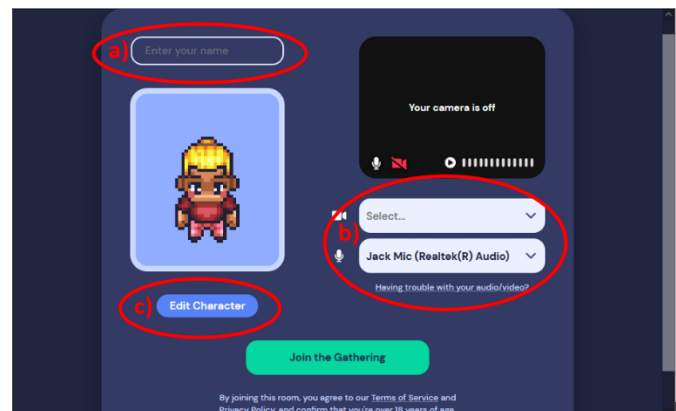




Instructions to Use Gathertown for Online Participants (July 15, 2023)

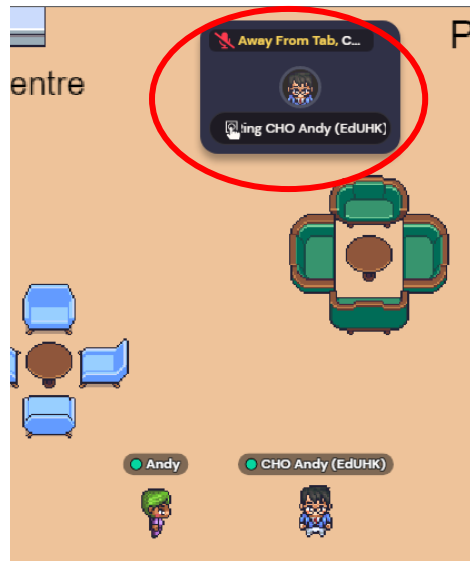
Step 1: Setting up your avatar

- Enter your full name registered with the Conference *First name Last name* (e.g., Tony CHAN)
- make sure your video and audio are connected and "allow access" by the Gathertown (in case they are not functioning, you may need to quit other apps that are using the audio/video devices or restart your computer device)
- Edit the appearance of your avatar, if needed.
- Click "Join the Gathering" upon completing the above steps.



Note: Gathertown does not support "virtual background". Please situate yourself in a proper place.

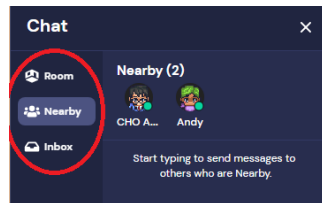
Step 2:
The Main Lobby





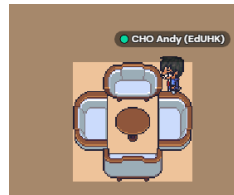
Gathertown operates on a role-playing gamification mechanism. You can navigate through the Gathertown space by using the arrow keys or double-clicking your mouse on your desired destination on a computer, or dragging the white dot or double-tapping your desired destination on mobile devices.

Upon entering Gathertown for the first time, all participants will appear in the lobby. The lobby serves as the gateway to different parts of the conference, including the information center, tables for discussion, and the posters halls.

You can initiate voice interactions with others by approaching them. It is important to note that participants in close proximity will also be able to hear your conversation. To determine who is within proximity, please check for their names displayed on top of your screen (red circle in the picture).




If you want to chat with others privately via the chatbox, you may walk up to that person, click the chatbox button , and click . You can then select the person to chat with privately.



You can also use the private tables in the lobby for private conversations. Upon entering the table's private space, other areas would be darkened. You can chat privately with others as long as you remain within this highlighted zone. To exit the private zone, simply walk away from the highlighted area.

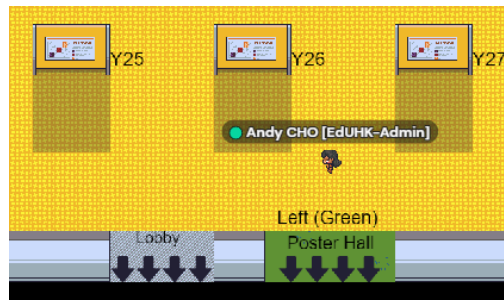


The **Information Centre** is located on the left side of the lobby. Walk to our staff to chat privately with them or use the  function in the chatbox.

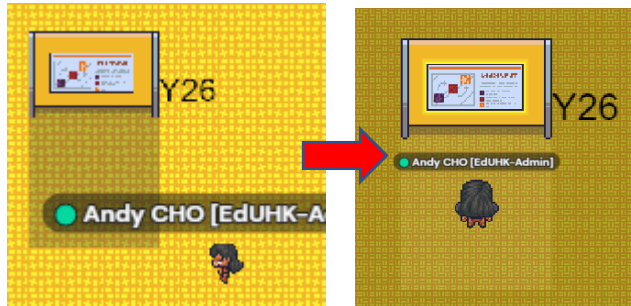


The **Posters Halls** are located at the top of the lobby. You may enter the halls by walking through the entrance.

Step 3:
The posters
halls



Each poster hall has settings similar to the picture on the left, which includes: a) a color scheme that indicates the specific hall, b) portals located around the walls that enable travel to the lobby or the other poster hall, and c) poster booths with identification numbers displayed on the side.



Each poster booth is enclosed within its private space. Participants may enter the poster booth's private space to listen to the presentation or press the letter "X" on the keyboard to view the poster. On mobile devices, the "X" button can be found at the bottom right of the screen.

Upon entering the booth area, all video and audio will be limited to participants within the booth boundary. To exit the booth, simply move outside the highlighted area.

For online presenters: Please log in to Gather on July 11-12 to check out your poster booth and to see whether your poster has been uploaded properly. Should there be any issue, please contact us.

Step 4:
Poster
Presentation for
**online
presenters**
(audience
please skip this
step)

1. Proceed to your assigned poster hall and booth.
2. All poster booths are fixed, and changes will not be permitted.
3. Turn on your camera and microphone during your presentation.
4. Ensure that all other applications, such as WhatsApp Web or Zoom, are turned off to minimize distractions.
5. You may walk around to view other posters when no attendees are present at your booth. However, please pay attention to the chat icon on the bottom-right corner of the screen. The audience will message you to return to your booth.
6. You may freely present your poster during the online poster session – no limitation on presentation duration.

Step 5:
Functions of
the
communication
panel



You can see the function panel on the **bottom right** of your screen.



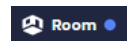
Info Board - All official announcements can be viewed here.



Chatbox - This button opens up the chatbox. Please note that all Conference participants can read everything typed in the "room" section in the chatbox.



The number on top of the chatbox denotes the number of unread messages.


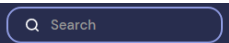


A blue dot tells you where the unread message is.



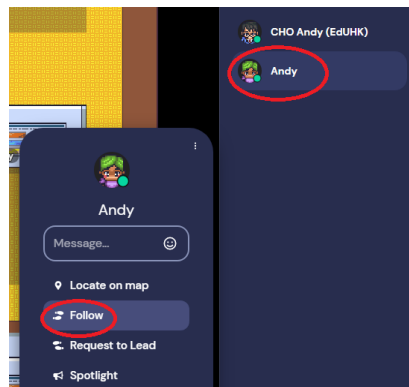
Participants online - This button opens up all participants' names.

Please follow the following procedures if you need to look for an online participant:

1. Click the "participants online" button on the bottom right of the screen .
2. Click "Search"  and type the desired name in the search box.
3. Click on the desired person's name.
4. Click "Message" and leave your message.




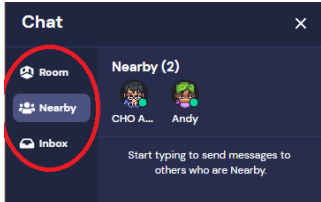

If a participant's status shows "away from tab," they are currently away from their device. You may use the "Ring" button to get their attention.



If you need to go to the location of a targeted participant, you may click on their name, followed by clicking "follow." Gathertown will automatically transport you to that location.

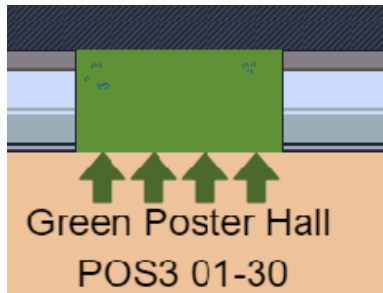
Gathertown Quick Guide

Reminder: using a computer for gathertown is recommended as mobile devices have limited functions.

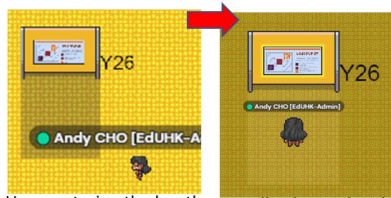
Action	Computer	Mobile device
Movement	Arrow keys	The joystick on the screen (use a finger to drag the screen)
Moving to a desired location	Double-clicking to the desired destination	Double tapping to the desired destination
Interacting with others	Walk up nearby to another person – the mic and video camera will be activated immediately	
Chat privately on the spot	right-click a person, click “start a bubble”	Double-tapping a person, click “start a bubble”
Sending messages	Click the “chat” icon at the bottom right of the screen. You can send a message to those in the room, nearby, or private inbox 	Click the “chat” icon at the bottom of the screen. You can send a message to those in the room, nearby, or private inbox
Sending private messages to someone	Click the “participants” icon, click a name, then type in the message. On the same menu, you can locate the person on the map or follow that person 	Click the “chat” icon, click “participants”, click the name, then click “send a message.” On the same menu, you can locate the person on the map or follow that person
Interacting with objects	Walk up to the object, and hit “x” on the keyboard. Close the object by hitting “x” on keyboard again	Walk up to the object, and hit “x” on the bottom right of the screen Close the object by hitting x on the top right of the screen.
Private chat tables	Walk inside the area, and the area will be highlighted 	
Going between rooms	walk through the doors to the chat lounge with more private tables, then go back to the lobby	

Chat Lounge With
More Private Tables

**Go to the
poster hall
and view
the posters**



Each poster area contains 9 spots, once you walk into the poster area, only those within the area can hear you.



Open the poster by walking into the area, then hit "X" (like interacting with an object)

You can point out something on the poster by hitting the pointer button on the right. Then you can click anywhere on the poster to flash a red circle.



Gathertown General Guide and Reminders

1. We recommend opening Gathertown at least once before July 15 to set up your account and ensure that your computer or mobile device is functioning correctly. We also advise that you test your camera, microphone, and screen-sharing functionality, among other features, with friends or colleagues, or during our training sessions.
2. We kindly request all online presenters to log in to Gathertown early on the day of the online session.
3. Close all unnecessary applications to ensure stability.
4. As a show of respect, please be polite to all participants of the Conference. Please remember that people can see and hear you when they are in close proximity.