will go where their avatar goes until you toggle off following.

**Chat** - Click on the chat icon and the chat will appear. You can chat to people nearby or to an individual by adjusting the settings in the typing box. **Note:** you do not have access to messages that were sent when you were not in the space. So you can use it as a live chat, but not to catch up on previous messages.



**Microphone & video** - You can mute your own audio or the audio of others by clicking the microphone button in the video screen. The same applies to enabling or disabling your video.

## **Interacting with objects**

When approaching an object that can be interacted with, you will see the message “Press x to interact”. Pressing “x” will cause a large window to open, displaying the content or functions of that object.

In the keynote room, you can press “x” to enter the keynote presentations in Zoom. Note that this is optional, since the presentations in Zoom can also be joined using the link provided by email. It might add to the experience if everybody uses Gather. Your camera and microphone automatically get shut off. When you return, you can continue in Gather as normal.

You can walk through chairs, but not tables, posters or walls. Hold “G” (ghost) if you want to walk through people or posters. It will make you a ghost.

## **Your control bar**

At the bottom of the screen is a rounded bar with some extra functions. You can further adjust your avatar by clicking on it.

Click on your name and you can update your status and adjust your audio/video settings (gearwheel icon). If you are having bandwidth problems, try turning off smooth movement and HD video. You can also turn on quiet mode in order to only hear people that are located directly next to you.

The folded map icon opens the minimap, a bird’s eye view of the entire convention space with your position marked. If you are lost, you can click on your name and select “Respawn” to return to the entry point.

The screen icon opens screen sharing controls, which work the same way as video conferencing applications like Zoom and Microsoft Teams. The shared screen can be seen by people whose video screens you can see. Audio is not shared in screen share mode. You can also use this option while presenting your poster. Participants then see what you are seeing (and you have your cursor available). You can also use this option if you want to share other windows (for example to show a demo or video).

The emoji icon allows you to display an audience reaction emoji - applause, heart, flowers, thumbs-up, question mark, hand raised - and to turn it off by pressing again. Alternatively, you can hit the numeric key corresponding to each emoji to make it appear, without opening the menu. The emoji will appear above your avatar.

## Getting out of Gather

Click on the grapes in the upper left-hand corner and click “Go home”. Just closing the tab works too.

### FREQUENTLY ASKED QUESTIONS

#### EQUIPMENT

##### **Q / What do I need to use Gather?**

A / You need a modern browser (Chrome and Firefox recommended!) on a desktop or laptop computer. Gather is not in full release yet for tablets or phones. You do not need a camera or microphone unless you would like to use the videoconferencing capabilities to communicate with other participants. If you are using the videoconferencing capabilities, it is strongly recommended to wear headphones or a headset to minimise echoing. Alternatively, you can mute your microphone until you wish to join a conversation.

#### NAVIGATION

##### **Q / I don’t know where I am.**

A / Go to your control bar (center-bottom of screen) and open the folding map icon. It will show you the minimap with your location. You can jump to the starting position by clicking your name on the control bar, and then “Respawn”.

##### **Q / I can’t see my avatar anymore.**

A / Look for the avatar which is standing on a white circle surrounded by a coloured ring.

##### **Q / How can I get out if I am blocked in by other users and objects?**

A / If you are blocked in by other people and can’t move, Ghost mode allows you to pass through other people’s avatars. Press and hold “G” to enter Ghost mode. People cannot follow your path when ghosting.

#### ACCESSIBILITY AND COMFORT

##### **Q / How can I make videos of other members bigger?**

A / You can click on any video and it will expand to fill the central portion of the screen. Click again to reduce it. Any other nearby users remain in the carousel at the top of the screen as small videos.

**Q / How can I improve the video quality?**

A / Go to your control bar (center-bottom of screen) and click your name and then settings (gearwheel icon). Turn off smooth movement and see if that helps. Try turning HD video on and off as well.

**Q / What can I do to reduce the number of inputs coming at me?**

A / Try Quiet Mode. Quiet Mode means you can only hear people who are directly next to you in any direction (including diagonals). You can toggle it on and off from your control bar (click your name).

**Q / Can I turn off one particular person?**

A / You can turn off individual users' audio and video by clicking the camera and microphone icons in their video image. Remember, the video and sound are only turned off for you ( other users can still see and hear that user). If you wish to re-engage with the user, you need to turn their audio and video back on.

<b>SOCIALISING AND BLOCKING</b>
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**Q / How can I see who is around me in a crowd or a room full of people?**

A / You can activate grid mode by pressing the expanding arrows at the top right of the video carousel. This displays the videos of nearby people in a grid which takes up the whole screen.

**Q / What are the exact dimensions of “nearby”?**

A / ‘Nearby’ is defined as all the users in a private space, or those in communicable distance in public spaces - the users whose videos you can see and communicate with.

**Q / How do I ‘friend’ an individual member?**

A / Go to their profile in the participants panel (left side of the screen, participants icon) and send them a friend request. It's not automatically reciprocal so for a two-way friendship they have to friend you back.

**Q / How do I block another individual member from seeing or following me?**

A / Go to their video and find the “No Entry” sign (circle with a diagonal line through it). By clicking it turns on blocking for that person and they will not be able to see your video or follow you. You will still see an outline for their video and you can toggle the “No Entry” sign back on to turn off blocking if you wish.

**Q / My conversation partner's microphone is turned off. How do I tell them to unmute?**

A / You can use the Ring function, which will be visible if you hover on their video. It only appears if the person has muted themselves. The ringer emits a noise to the person you've rung, but if the person is away from the screen or does not hear, there is no notification or record that you have rung. So, if you don't get a response, you may want to send a text chat.

**Q / How do I find a specific person?**

A / You can search for them in the participants panel (left edge, participants icon) and click "Locate". That will show you a path from you to them.