

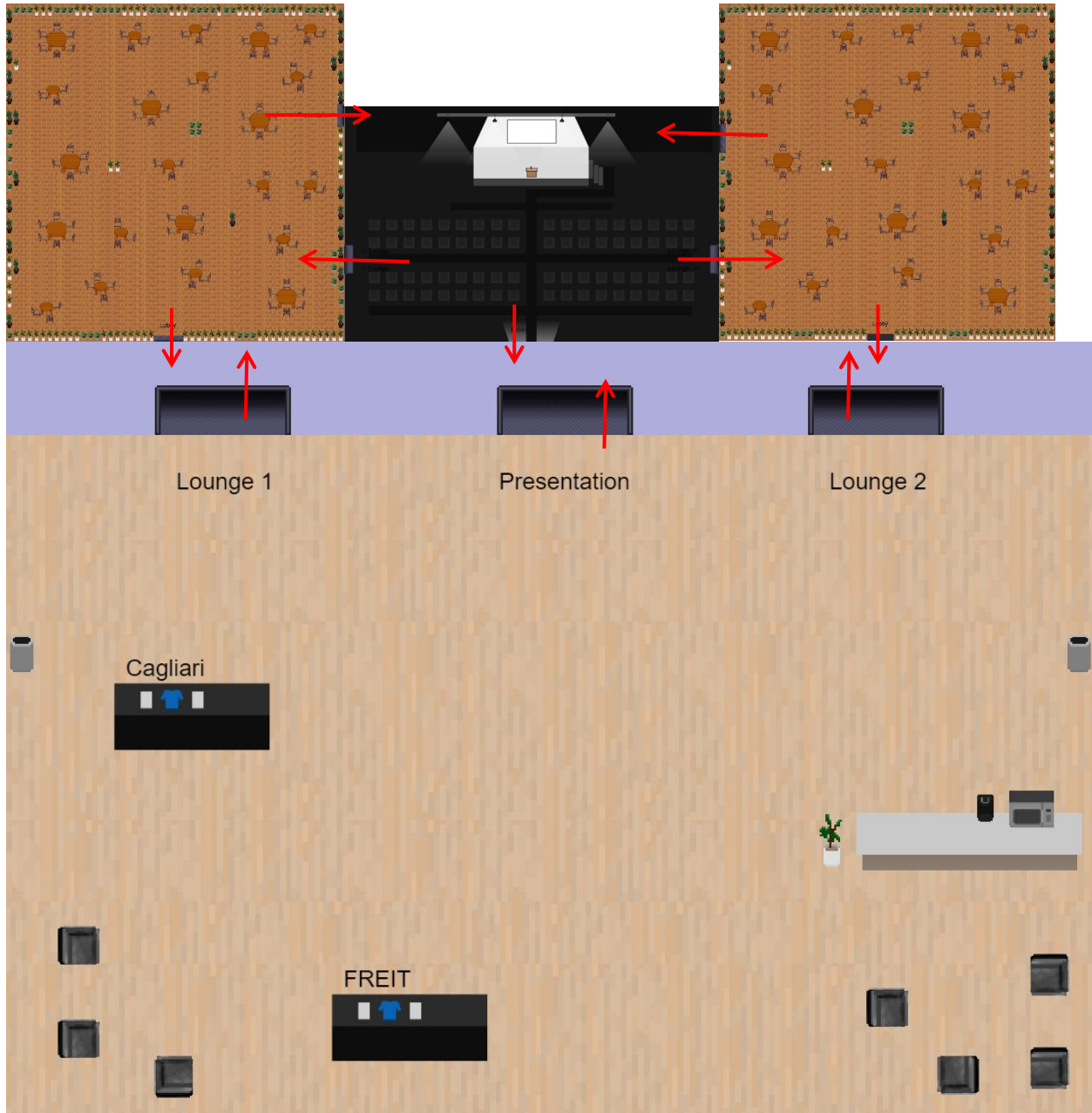
## Guide to gather.town spaces

### Important:

Gather.town is not supported on Safari (apologies Mac users) nor is it supported on mobile devices (phones, tablets, etc). If you ever get stuck, simply go into settings and respawn to the lobby (see below).

### Space configuration:

The entire conference venue is composed of four rooms, Lobby, Lounge 1 and Lounge 2, and Presentation Room, as shown below:



When you enter the space you will begin in the Lobby. At the top of the Lobby there are two doors, one leading to the Presentation Room and the other to the Lounge. It is also possible to go directly from the Lounge to the Presentation Room. The door is to the right of the Lounge towards the top of the room, while in the Presentation Room the door is of light grey color in the middle horizontal row (roughly a third up and on the left in the picture above). Red arrows identify all the doors between the rooms.

### Your avatar:

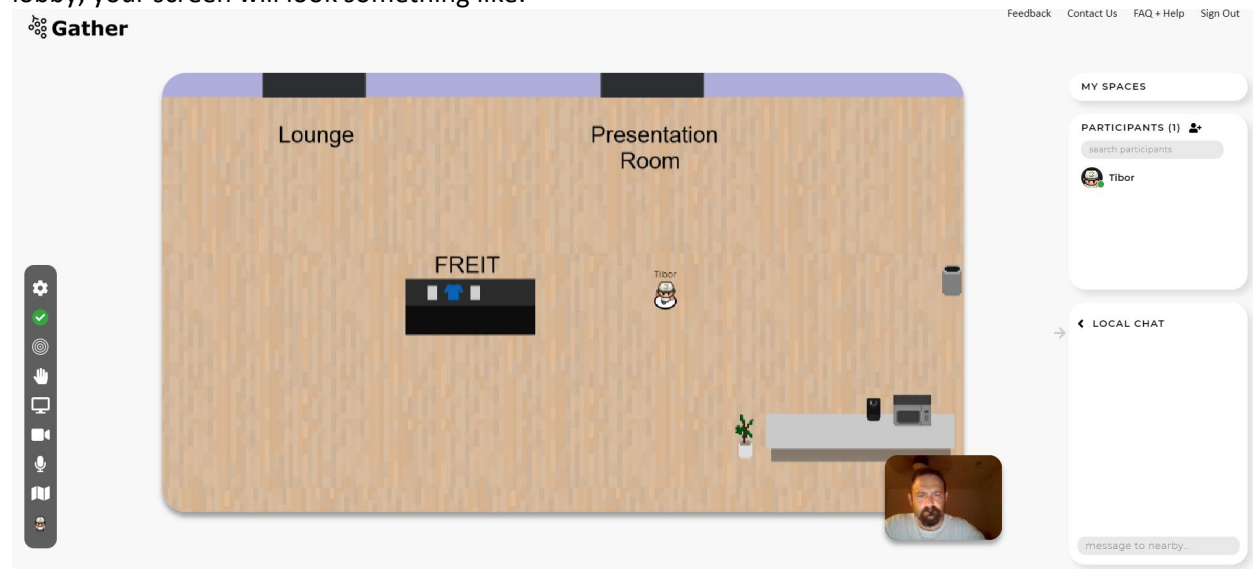
You will be asked to enter your name and will be given an avatar (see below) that you will use to move around the rooms.



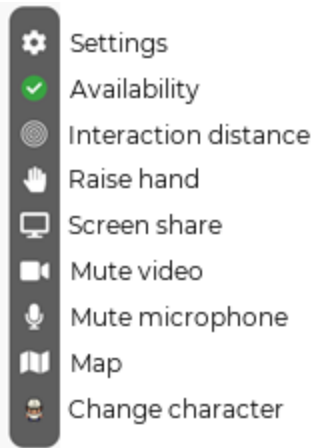
You move either by using the arrow or A (left), W (up), S (down), and D (right) keys on the keyboard. You interact with others in the room by approaching them. How close you need to be to interact is determined by the interaction distance setting discussed below.

### Screen layout in gather.town:

Once you are in gather.town you will only see a part of the room in which you are in. If you are in the lobby, your screen will look something like:

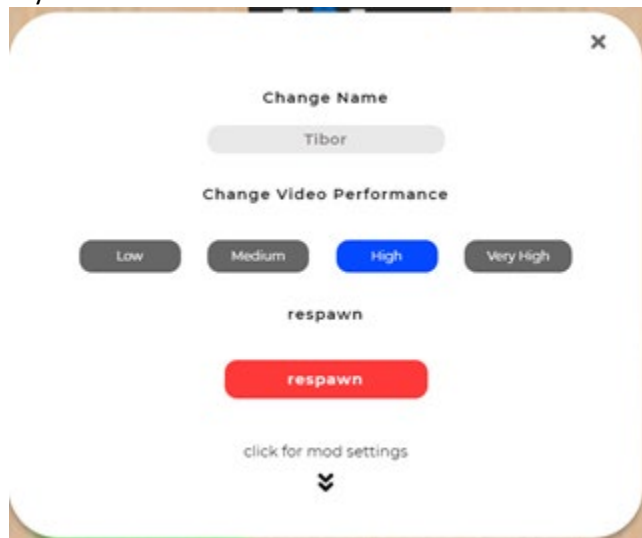


The left side shows the control panel:



Controls explained:

Settings: allow you to change your name as well as to respawn, which is very useful if there is a glitch and you get stuck behind an invisible wall (only one in these rooms is in the presentation room). If you respawn you are returned to the lobby and you can then move wherever you want.



Availability: controls whether you are active in the space, useful if you need to step away from your computer and prefer not to remain available for interactions

Interaction distance: controls how close you have to be to interact with others, if all 4 circles are on then you can interact with someone three spaces away, if only the center is on then you can't interact with anyone including those standing next to you

Raise hand: self-explanatory

Screen share: in case you need to share your screen when you are interacting with someone

Mute video: self-explanatory

Mute microphone: self-explanatory

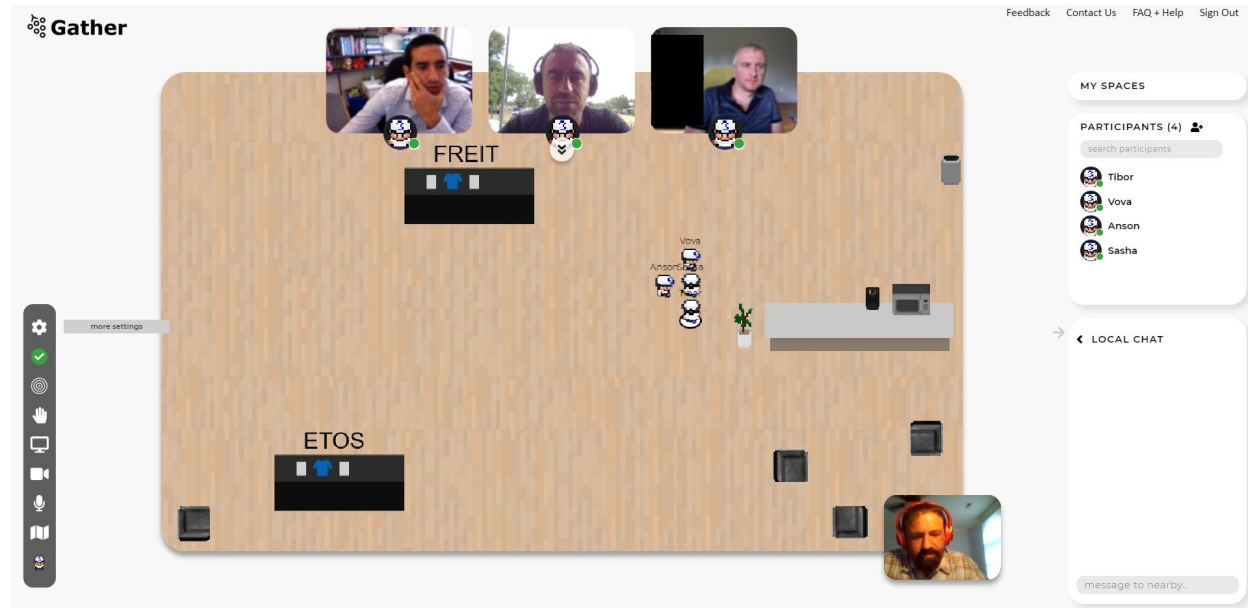
Map: shows the map of the current room

Change character: allows you to change your avatar

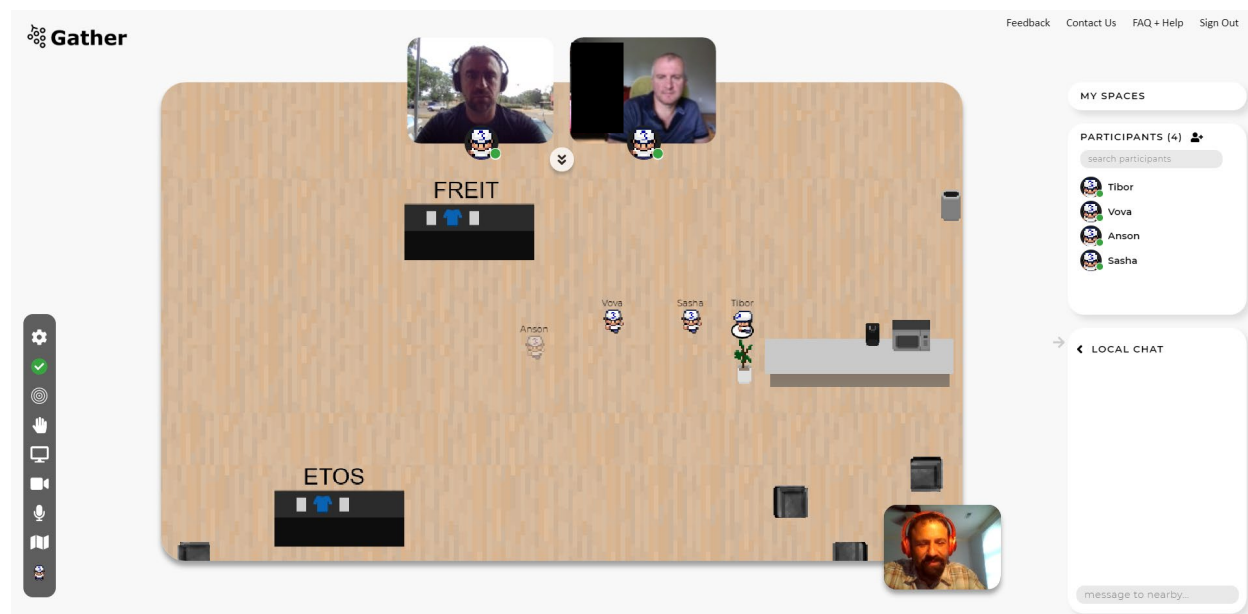
On the right side of the screen you have the list of all participants and a chat feature. There are three different chat levels: local (only those you are interacting with see it), room (everyone in the room sees it), global (everyone in any room sees it).

### Interacting in any room:

When you stand close to someone you can interact with you will automatically see their video and hear them. In the picture below the four of us are standing close enough for all of us to hear and see each other. How close you have to be to others to interact is a function of the Interaction Distance setting in controls.



Given interaction is based on a radius around your avatar (interacting distance), it is possible for avatars to be spread out sufficiently that some participants can hear everyone while others only hear a subset. In the below case, I was only able to hear and see Vova and Sasha, while Vova was able to hear and see both Sasha and myself as well as Anson who was out of my range.



To avoid such issues, head over to the lounge area. The lounge area has 22 tables, with 3-, 4-, 5-, and 6-chair configurations.



The main advantage of the lounge area is that each table is defined as a private space so that only those whose avatars sit in chairs (are moved to be on top of the circle underneath the chair) can interact and share video and sound. If you move your avatar to a chair, you will not be able to interact with someone standing next to you, but who is not sitting in chair.

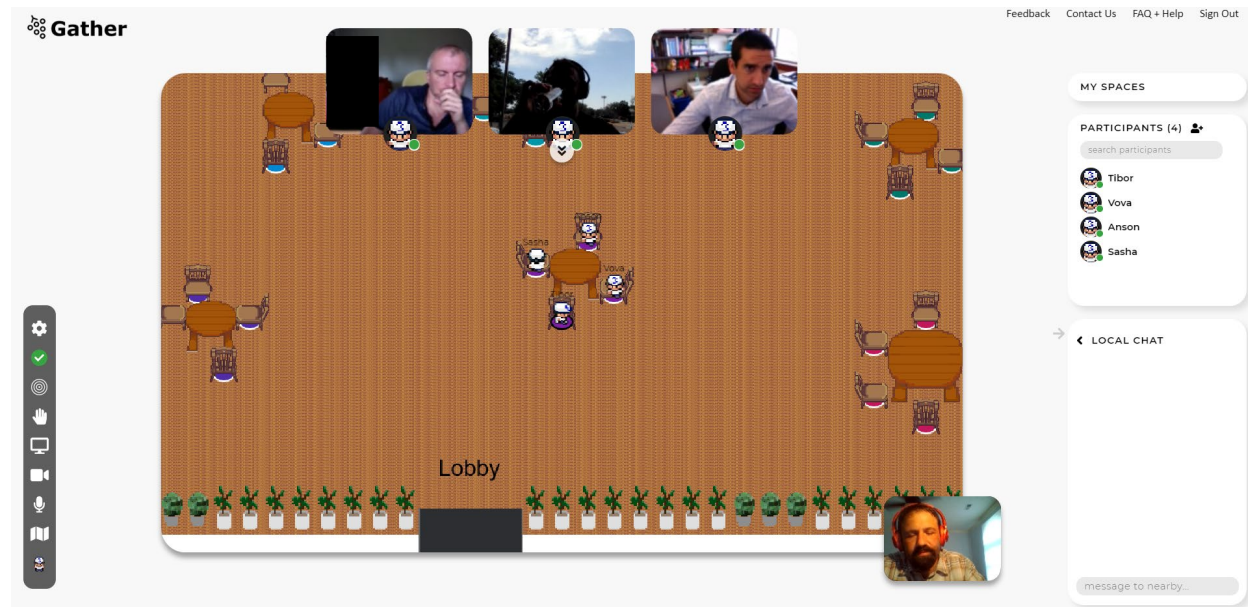


In this case, I am not at the table in a private space and would not be able to talk to someone who was.



In this case, I have positioned my avatar on the chair (circle under the chair) and have entered the private space of this table with 4 chairs. I can interact with everyone sitting in chairs, but not with those standing next to me but not in a chair.

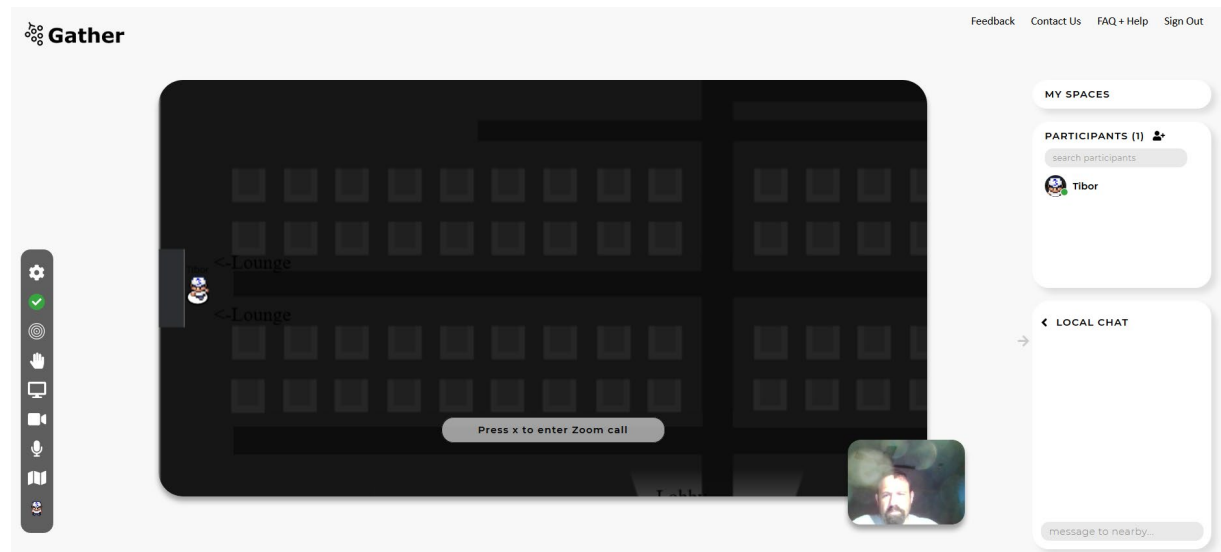
In the screen shot below Sasha, Vova, Anson, and myself are all sitting in chairs at the table and are able to interact with no one else being able to join the conversation since there are no empty chairs.



Tables are configured in a way to keep small groups manageable for video-link conversations and to avoid issues of different interacting distances avatars may have set. This is the main room for hallway conversations. While small groups can congregate in the lobby (or any other room), depending on interacting distances participants have chosen, those groups may be too big and not all participants in the group may be able to interact with everyone depending on how far apart they are standing (similar to the example shown above).

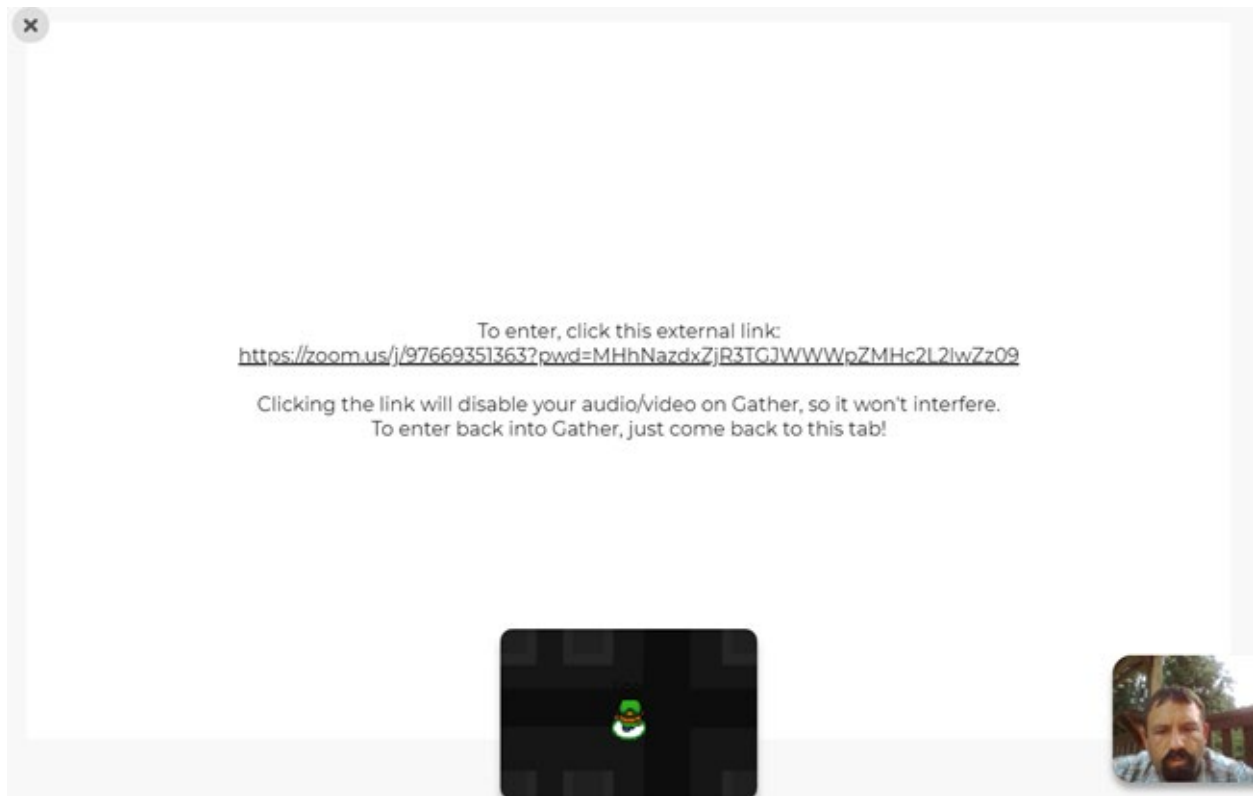
**Presentation room:**

The seminar will take place in the presentation room.



As you enter the presentation room you will see a message on the screen that says “Press x to enter Zoom call.” Pressing x on the keyboard will start the process of putting you in the Zoom room the presentation will take place. In this way it is possible that some participants in the Zoom call joined

through gather.town and can return to it and others who joined directly through Zoom and are not in gather.town.



To complete the process, click on the Zoom link that you will see on the screen. As you enter the Zoom call, you will receive a message that gather.town will mute itself so that Zoom can have access to your microphone and video. If you want to go back to gather.town, simply go back to the browser and click the Re-enter button. It is highly recommended that you close Zoom altogether when you re-enter gather.town to avoid weird echoes.