

# XVIII

## SYMPOSIUM OF MEXICAN STUDIES AND STUDENTS IN THE UK

SYNERGY, THE LINK OF THE FUTURE

### **GatherTown Walkthrough**



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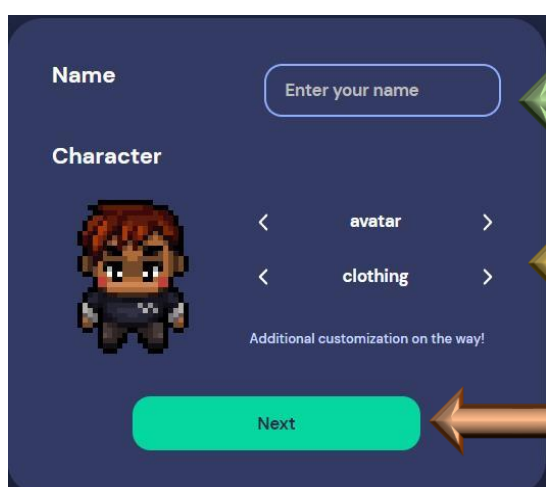


# GatherTown Information & How To Create your own Avatar

GatherTown is the platform used in the Symposium and we hope you will enjoy using. During the event, this guide will assist you navigate on the Symposium rooms and provide instructions on how to use GatherTown.

**\*\* The Link and password to join GatherTown has send it to you via email.**

Clicking this link, you will be sent to an our Symposium space where you may build your character. This will be your 'you' during the event, and you will walk around the venue and engage with other participants as this avatar. *(You will be able to alter your avatar's appearance and clothing by using the arrows. Make one that resembles you, or try something new).*

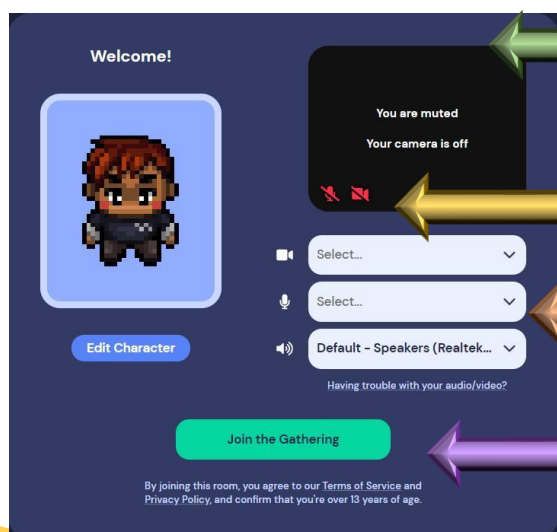


**Fill in your name. When you go about, this will be seen over your avatar's head, allowing others to recognise you.**

**Make your own personal avatar! Using the arrows, change the avatar's appearance and clothing.**

**Click Next when you are ready!**

After clicked next, you will be directed to your camera and video settings. GatherTown may require access to your computer's microphone and camera if you use Gather through your browser. The default microphone, speakers, and camera of the computer are shown in the image below. If you need to go back and make adjustments in your avatar please clicking the 'Edit Character' button under your character.



**The preview shows you what can be seen. Right now, Ollie is muted and his camera is off.**

**Turn your sound and camera on and off here.**

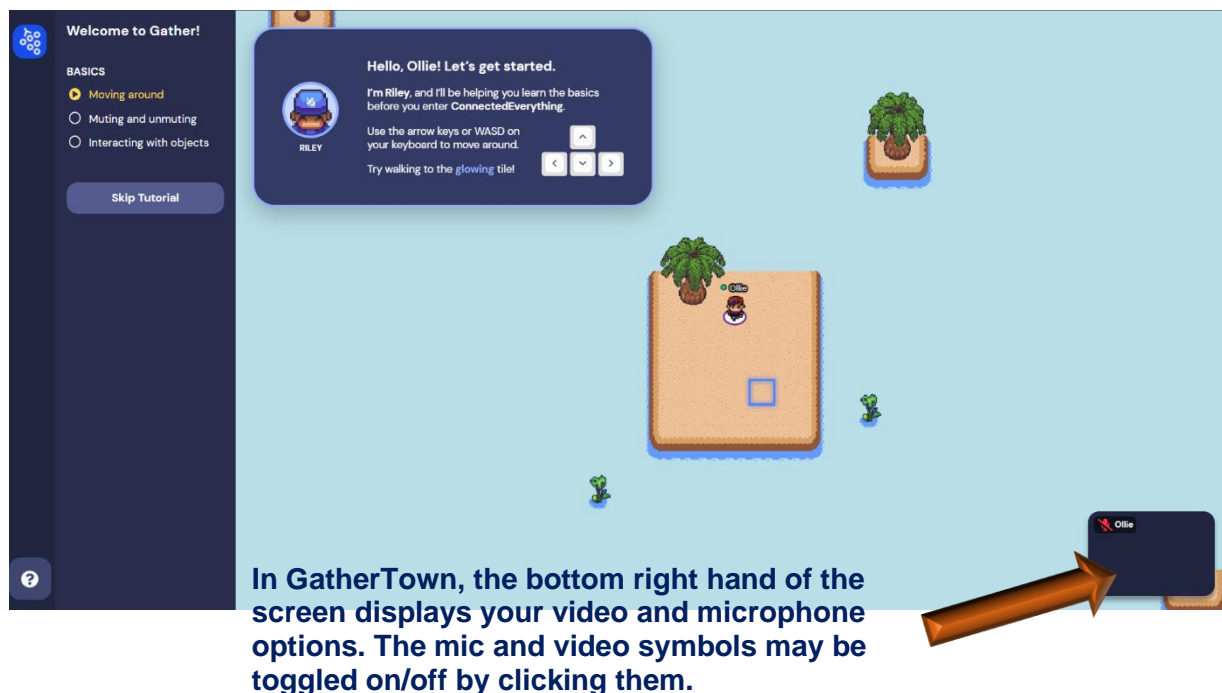
**Video and sound options displays here; to modify them, click the down arrows next to each.**

**Click Join the Gathering when you are ready!**

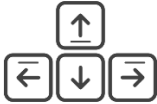





## First time using Gather town

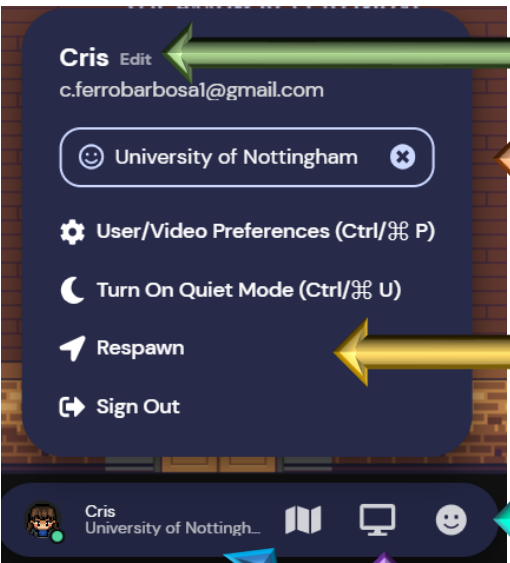
If this is your first time using GatherTown, your avatar will now be in an island setting! (a very brief *GatherTown* lesson). In this lesson you will be taken through a few instructions, for instance how to move and interact with items, once you have mastered how to manoeuvre your character you can join the symposium. (All these instructions, are explain this document below)



# Main Buttons

Keys	Function
	To move your avatar around, use the up, down, left, and right keys on your keyboard.
	Interact with an object, such as a poster or a set of signs stand near to it and use the letter <b>X</b> on your keyboard. <i>For instance, approach a poster and tap <b>x</b> to have it appear on your screen for you to read it. When you are finished, press <b>x</b> once again to exit.</i>
	Activate <b>Ghost Mode</b> by pressing the letter <b>G</b> on your keyboard. letting you move past other participants. <i>For instance, If you are gazing at a poster and want to go on to the next one, <b>hold down G</b> while you walk and you will stroll right through them. You may also stay in ghost mode by pressing <b>Ctrl + G</b>. To leave, press <b>G</b>. On page 11, there are examples.</i>
	Feeling suffocated? If you can not move because there are too many people around, press the letter <b>E</b> (for eject) on your keyboard, and you will be relocated to a spot where you can move again. <b>NOTE:</b> only use this function if you are fully trapped. <i>(The Symposium space was designed to accommodate the number of people expected, this shouldn't be an issue most of the time, may happen if everyone arrives to GatherTown at the same moment)</i>

As Soon as you are in, you will see a little bar at the bottom of your screen with your character's face, your name, and a few symbols after you have logged in. You can change information such as your name and add a status by clicking on your name.



**Cris** Edit  
c.ferrobarbosa1@gmail.com

University of Nottingham

User/Video Preferences (Ctrl/⌘ P)

Turn On Quiet Mode (Ctrl/⌘ U)

Respawn

Sign Out

Temporary reaction above your avatar e.g. a thumbs up.

Open a map of the room

Screen share

Click edit to change your name.

Add/remove a status (e.g., organisation, institution...)

You can reset your position on the screen and log out.

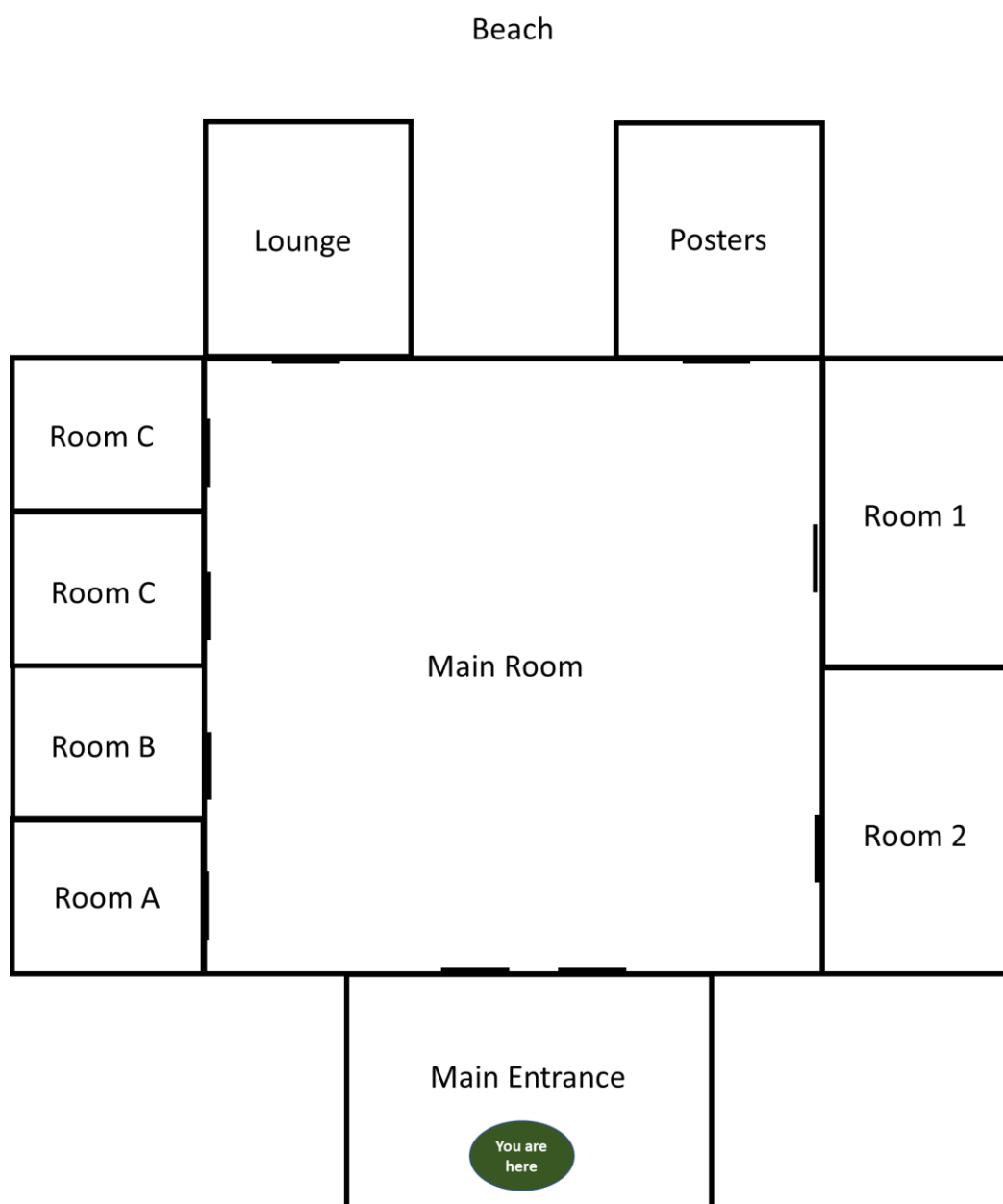




## ROOMS AND SPACES

During the Symposium you can explore our GatherTown space. The layout of the space is shown below, there are 2 bigger rooms for keynotes talks and discussion panels (**Room 1 & 2**). Likewise, there are four smaller rooms for oral presentations for those who sent an abstract (**Room A, B, C, & D**). Finally, there is a **Poster** room where posters will be display throughout the duration of the event.

The **Lounge** and the **Beach** contain seating areas as well as games to interact and create networking with others participants.



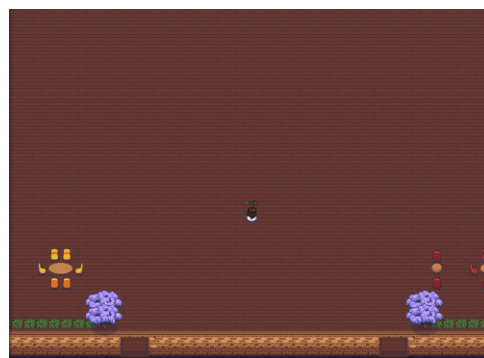
## 1. Symposium Hall

The festival hall is the main space and has been split into four sections that you can easily walk around using the arrow keys on your keyboard.



### Entrance:

This is where you will start in Gather. You will also find the help desk to speak with a staff member.



### Main Room:

This room is the main one, which allows you to enter to the different rooms below



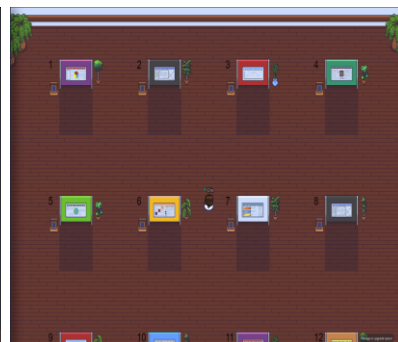
### Room (1&2):

Keynotes talks and discussion panels will be held in these rooms



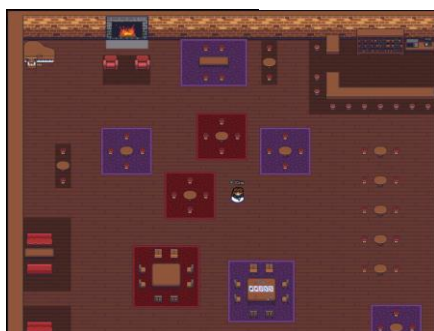
### Room (A,B,C&D):

Oral presentations will be held in these rooms



### Posters:

Posters will be display here



### Lounge & Beach:

A relax environment room where you can find seating areas as well as games to interact and create networking with others participants



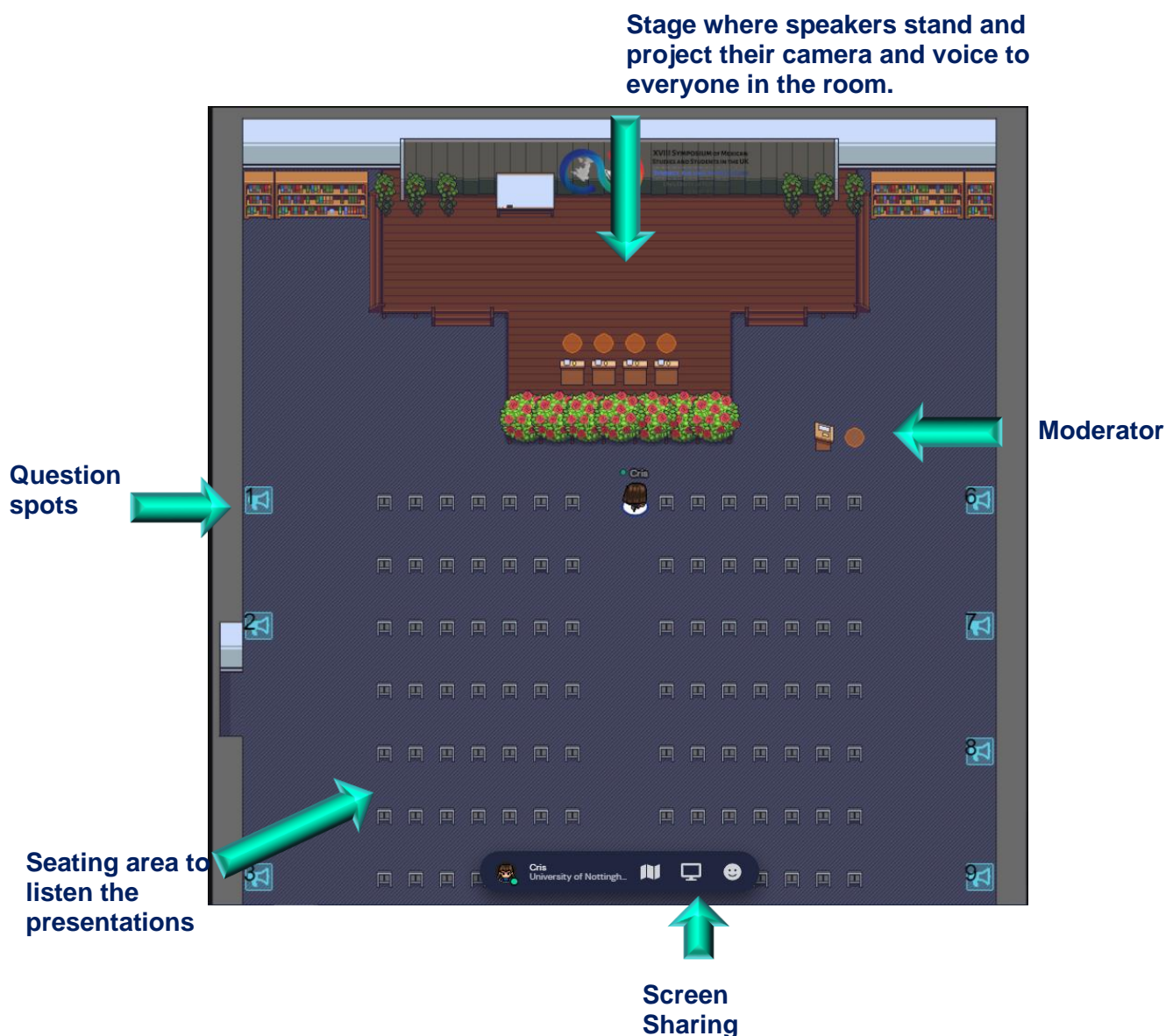
*\*\* All room screenshots are from the map view. You will be more zoomed in when you walk around \*\**



## 2. Room 1 & 2

The Room 1 & 2 will host all of the Keynotes talks and discussion panels of the Symposium. The speakers will be up on the stage, just like at a regular conference, and will be able to transmit their voice and camera to everyone in the room. Once on stage, speakers will be able to share their screen with the whole audience.

Question spots for the audience are in the sides, which allows them ask questions and the entire room can hear it. The moderator will give you the word to maintaining the order.

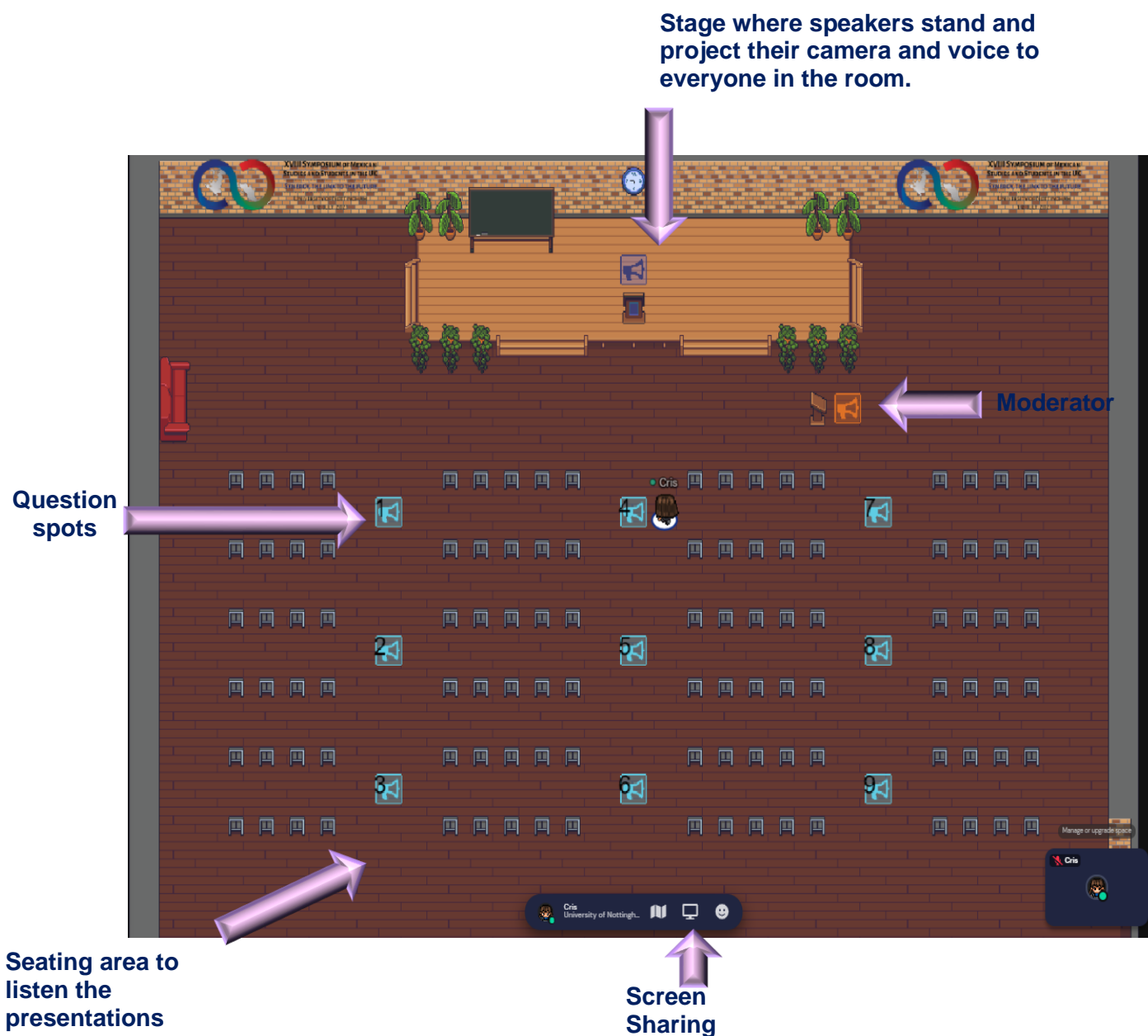




## Room A, B, C & D

The Room A, B, C & D will host all of the oral presentations of the Symposium. The speakers will be up on the stage, just like at a regular conference, and will be able to transmit their voice and camera to everyone in the room. Once on stage, speakers will be able to share their screen with the whole audience.

Question spots for the audience are between the rows, which allows them ask questions and the entire room can hear it. The moderator will give you the word to maintaining the order.



# Sharing your Screen

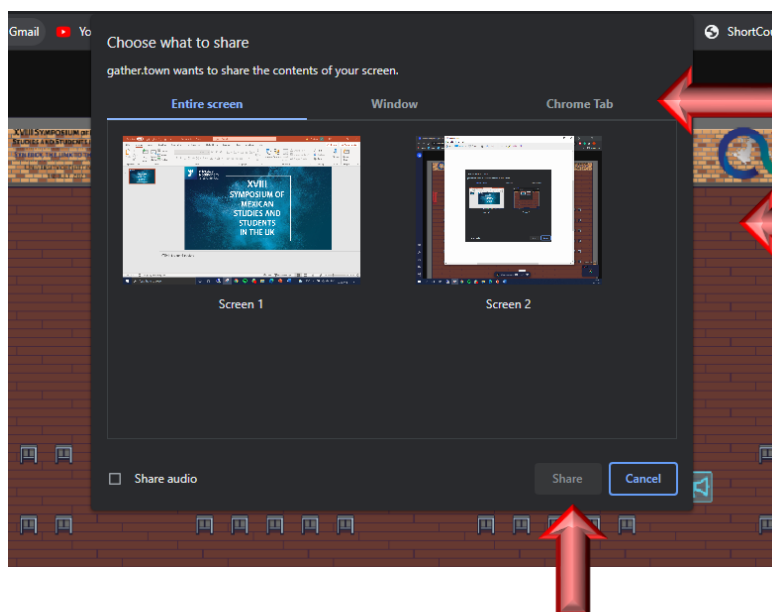
(for speakers, panelist and oral presentations)

GatherTown allows you to share your screen with others. GatherTown operates in the same way as Teams, Zoom, or other video conferencing software does. To begin, share your screen by clicking the share button. Your screen will be shared with everyone if you are standing on the main stage.

Click here to share screen with everyone in the room.



After clicking the share screen, you must choose the screen or programme window you want to share.



Switch between screen or application options.

Click the presentation you want to share.

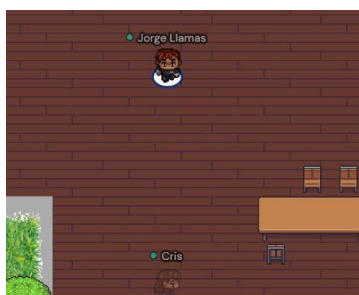
Click here to start sharing.



# Interacting with Attendees

## When can I be seen and heard?

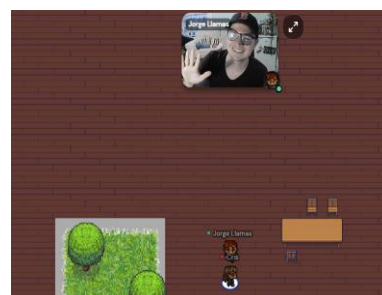
There may be several people in the same room, but don't worry; you will not hear or see them all! As you get closer to other characters, their sound and camera (if they have them switched on) will begin to appear. They grow clearer as you go closer. Then you may take a break and talk. As in a real-world conference, this allows you to 'bump' into other participants. Simply walk away when you're through, and the other person's sound and video will vanish.



Because they aren't close enough together, Jorge can't see Cris.



If Jorge's camera is switched on, it will become visible as he approaches. Because they are still so far apart, Cris may not be able to hear her. In addition, the image is more translucent.



If their mic and camera are turned on, Jorge and Cris are now near enough to see and hear each other. The movies are no longer translucent, but instead are crystal clear..

## Private Spaces

In the **main room, lounge and beach**, you will see a number of squares which will have tables, or couches and chairs in them. These are private spaces. If you are in one of these squares you will only be able to see and hear those who are also in that square. Outside this space, no one will be able to hear you.



Jorge is outside the private zone, so he is unable to see or hear Cris, who is within.



Now Jorge is in the private zone he can see and hear . They can now have a private chat without anyone in the room hearing.



Jorge enter to a private room which is a private zone with more capacity and you can use the whiteboard if you need it



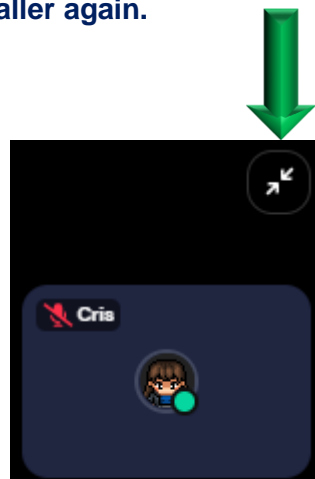
### Want to see people better?

Next to the attendee videos, you'll find a box with two arrows going outwards. To make the videos bigger, click this. Then, with the arrows facing inwards, minimise the window once again.

Clicking the button and the videos will expand, allowing you to see the individuals you are chatting to more clearly.



Click the button to make them smaller again.

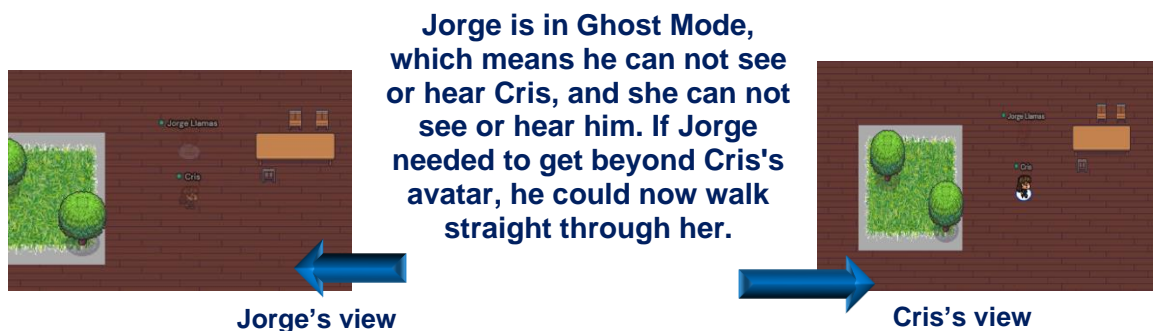


### GhostMode

**Ghost Mode** option can be activated by pressing the letter 'G', this mode allows you to pass someone who is in your way or if you don't want to engage with other guests.

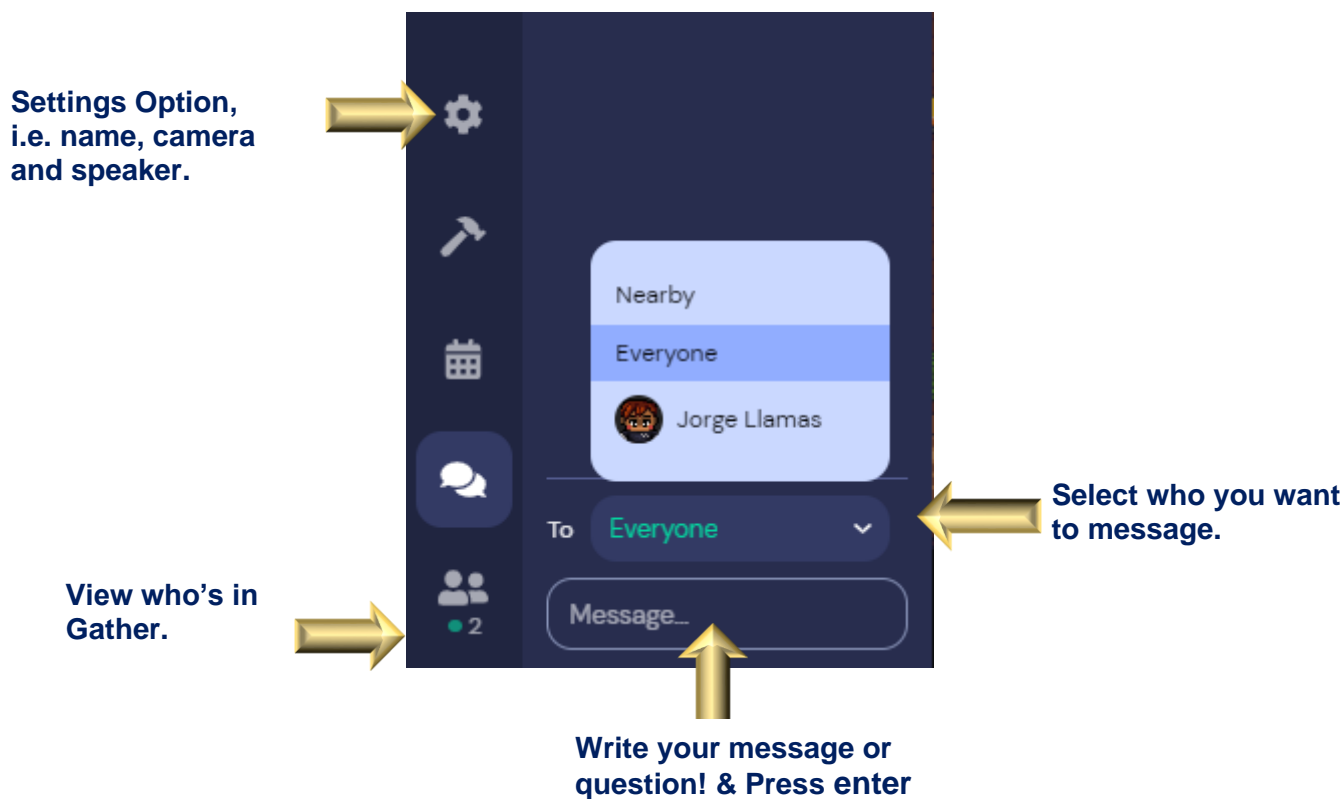
There are two ways to activate **Ghost Mode**:

1. While moving with the arrow keys, and holding down the 'G' button. If you merely want to go by someone who is in your way, this is a decent option.
2. Press **Ctrl+G** to activate **Ghost Mode**, which eliminates the need to continuously pressing the button while you travel. To exit the **Ghost Mode** press 'G' and you will be visible once again.



## Chat

GatherTown has a chat function that allows you to communicate with others around you. You have the option of speaking with Everyone, those Nearby, or specific persons, such as someone you know and would want to meet up with. You might invite them to meet you in the Social Area at one of the private tables to catch up.





# GatherTown FAQs

## **I'm just finding my way round, I don't want to 'bump' into people**

Particularly at the start when you are finding your feet, you might not want to speak to others. Move your character to a quiet space (if you are stuck among lots of people try pressing "E" or using the reset position button mentioned previously). This may also be a time to have your microphone and video turned off. You can turn either of these back on at any time in order to start interacting again. You can also use the Ghost mode, see page 11.

## **How do I leave rooms?**

Use the 'doors' in the different rooms in order to leave and visit another space. Outside of a room, the background is grey but the doors to the next room will be the same colour as the floor of the room you are in. Follow these to the next room.

## **How do I leave the festival?**

You can click leave under settings or when you click on your character's face in the bottom menu bar. Or you can simply close your browser tab.

## **I need help, where can I find Connected Everything staff/helpers?**

In the reception room, you will find the information desk there will be people who can help you. You can also search the chat for Connected Everything helpers who should have STAFF written somewhere in their name.

