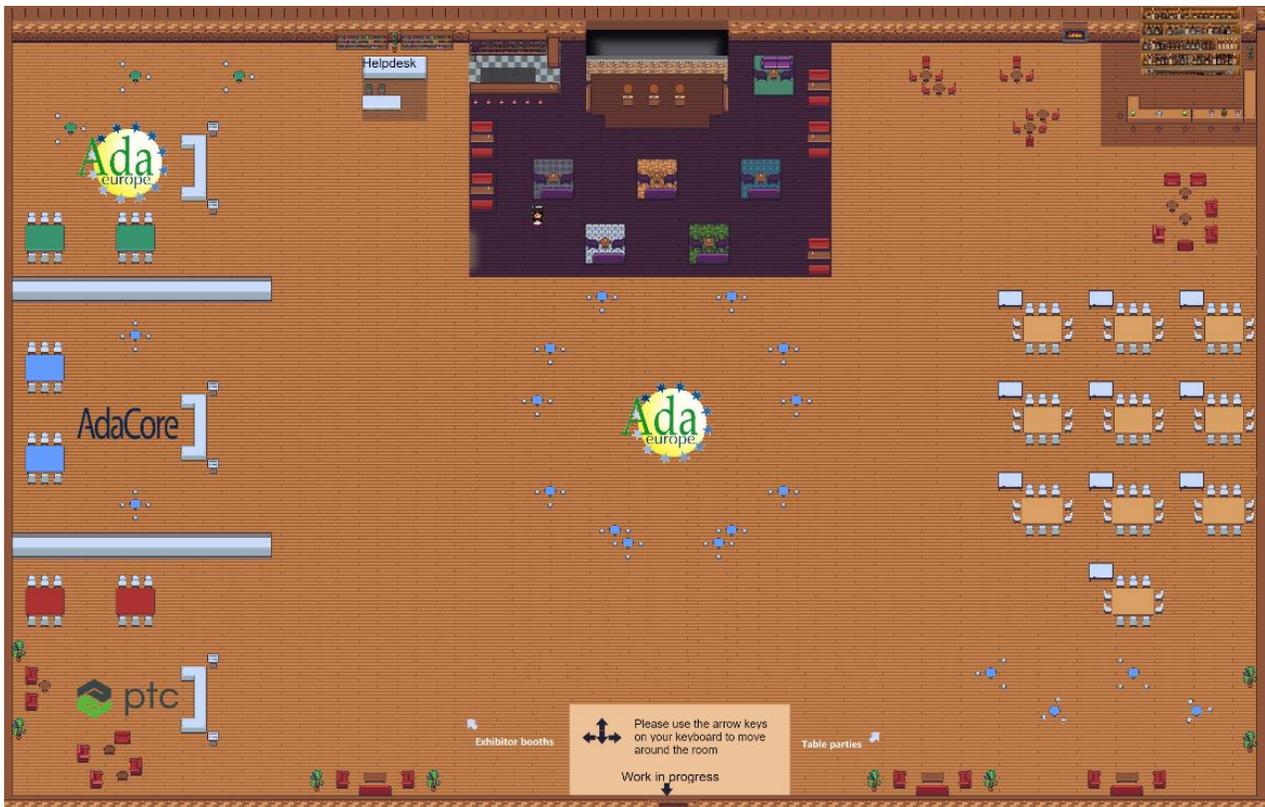# underline

AEiC 2021 attendees
Welcome to Gather

*Gather is a wonderful new tool for getting to both explore and chat with other people. This document is to help you with the **basics** so you can discover and play on your own.*

What you need:

- A **desktop/laptop** with a **mic** and **camera**.
- A web browser (Chrome or Firefox recommended).
- We strongly recommend using **headphones** to help prevent feedback.

That's it! There's nothing to install, no software to download 😊

How it works:

- Gather is a video chat platform that has avatars move around a map. As you get close to other avatars, your video's will pop up and you will be able to chat LIVE.
- Move around the space using the **arrow keys**.
- By moving your avatar around 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 around you and what you set your interaction distance to be.**
- When your avatar moves closer to an interactable object, there will be a notification that shows up saying '**Press x to interact with -object-**'. This can range from informational flyers, playable arcade games, integrated Zoom meetings, and more!
- **To full screen someone else's video -** just click on their video.

Keyboard shortcuts:

ARROW KEYS	Use arrow keys on your keyboard to move around the map
A,W,S,D	Use A,W,S and D keys to move around the map (just like arrow keys)
X	Interact key – use it to interact with objects such as posters, videos or info boards
G	Ghost mode – use this to easily get out of crowded places
1,2,3,4,5,6	Use number keys for emojis
Ctrl +/-	Zoom in and zoom out. Shortcut on Mac is Cmd +/-

Setup and navigation ribbon:

When you are logged into gather your profile setup and navigation options will be on the bottom of the screen:

To mute and unmute yourself press the microphone and camera icon in the **bottom right** corner of the screen.

*Remember to <u>mute yourself</u> when listening to presentations or watching the videos in Gather to avoid echoes.

Icons explanation:

Change your **avatar** character and clothing

NAME Click it to change your NAME, your status/affiliation or to reach the settings

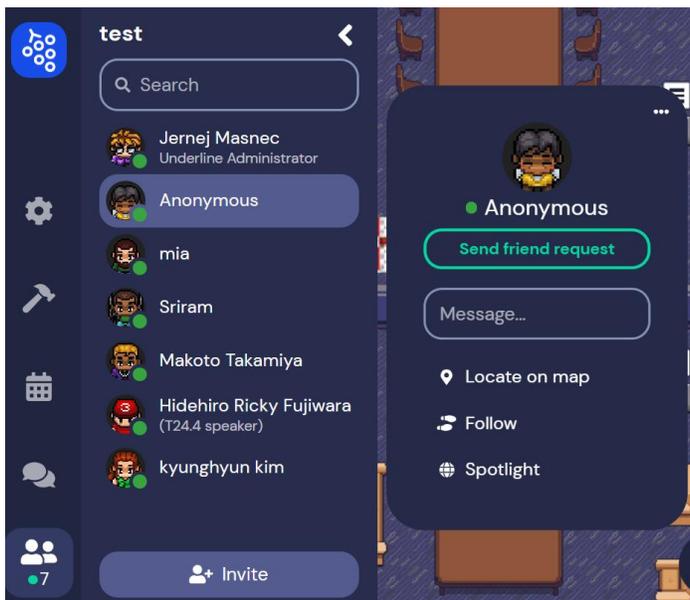**Mini map** to preview the space you're in

Screen sharing ability
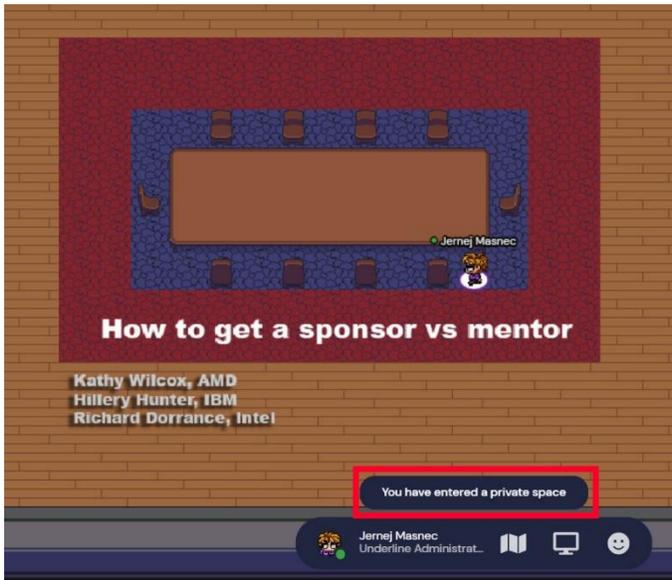
Emojis – use it to express your feelings

Not-So-Obvious Features:

Participant list is in the bottom left corner. By clicking it you will see all of the participants in the space. Clicking on a participant you will get to options to send them a private message, locate them on the map, follow them or spotlight them.

Chat icon is above the participants list. By clicking on it you will see the current chat and you will have options to chat to EVERYONE (everyone in the room will see your message), NEARBY (only people in your immediate vicinity will see your message) or click on a specific person to chat to them.

Interaction distance – you are only able to hear and speak to people who are in your immediate proximity. This is sometimes altered by designated private space. For example, a sponsor booth or a table with chairs might be a designated private space. If you enter a private space it will highlight, and you will be notified as shown:

Technical difficulties:

Refreshing the page will fix most things!

- If that doesn't work, try muting and unmuting your mic and camera in Gather.
- Check if your browser permitted camera and mic access
- Close down other communication apps (Zoom, Teams, Hangouts…)

- Additional troubleshooting at https://gather.town/video-issues