

How to use Gather Town

Gather Town simulates a real meeting space. You can move around the room and talk to people nearby. For the poster session there are 3 rooms :

- 2 poster rooms with poster boards.
- A foyer (where you start) with meeting areas.

What you need:

- A **desktop/laptop** with a **mic** and **camera** (Mobile phones/tablets do not work reliably).
- A web browser (Chrome or Firefox are recommended, Edge does not work reliably and Safari is beta, so uncertain).
- Headphones are recommended, to help prevent microphone feedback.

How it works

- Each attendee has an avatar to move around. As you get close to other attendees, your video will pop up and you will be able to chat.
- You can have spontaneous conversations with those around you. These can be either one-on-one or small groups depending on how many people are nearby.
- When you're viewing a poster, you can chat to everyone also viewing that poster.
- Move around the space using the **arrow keys on your keyboard**.

Getting Started

- Click on the link which will be provided shortly before the session. You will need to name your avatar – please use your name!
- To turn your audio and camera on or off, use the icons on your own picture in the bottom right of the screen. We recommend leaving your camera on.
- You will start off in the foyer – follow the arrows to the poster rooms.
- In the poster rooms, you can see previews/thumbnails of the posters by walking towards the poster. If you want to view the full poster, press the letter 'x' on your keyboard. To stop viewing a poster, click the 'X' in the top right-hand corner of the poster.
- Poster presenters will be close by their poster. Walking up to them will allow you to chat to them. When you get close enough, Gather Town will automatically connect you.

I will be available at all times. If you need help, you can send me a chat message (or e-mail).

If you'd like to meet one-on-one with someone, you can meet in any space. Only those within 5 steps of you will be able to hear you. There are several private meeting areas in the foyer where only people in that area can see/hear each other.

Menu bar

At the bottom of the screen you will see a menu bar:



 Change your avatar's character.	 Mini map to preview the whole space as above to see where the other "rooms" and the exit arrows are.
 Share your screen with those you are chatting with	 Add an emoji (e.g. clapping, raise hand) to your avatar temporarily.

Left hand menu

The left hand menu is where you will find your settings, as well as options to engage with others in the room.



Opens the **settings** menu:

- Change your avatar's name
- Change Audio/Video Devices
- "Respawn" button (see below)



Opens the list of **participants**. Clicking on another participant enables you to "locate" them on the map, and a line will appear on the map for you to follow to get to them.



Opens the **chat** box. You can either send a message to those nearby (i.e. those you are currently chatting with), or you can select an individual participant in the drop-down menu.

Spawn points

"Spawn" means where your avatar will appear in the room when you log in. The first time you enter a space you will spawn at a pre-determined point. However, Gather Town will remember where you are when you leave so if you drop out for any reason, you will appear in the same place you were when you left the space when you're able to rejoin.

Technical difficulties

- Refreshing the page will fix most things!
- If that doesn't work, try muting and unmuting your mic and camera in Gather Town.
- Check if your browser has permitted camera and mic access
- Use the chat function (or email if you prefer) to contact me.
- Additional troubleshooting at <https://gather.town/video-issues>