Gather Space User Guide - SPUDM Conference 2021

Table of Contents
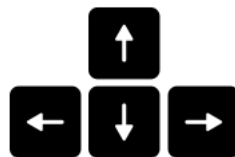
Summary of the Guide

This summary will be enough to get you going in Gather quickly, it would be best to take time to read the whole document to get most benefit from Gather's features.
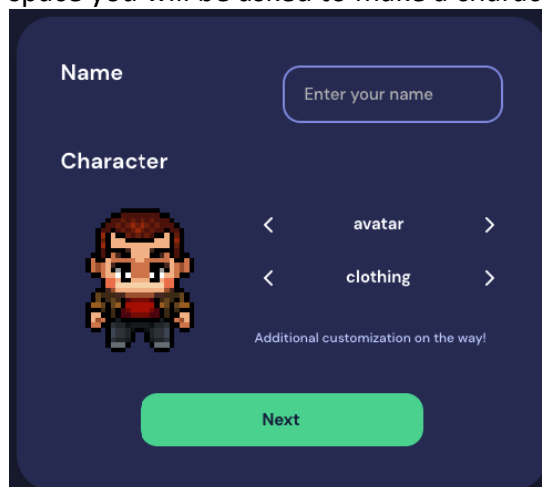
Moving:
To move, use the arrow keys.

Arrow Keys

The arrow direction indicates where you will move when it is pressed, so pressing the 'Up' arrow key will move your player upwards and so on.

Interacting with objects:
Some objects are interactive, they will be highlighted yellow when you are within activation distance of them. When in range, press 'X' to interact with the object and it could bring up an image, video, website, and other cool things.

Avatar:
When joining the Gather space you will be asked to make a character.

Name and Avatar

When entering a name please use the naming convention of: Your Name (Affiliation).
For example: Marcus Tonge (University of Warwick).

You can use the avatar and clothing slider to customise how your character looks. Our helpers' avatars will all be yellow with yellow caps, so please avoid that option.

Chat:
Pressing the chat bubble on the left hand side of the screen will bring up the chat box. In here you can message other people in the Gather space.

Find More Help

Gather Information   SPUDM2021 Gather Space
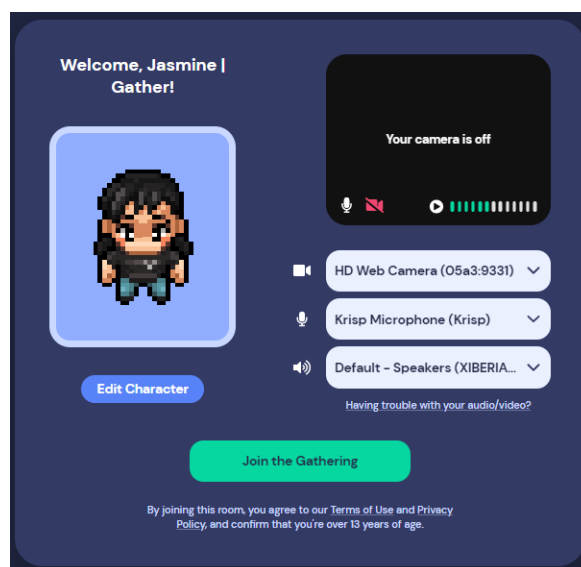
A brief overview of Gather

Gather is a web-conferencing software like Zoom, but with the added component of seeing the virtual 'room' you and others are occupying, and with the ability to move around and interact with other participants based on your proximity, just as in real life.

- When you connect to Gather you will be prompted by your web browser to allow Gather to access your microphone and camera. Please accept these permissions to allow gather to function properly.

Video and audio settings

Every time you enter a Gather space, you will be asked to select your input devices (microphone and camera). There is a microphone pick up volume indicator, so you can test the sensitivity of your mic before entering the Gather space.
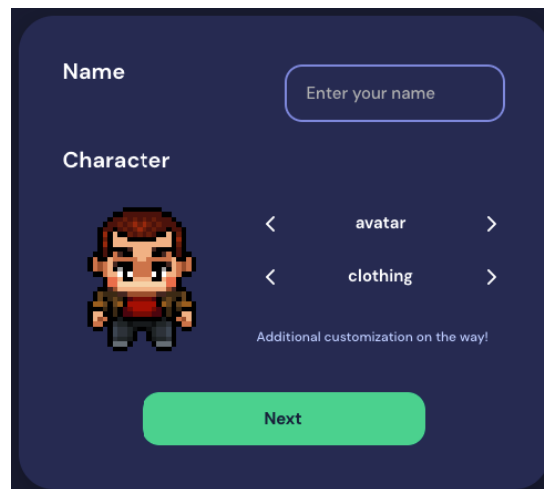

Webcam and Microphone settings

In this example, the camera is set to 'HD Web Camera' in the example, and the microphone is set to (Krisp Microphone). Your hardware settings will be different. There is a 'Join the Gathering!' button at the bottom of the window to enter the space after you have configured your settings.

In Gather you are muted whenever you are not on that tab, for privacy purposes, this can be disabled in settings so even when you are tabbed away you can still be heard and seen.

Please note that Gather only works on Google Chrome or Firefox browsers.

Setting up your character name and avatar

When you first use Gather you will have to set up a character.

Name and Avatar

When entering a name please use the naming convention of: Your Name (Affiliation).
For example: Marcus Tonge (University of Warwick).

You can use the avatar and clothing slider to customise how your character looks. Our helpers' avatars will all be yellow with yellow caps, so perhaps avoid that option.

You can access this menu again while in the Gather space if you want to change something by pressing your name at the bottom of the screen (1). It will bring up a small window and you just need to press the 'Edit' button to access this menu (2).
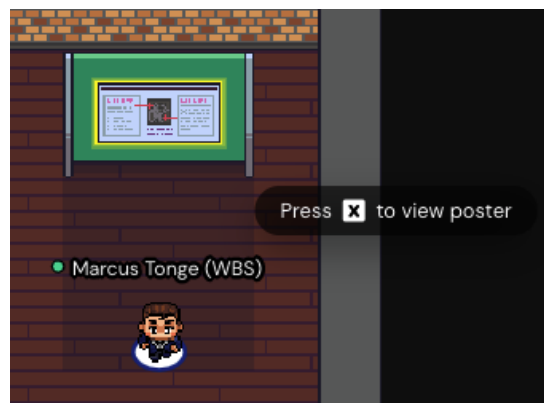

Personal Menu

Controls

To move in Gather use your keyboard arrow keys (up to move up, down to move down etc.).

Hold 'g' to enter ghost mode, this allows you to move through people which will be useful in crowded areas. In this mode you cannot hear or see other people and vice versa. Ghost mode also allows more people to fit into private spaces such as in front of posters.

Press 'x' to interact with objects (e.g., posters, information points). In the presentation and poster rooms you will be able to interact with objects - you will be prompted with a message near the object or if it is further away, such as in the presentation rooms: this will appear at the bottom of the screen above your name.

Press X to interact with highlighted objects

There are information points throughout the SPUDM2021 Gather space, which display the full programme - select the relevant tab at bottom of worksheet to view the programme, posters, presentations or symposia.
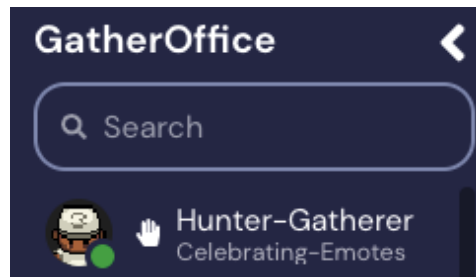
Left-clicking on someone in Gather will bring up a small menu, you can select the option 'Follow' to follow them. This is useful when moving around while your are talking, but please don't follow people unnecessarily as it could be seen as stalking.

The Ring Feature is available when a user in the space is muted. The Ring Feature's main function is to call the user's attention back to the Gather tab. When clicked, there will be a short audio ring played to grab their attention.
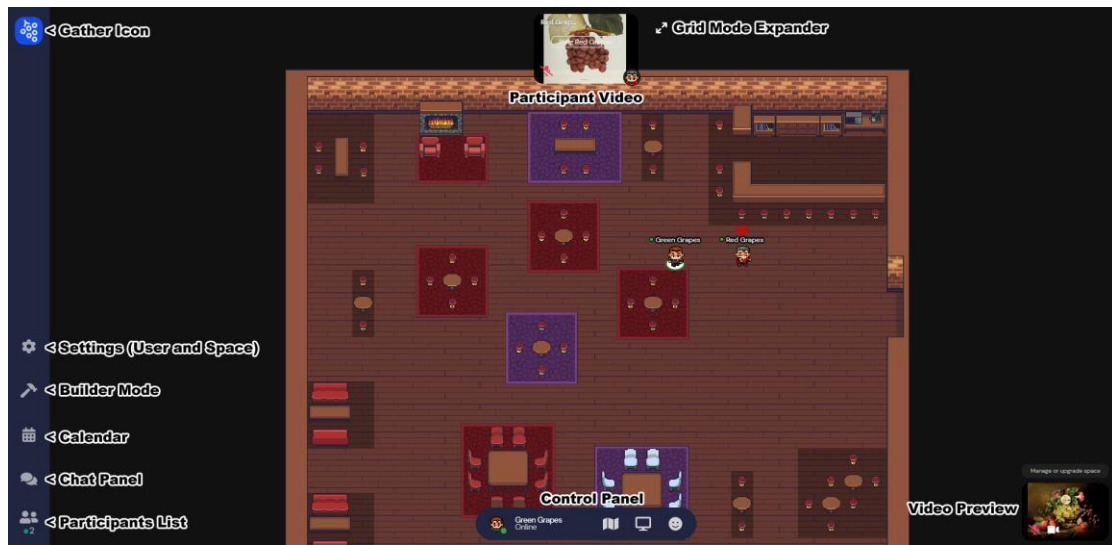

Ring Feature

To raise your hand, you can either select it from the Emotes Menu or press the number 6 on your keyboard. While your hand is raised, your name will move up to the top of the Participants list. For the raise hand emote, you have to press the number 6 again for the emote to disappear. Alternatively, you can click on the raised hand emote in the emote menu or the clear all button to lower your hand.
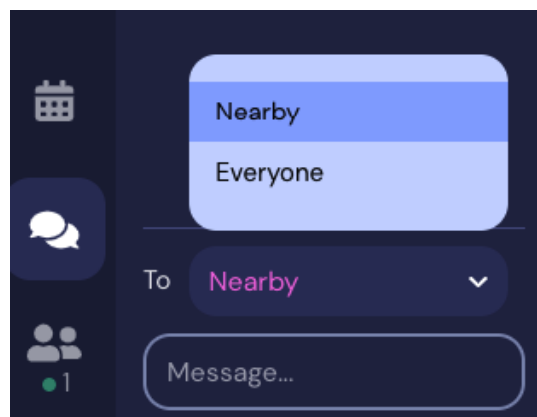

Raising Hand

Finally, holding 'Z' will make your player dance!

Side Panel explanation

Side Panel

Click the Chat Panel on the left hand side to bring up a chat box to use to see who is in the space and to communicate with other people. You can select who the message goes to by clicking the dropdown box above where you type your message.

Chat Panel options

A bubble is a temporary conversation between you and another person. Need to get a word in, but don't want to disturb the flow or the larger meeting going on? Break out into a bubble. Bubbles are great to 'whisper' with your neighbour without talking over the current group conversation.

Video viewing options

Video Carousel:

You can scroll between the videos manually by clicking the arrows to the left and right of the videos shown. This is called the 'video carousel'.

Video Carousel

Grid View:

To increase the number of videos visible to you or to enlarge the videos you are currently seeing, you can enter Grid View. Grid View will display up to 9 videos in a grid format at the same time with their names and avatars visible. To exit Grid View, click button in the upper right of your screen with the arrows pointing towards each other.
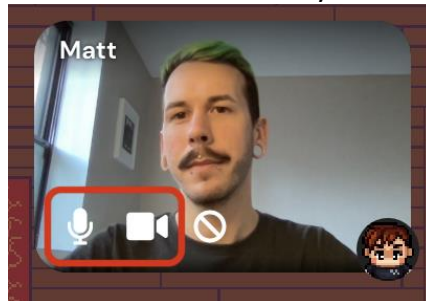

Grid View

Turning off another user's video and audio for yourself

If there is another participant who you do not wish to hear or see you can mute them or turn off their video. To do so, hover your mouse over their video box and click on the microphone and/or video camera icons to mute and/or turn off their video for yourself. Blocking people disables all communication between you and the other person

This will only mute their audio/video for yourself and no one else in the space. They will still be able to see and hear you, and everyone else will still be able to see and hear them. To turn their audio/video back on you would follow the same steps.
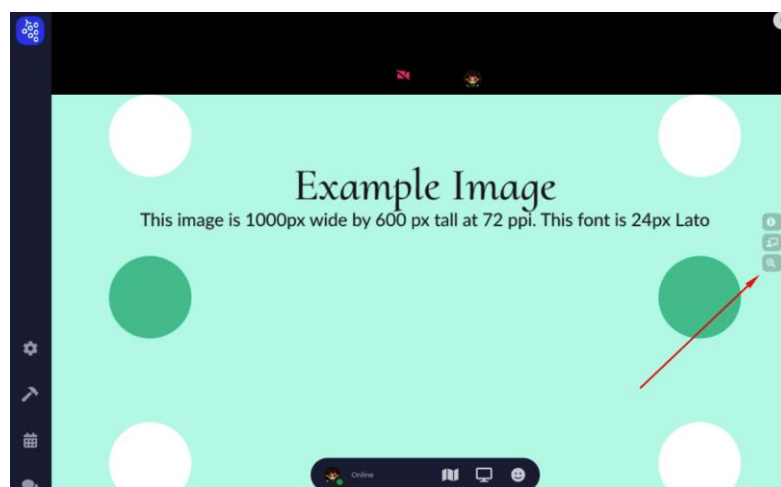
Screen Sharing

You can share your screen with all of the people you are connected to on Gather if it is enabled. This is how most presentations will be delivered. To share your screen, click on the Screen Sharing icon in the centre Control Bar at the bottom of your screen.
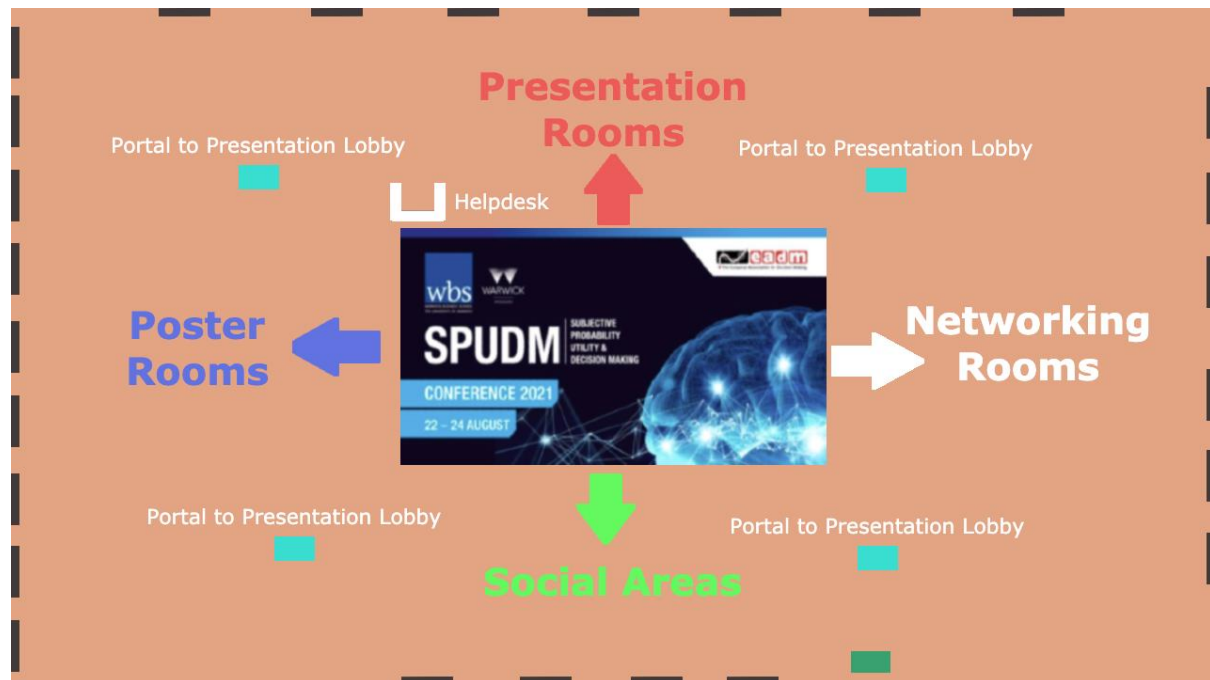

Screen sharing

Viewing Posters

Zoom in on Poster or Presentation

When viewing posters (or presentations) you can zoom in on content by using the zoom button at the far right centre of the screen. Click this and it will zoom in on the presentation. To zoom out there is a similar button underneath the zoom in button.

Layout of SPUDM2021 Space

Overview of the Atrium to show setup of SPUDM2021 space

- **Atrium** – this is the hub of the conference, along lines of a f2f conference registration area. From here you can access the poster rooms, presentation rooms, networking rooms and various lounges via doors or some portals (wormholes for quick transfer between rooms). The helpdesk will be manned throughout SPUDM2021 or we will provide a link to find help from there.
- **9 Poster rooms with Lobby area** – showing poster presentations. Accessible from Atrium or Poster lobby area.
- **7 Presentation rooms with Lobby area** – these rooms will host presentations or symposia and each is linked to its own networking room. Presentation area is accessible from all other areas of SPUDM2021.
- **Networking rooms** – if you wish to continue discussions after a presentation this is the space to go. Linked by portal to each presentation room and by doors to Atrium.
- **Social Areas** - various places to socialise including Rooftop Lounge, Park, ECR Lounge (Beach), Kenilworth Lounge, and a Games Lounge with online games such as Poker, 'Pictionary', Codewords, etc.

How to Find Help

- SPUDM2021 helpers' avatars will have yellow caps and yellow clothing and their participant ID will be First name (SPUDM HELPER). They should be your first point of contact for help.

- The Atrium helpdesk will be manned throughout the Conference and no one is there for any reason, we will provide a link to find help from there.
- We will post a phone number on the footer of the online programme so that you can contact us in person if all other resources fail.

Finally… there are a lot of moving parts in the delivery of SPUDM2021. If there are any glitches we ask for your patience and understanding. Please be assured that we will be working as hard as possible to resolve them.

We hope you enjoy SPUDM2021!