Gather.Town Guidance

Contents

Gather.Town Guidance

We hope you will enjoy using Gather.Town during the conference. This document contains guidance on using Gather and will help you find your way around the conference rooms. **When you are asked for a password, this will be the one you were given in your joining email.** It will be below the link you had for Gather.
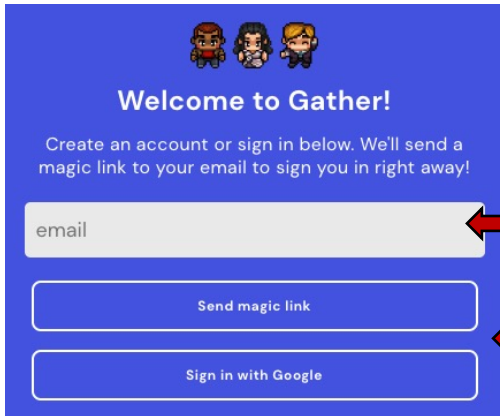

You may need to enter an email before you join Gather.Town. You will see this screen once you click to register.

You can either enter an email and be sent a link or if you have a google account, you can sign in that way

Once you have registered an email you will be able to click a link to 'join as participant.'

This will take you to a screen where you can create your character. This will be 'you' at the conference and it is through this character that you will move through the space and interact with other attendees.

You will be able to use the arrows to change your avatar and the clothes they are wearing. Make one that looks like you or go for something different – you can even be a snowman if you want!
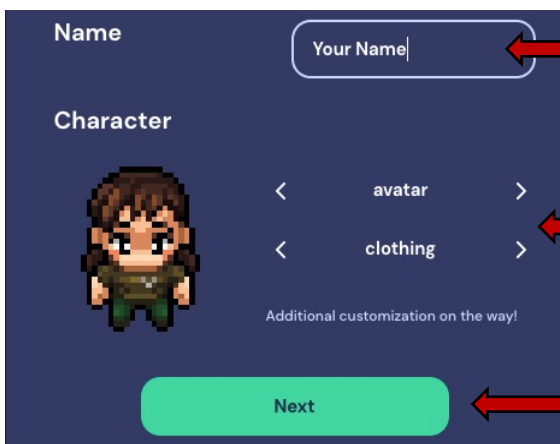

Type your name. This will be visible above your avatar's head when you walk around so people around you will know who you are

Create your character!
Change the avatar and the clothes they wear using the arrows

When you are happy with your name and character, click next

Once you are happy and have clicked next, you will be taken to your camera and video options. In the image below you can see it is using the default internal microphone and speakers on the laptop and the laptop's webcam. You can use the button 'Edit Character' under your character to go back and make changes in the previous stage.
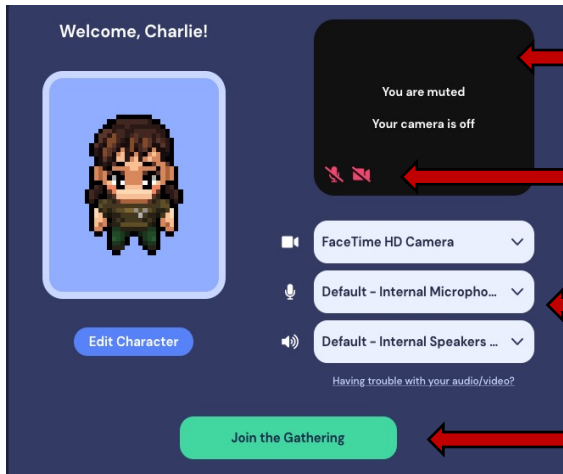
The preview shows you what can be seen. Right now Charlie is muted and her camera is off

Turn your sound and camera on and off here

This shows your video and sound options, click the down arrows next to each to change them

When you're happy, click Join the Gathering!

A quick holiday break….

If this is your first time using Gather.Town, you will now find your character in a tropical looking location! This is a short Gather tutorial. You will be guided through a few instructions such as how to move and interact with things before being guided to enter the conference once you are familiar with how to move your character. This should take no more than a minute or two to go through. You will also find some of these instructions further down this document so you can refer to them.
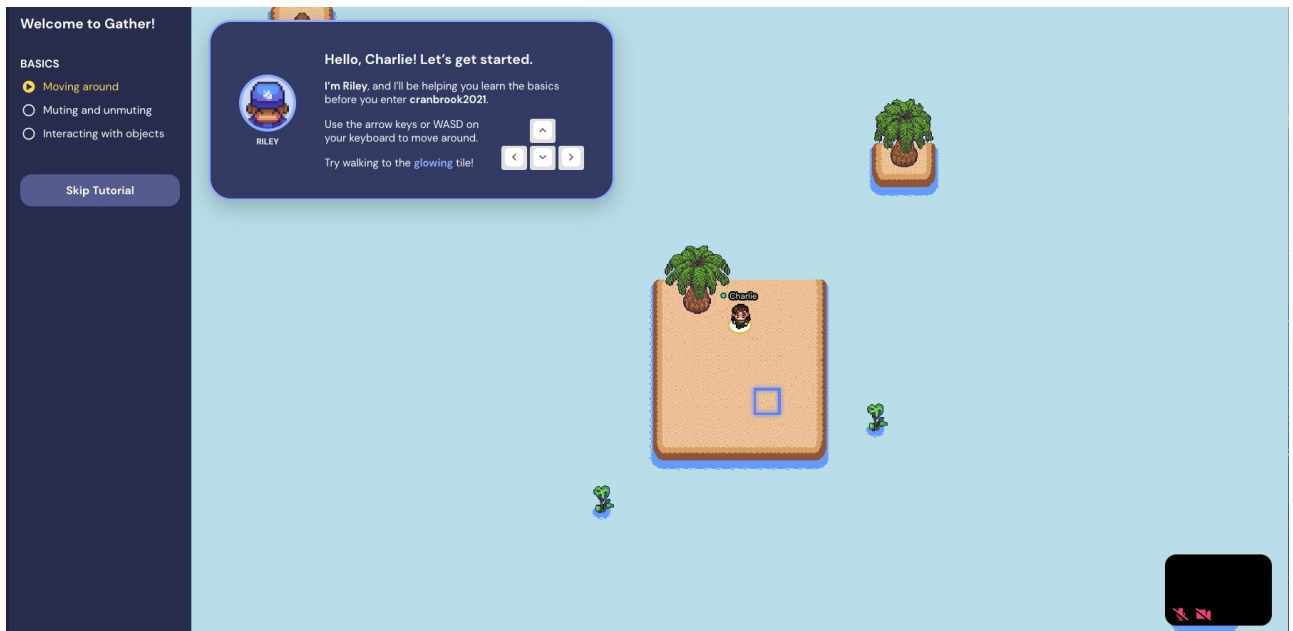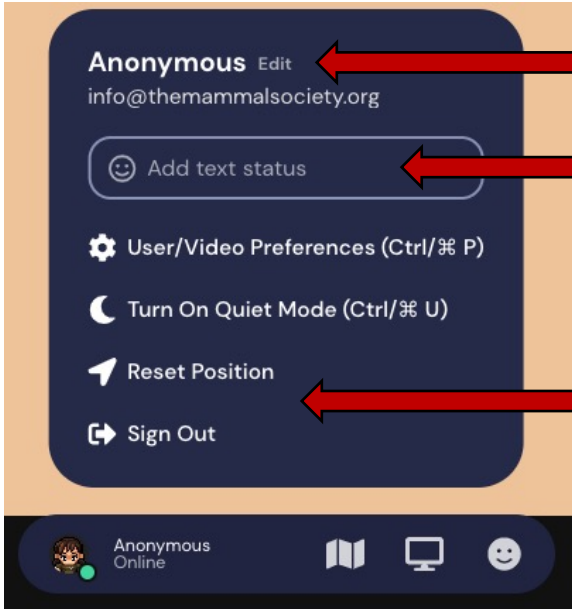
While in Gather.town, the bottom right hand of the screen will show you what video and mic settings you have on. You can click the mic and video icons to turn each on and off.

Main Buttons

Keys	Function
Arrows	Use the up, down, left and right buttons on your keyboard to move your character around.
X	Interact with an object – like a poster or items on a stall. Press the letter **x** on your keyboard to have a proper look at something you are standing next to. For example, walk up to a poster and press **x** to have it pop up on your screen to read. When you're done, press **x** again to come out.
G	Use the letter **g** on your keyboard to enter **Ghost Mode**. This lets you move past other participants, for example if you're looking at a poster and you want to get past other attendees and look at the next one **hold down g** as you move and you'll walk straight through them. You can also use **Ctrl + g** to remain in ghost mode. Click **g** to exit. Examples on page 8.
E	Feeling trapped? If there are a lot of participants around you and you can't move, press the letter **e** on your keyboard and you will be moved to a space where you can move again. Note this will only work if you are completely trapped. (The space has been built to accommodate the number of participants coming so this shouldn't be a problem most of the time. This might happen when everyone enters Gather at a similar time e.g. just after a Zoom talk session has ended.

Once you're in, you will see a little bar at the bottom of your screen with your character's face, your name and a few icons. If you click on your name you will be able to edit information such as your name and add a status.

Click edit to change your name

Add/remove a status

You can reset your position on the screen and log out

From left to right these will: open a map of the room you're in, allow you to share your screen, and put a temporary reaction above your character e.g. a thumbs up

Rooms to Explore!

There will be 4 rooms on Saturday for you to explore in Gather:

Reception + Zoom Portal – This is where you will start in Gather. It is from here that you will also be able to enter Zoom for the talks. Entering via the Zoom link in your email and the Zoom icon in Gather will take you to the same place. Once you're in Gather it might be easier to use the Gather link because it saves you going back to your emails. Move to the Zoom icon and click **x** to open up a link that will take you to Zoom.

Exhibition Hall – Head here to view posters and speak to the poster presenters. There are also a number of stalls to see.

Social Area – In this room you will see lots of squares. There represent '**private spaces**' when you're in one of these spaces, only other people also in the same space will be able to see and hear you. Each table will be distinctive so you can arrange to meet a friend at lunch on a specific table and catch up without being heard by those around you. More info on page 7.

MPOY – All of the winning and highly commended photos from this year's Mammal Photographer of the Year competition will be on display. Walk up to each photo and press **x** to view it up close. Press **x** again when you want to move on.

To move from one room to the next, look for doors. There will be markers for these and they will be the same colour as the floor space.
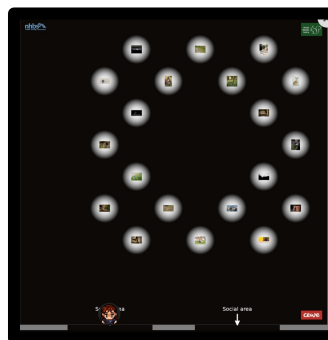
Gather.town Map – please not finishing touches are still being completed
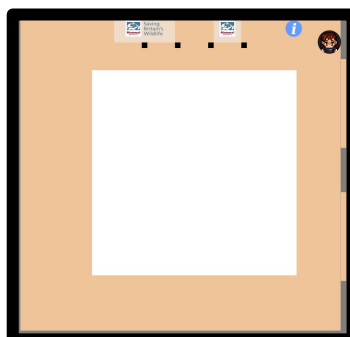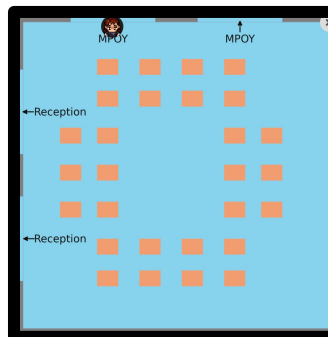

Exhibition
(Only visible on Saturday)
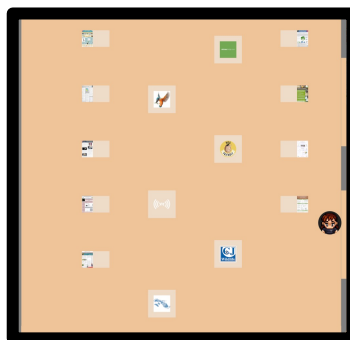
MPOY

Reception
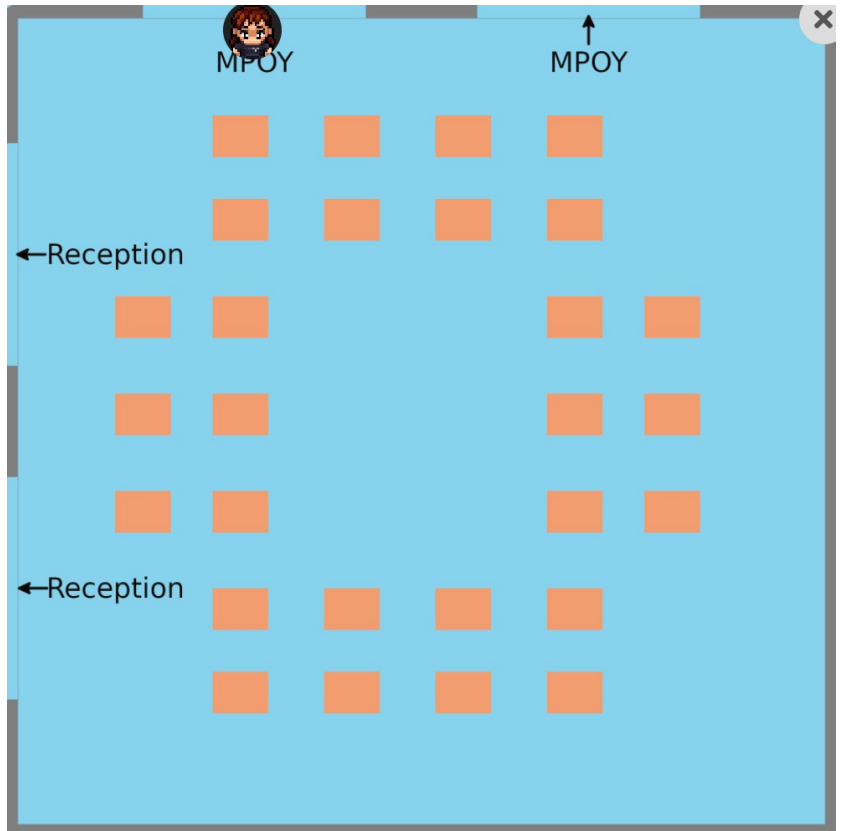*Where you will enter Gather. You can also jin Zoom from this room*

Social Area

Gather.town Room Example – please not finishing touches are still being completed

Same colour
as the floor
indicates this
is a door to
take you to
the next
room. Floor
arrows also
mark this

Grey outline is
a wall, you
cannot walk
through this

MPOY

MPOY

←Reception

←Reception

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

## Interacting with Attendees – When can I be seen and heard?

There may be a number of attendees in the same room, but don't worry, you won't hear and see all of them! As you move closer to other characters, the person's sound and camera (if these are turned on) will start to come into view. The closer you are, the clearer they become. Then you can stop and chat. This allows you to 'bump' into other attendees as you would in a real-world conference. When you're done, just walk away and the other person's sound and video will disappear.
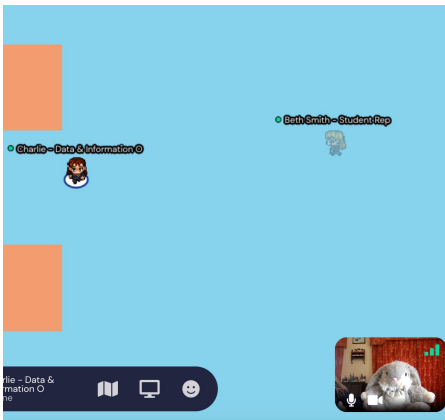
Our rather fluffy Data & Information Officer Charlie can't see Student Rep Beth because they aren't close together.
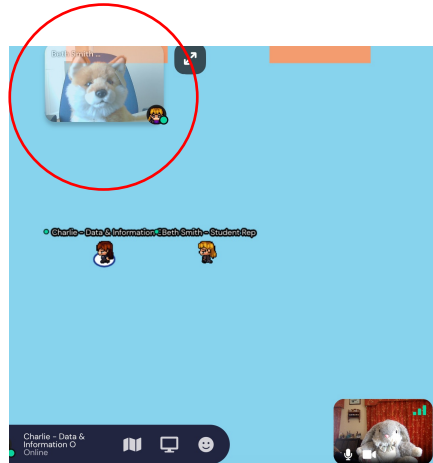
As Charlie approaches, Beth's camera will become visible if she has it turned on. Charlie may not be able to hear her yet because they are still quite far apart. The picture is also more transparent.
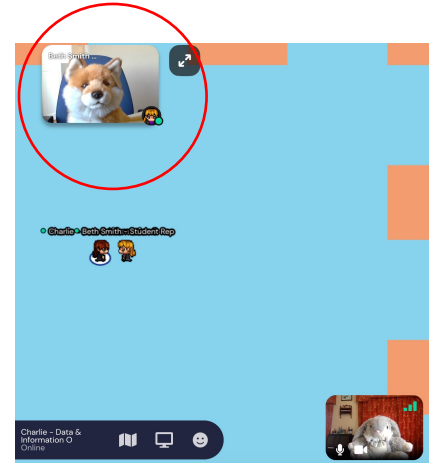
Charlie and Beth are now close enough to see and hear each other if their mic and camera are on. The videos are no longer transparent but are clear.

Private Spaces

In the **social room**, you will see a number of squares which will have tables 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 others in the same square as you. Attendees outside the square won't be able to hear you.
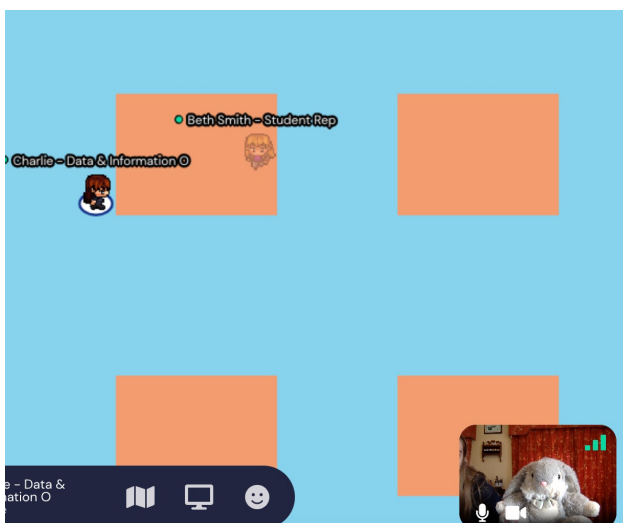

Charlie is outside the private space so she can't see or hear Beth who is inside the private space.
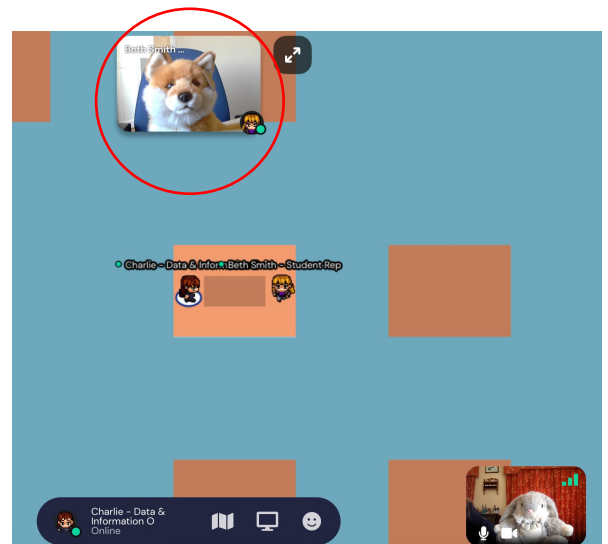
Now Charlie is in the space she can see and hear Beth, if she has her mic and video turned on. They can now have a private chat without anyone in the room hearing.

Want to see people better?

You will notice an box with two arrows pointing outwards next to attendee videos. Click this to make the videos a larger size. Then click the arrows facing inwards to minimize again.
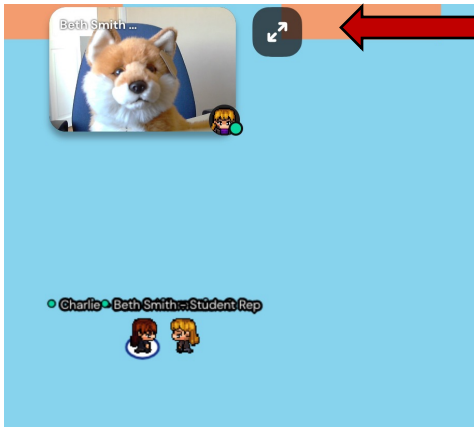
Clicking this will expand the videos so you can see the people you are talking to better.
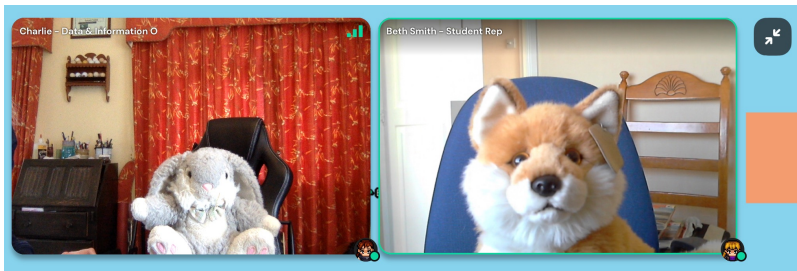
Click this button to make them smaller again

Did someone say Ghost???

If you don't want to interact with other attendees or you want to pass someone who is in your way, you can use the letter **g** to enter **Ghost Mode**.

There are 2 ways to turn Ghost Mode on:

1) Hold down the **g** button while you are using the arrow keys to move. This is good for if you just want to get past someone who is in your way.
2) Type **Ctrl+g** this will turn ghost mode on so you don't have to keep holding down the button as you move. When you're ready to come out of ghost mode just press **g** and you will be visible again.
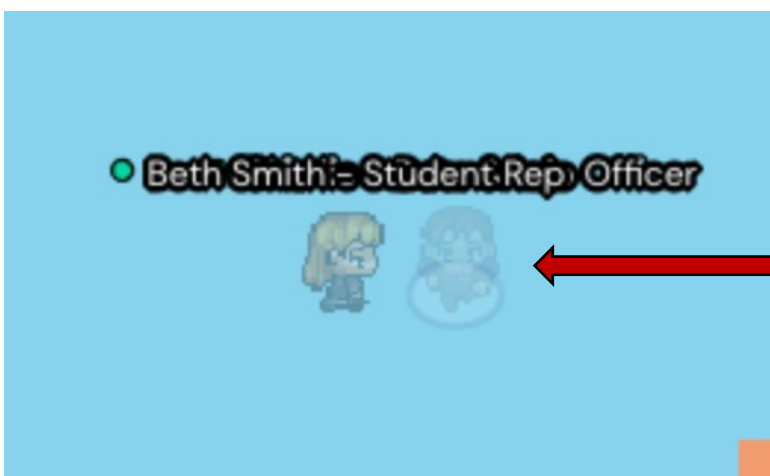
Charlie is in Ghost Mode so she can't see or hear Beth and Beth can't see or hear her either. Charlie could now walk right through Beth's character if she needed to get past.

Fancy a chat?

Gather allows you to use a chat feature to talk to those around you. You can talk to Everyone, Those Nearby, or specific individuals, for example someone you know and would like to meet up with. You could send them a message to meet in the Social Room at lunchtime for a catch up on one of the private tables. The tables will each have a picture to mark them so you can decide in advance exactly where you will sit. You will find this feature on the left-hand side of your screen.

Use this button or its opposite to open and close the menu tab

Brings up a number of settings such as your name, camera and speaker

Use the drop down arrow to select who you want to message

View who's in Gather

Type away! Press enter to send
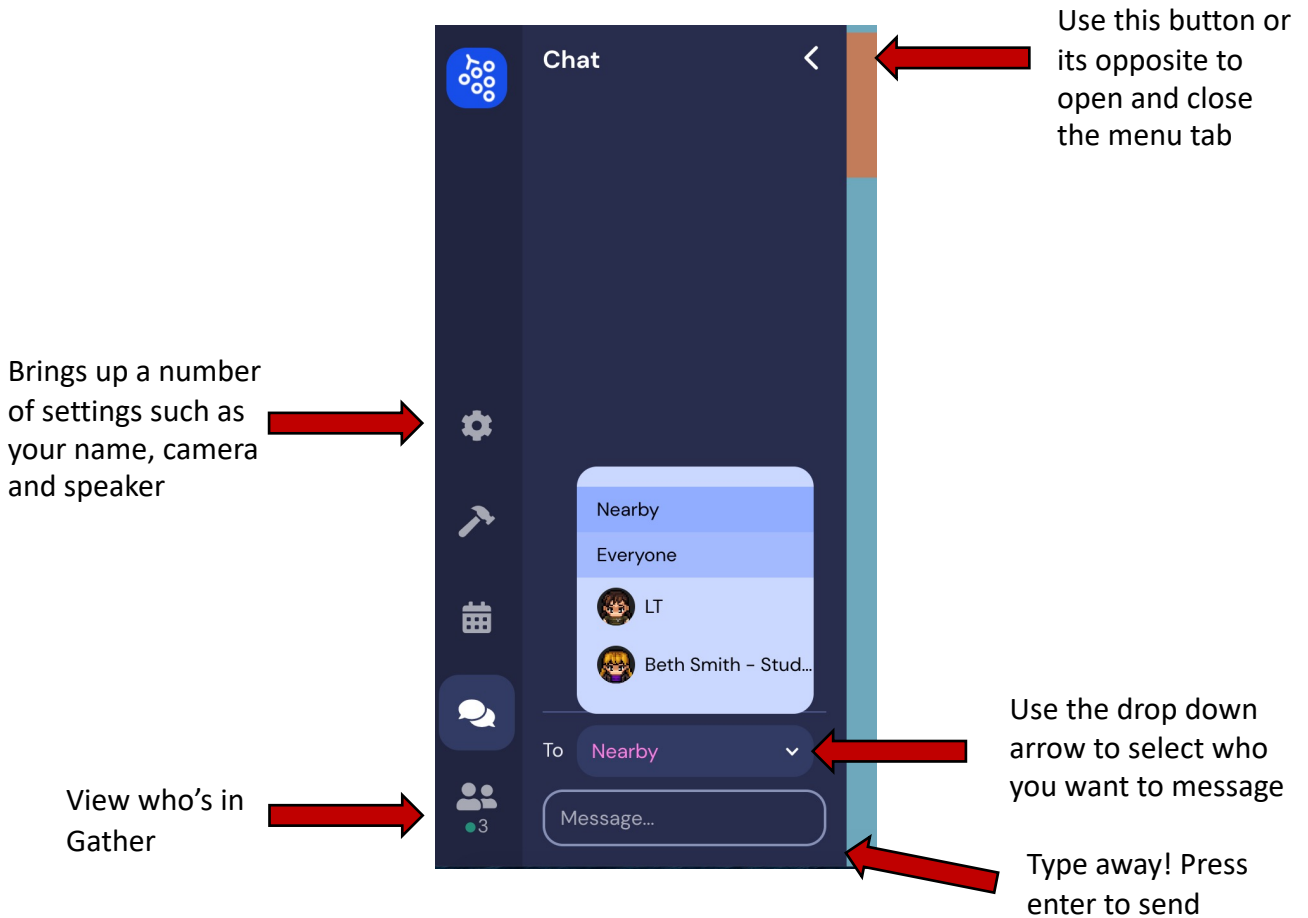
Gather FAQs

I'm just finding my way round, I don't want to 'bump' into people
Particularly at the start when you're finding your feet, you might not want to speak to others. Move your character to a quiet space (if you're 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 8.

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 conference?
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 Mammal Society staff/helpers?
In the reception room, near the Zoom entrance and at the Mammal Society stall and information desk there will be people who can help you. You can also search the chat for Mammal Society helpers who should have STAFF written somewhere in their name.

How do I get back to Gather from Zoom?
When you click leave in Zoom, you will be brought back to your Gather tab and directed to rejoin (see screenshot below)