

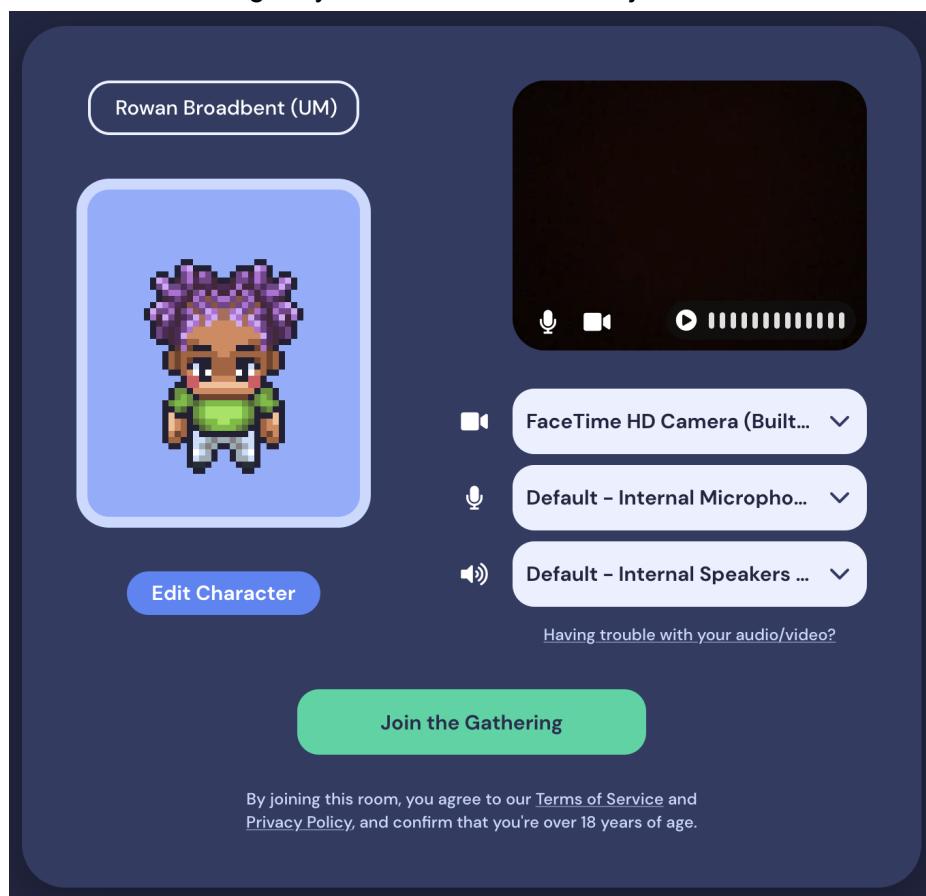
Gather Town Link & Help Hours:

The link for accessing the conference space will be emailed to registrants and will be accessible from **7am-7pm on Jun. 3rd, 2022**.

Real time help from volunteers will be available at the information desk in Gathertown **7:30-9:30am on Jun. 3rd, 2022**. For any other question outside designated help hours, or if you are unable to access the link, please contact csw2022usa@gmail.com for assistance.

Prior to entering the event space:

- Gather is best supported in Chrome and Firefox on a desktop. Safari on desktop is in beta and has limited support.
- Turn on your camera and mic at login. (These can be turned off anytime later if you wish. The initial setup is mainly to grant access.) If you have trouble doing so, please refer to <https://support.gather.town/help/browser-settings> or contact csw2022usa@gmail.com for help.
- Please enter your name and organization - First name followed by last name with your organization in the parenthesis. An example is given below in the screenshot.
- Create/Customize your avatar.
- If this is your first time using Gather Town, the platform will give you a quick tutorial on the basics - how to navigate yourself, interact with objects, etc.



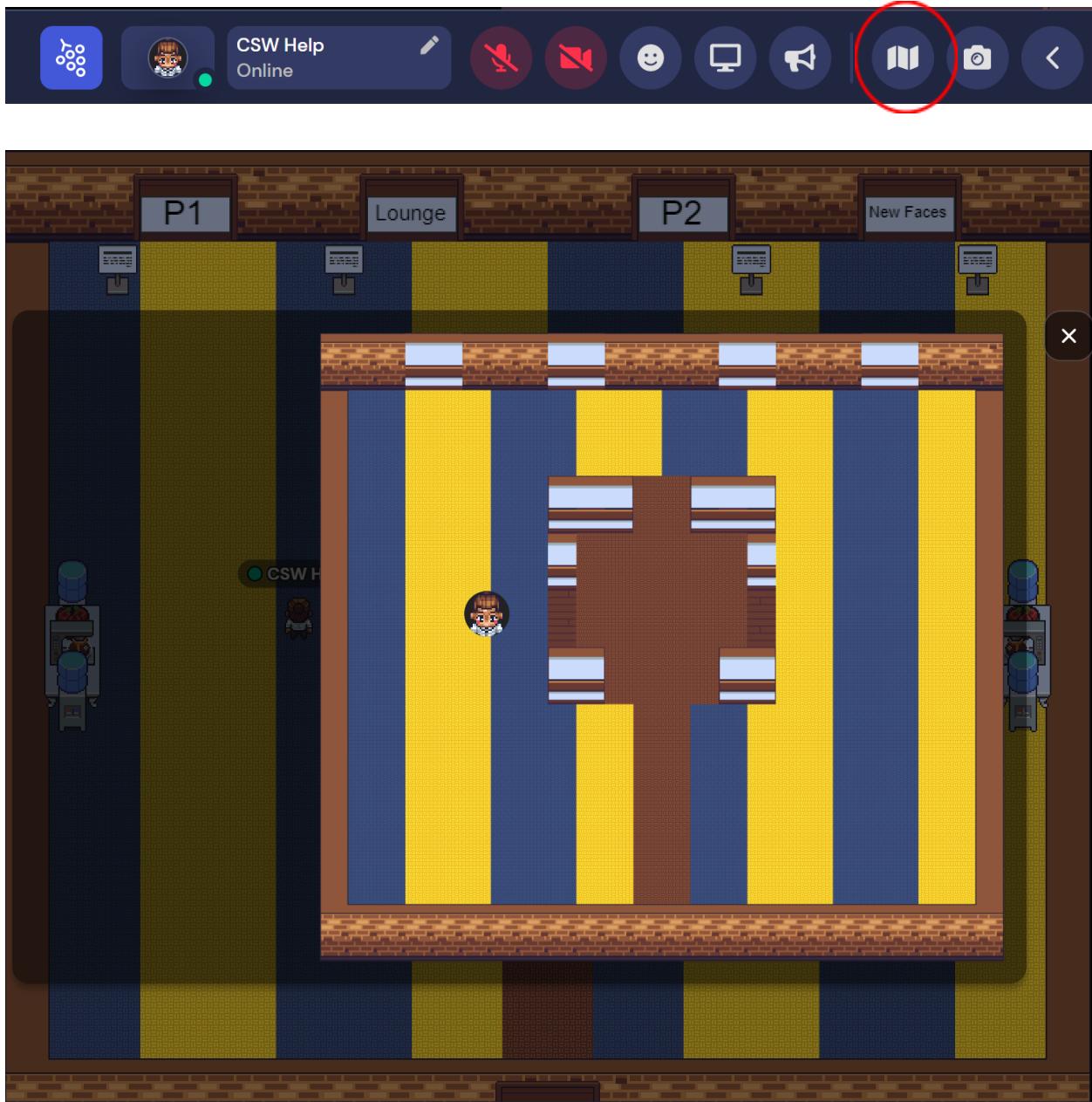
Navigating CSW-Gathertown:

For the whole event, there are 5 rooms in total - Entrance Lobby(Entrance Lobby), In Person Posters Room(P1), Virtual Posters Room(P2), New Faces(New Faces) and Lounge(Lounge). The Lobby connects to all rooms. **To travel from one room to another, return to the lobby and walk to the desired room.**

- On the first entry to CSW Gathertown, you will arrive in the Entrance Lobby. The entrance lobby has an Information Booth where volunteers will be stationed to help with any questions.



- You can use the minimap option at the bottom of the screen (circled in red) to get a zoomed out view of the room and get an idea of your relative position:



- The Poster rooms have red arrows guiding to the exit to the lobby. To return to the entrance lobby at any time, follow the arrows or go to the bottom left of your screen and click on your name. Selecting “respawn” in this menu leads back to the Entrance Lobby:



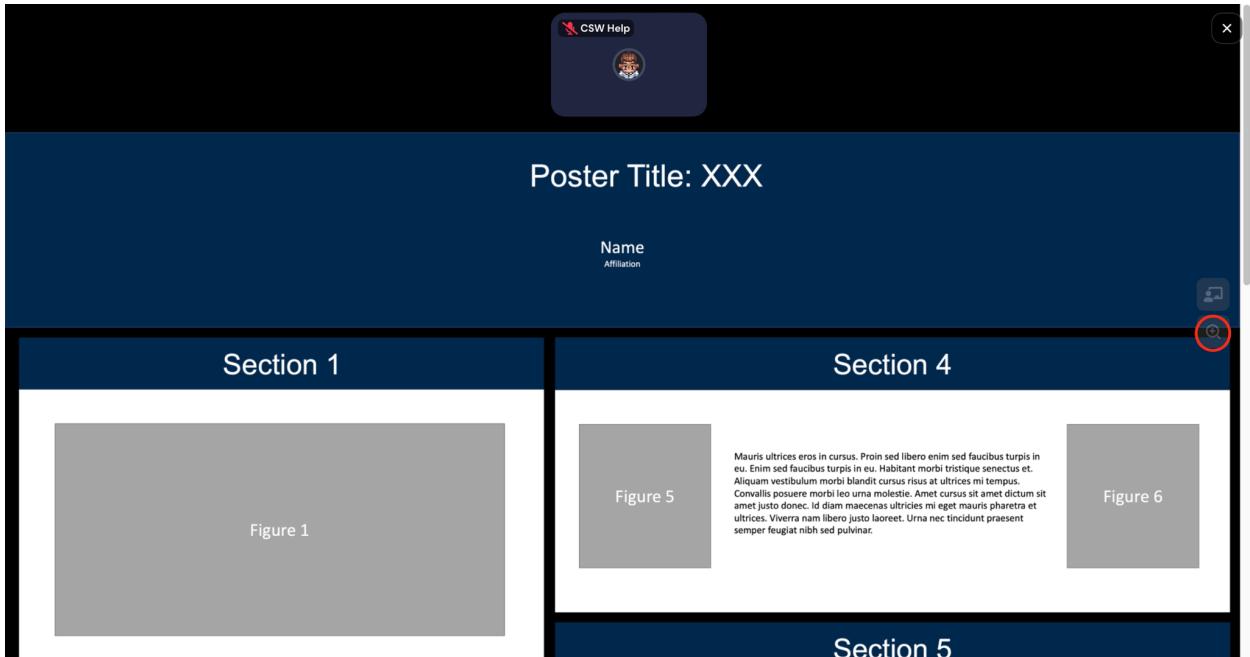
Poster Rooms & New Faces:

There are two poster rooms (one for in person presenters and the other for virtual presenters) and one extra poster room for speakers from the New Faces session. Once you enter any one, you will be directed to the shared space of the room which is located at the center.

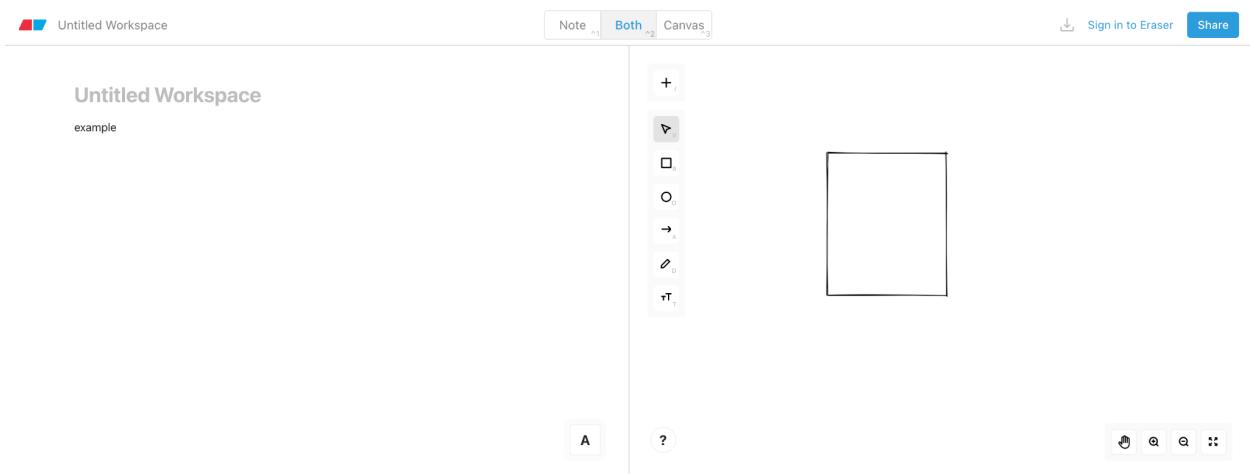
- A note for presenters, your posters will be uploaded by the hosts beforehand. It is recommended that you confirm your posters prior to the event. If you have any questions or technical issues, please feel free to talk to the volunteers at the Entrance Lobby during help hours or contact csw2022usa@gmail.com for assistance.
- Each poster booth has its own private space where you will be able to interact only with the people within that space (shown as highlighted in the figure below).
- Each private space consists of a poster, a whiteboard and a booth. You can press “X” to interact with the poster and the whiteboard. You have to stand close within a certain distance to activate the interaction. The selected object (poster or the whiteboard) will glow in yellow.



- When you interact with the poster, the poster will be prompted out. You can make use of the zoom-in feature that's circled in red.



- When you open up the whiteboard, you will be directed to an embedded interface where you should be able to both type and draw things.



- Screensharing is also available via Gather Town. You can find it in the bottom toolbar. If you plan to use this feature, it is recommended that you set it up beforehand. More details can be found at <https://support.gather.town/help/screensharing>



- As mentioned in previous sections, you can open up the minimap to locate yourself. For all poster rooms, you can use the minimap to find the target poster booth and the exit(s).



Lounge:

The lounge area can be accessed through the Entrance Lobby. There are some shared spaces and private spaces for talk. Please feel free to hang out here.



Exiting Gather Town:

Exiting is straightforward. You just need to close your browser tab.

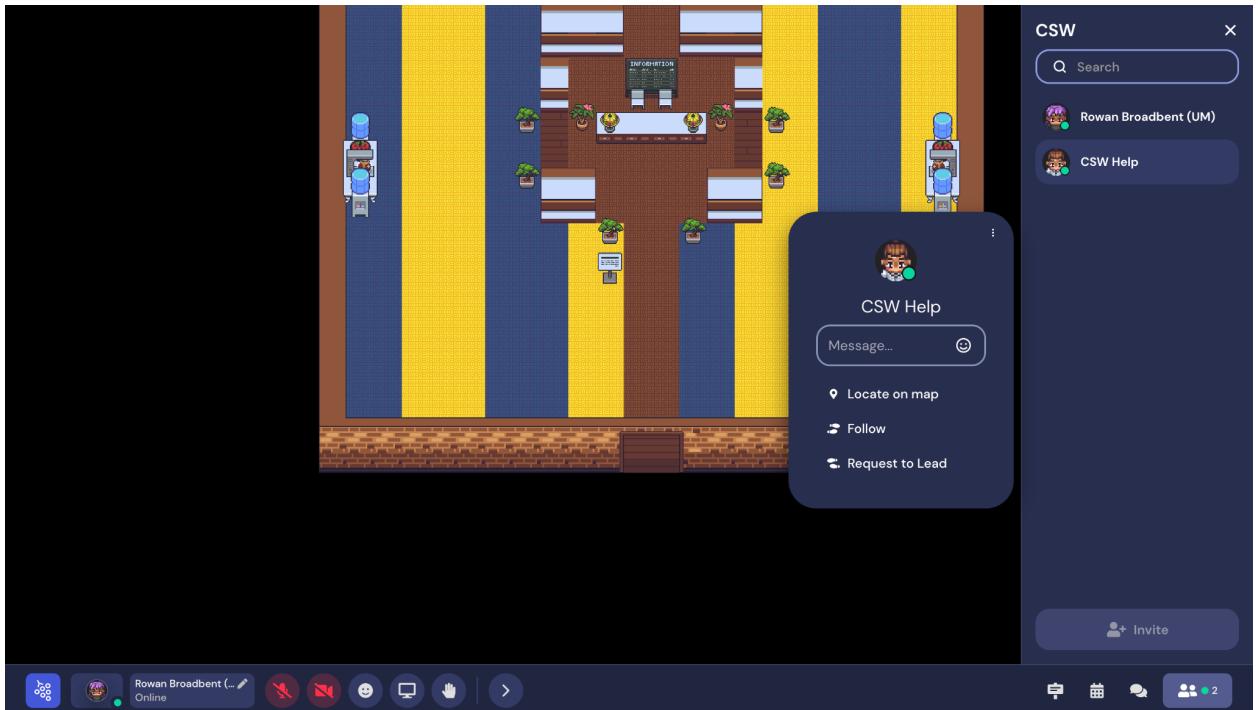
Additional features/tips:

- Interacting with others

You can use the Chat tab to talk to people within the same room/nearby using the chat function located in the bottom right corner.



You can also use the Participants tab right next to the Chat tab for one-on-one talk, to locate a specific person or even to follow the other person. These features are NOT restricted to the same room but the whole event space.



More information can be found at <https://support.gather.town/help/chat>,
<https://support.gather.town/help/locate-on-map>, <https://support.gather.town/help/follow>,
<https://support.gather.town/help/bubbles>

- Information board & announcements

The Information Board tab is located at the bottom right. Please be aware of any announcement that might be sent out by the hosts.

