

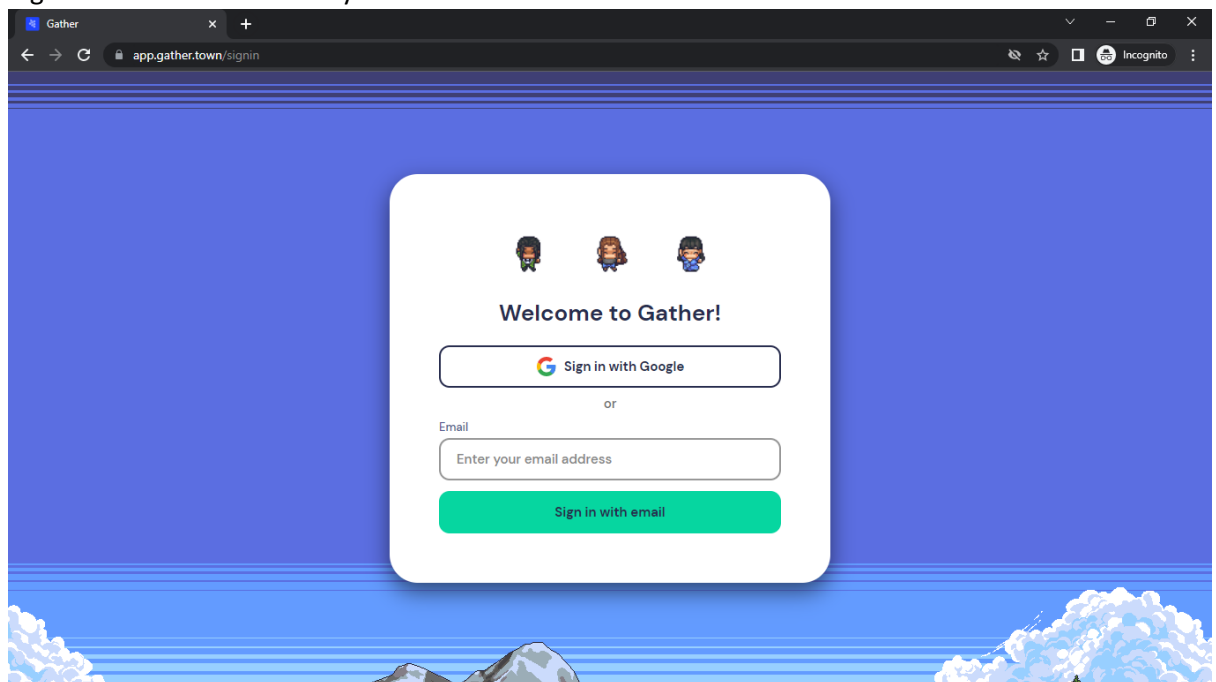
## What you need

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

For the best experience download the latest version of the Gather 1.0 Desktop App, [click here for Mac](#) or [click here for Windows](#).! It allows for better functionality, especially when sharing PowerPoints/presenting!

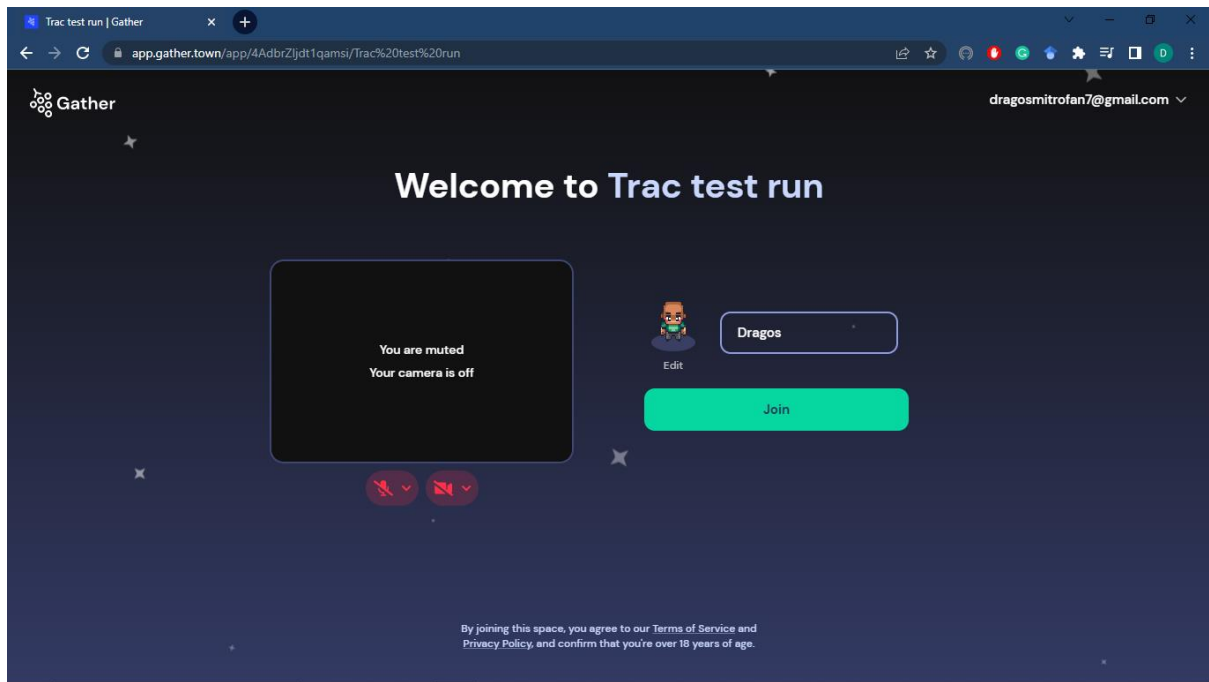
## Log in/Log out

- You will need an email address to log in. If already signed in with your Google gather will automatically log you in. If you prefer using other email addresses you will need to input a 6 digit code Gather will email you.

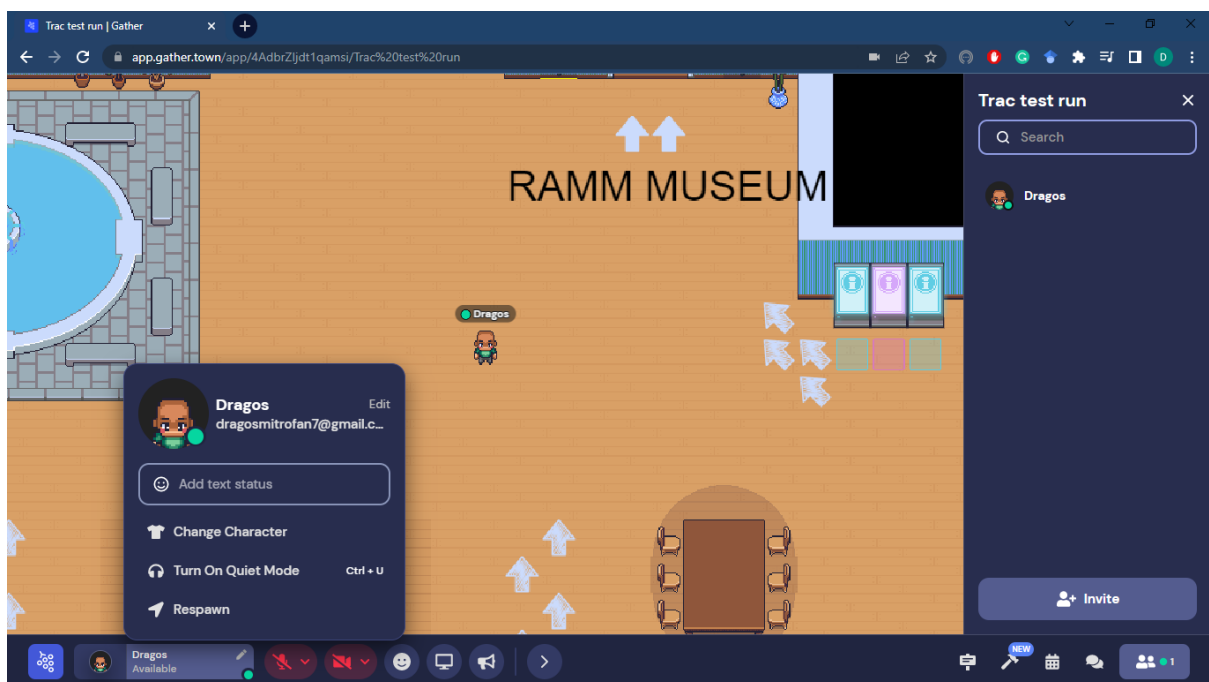


## Avatars

- If this is the first time you will be using Gather, you will be asked to create a profile and Avatar. Your avatar is completely customisable, but we would like to ask you to create an avatar that closely approximates your actual appearance, but please accessorize.



- If you already have a profile but would like to change your avatar you can do this on the home page.
- If you are already in the space, you can still change the looks of your avatar by clicking your name in the bottom left of the screen and then select 'change character'.



- For more details on the 'Quiet' mode and 'Ghost' mode please see [here](#)

## How it works

- Gather is a video chat platform that has avatars move around a map. As you get close to other avatars, your videos will pop up and you will be able to chat.
- Move around the space using the arrow keys (or alternatively WASD).

- 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 your avatar.
- Across the conference site are 'Private Areas'. When you are in these areas (marked by a slightly darker floor and the text that pops up when you walk in) only the other people in that specific Private Area can see and hear you.



- When your avatar moves closer to an interactable object, it will glow yellow and there will be a notification that shows up saying '**Press x to interact with -object-**'. This can range from informational flyers, digital museum exhibits, posters, and more!



**Important! To avoid any issues where members are being seen and heard when they do not wish to be we recommend the following:**

- We would encourage everyone to have their microphones off as default until in a situation where they are happy to be heard
- We would encourage everyone to have their video on, but this is of course absolutely your choice, please do whatever you feel comfortable with
- Please be aware of where you are standing when you are interacting with other members o If forming a social cluster, please be mindful that you are not too close in proximity to posters or other 'interactive' items (as denoted by a square area of colour change on the floor near said item) as to avoid 'cross-talk' (generally the activation area will be 2-3 paces away from the object).

**Interaction within Gather will be subject to the same TRAC Code of Conduct as other online events. Although much of the site is customisable, we would request that you use your usual name. This will help other delegates find you if they want to chat, and means that newer TRAC members can find other academics with ease. It's much like a name badge!**

## Setting your status

There are three Status modes you can enter:

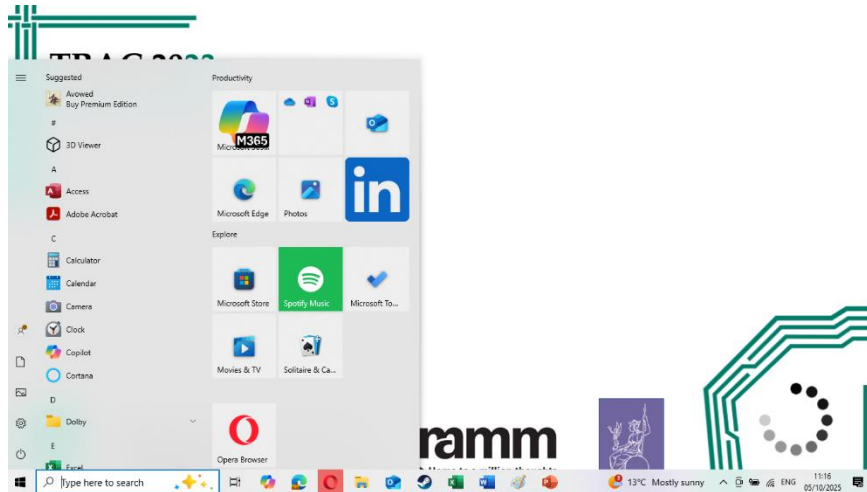
**Available:** This means you're free to talk and can hear/see people around you.

**Do not disturb/Quiet mode:** You'll only connect to someone's audio/video if they're one tile away from you (instead of the normal three).

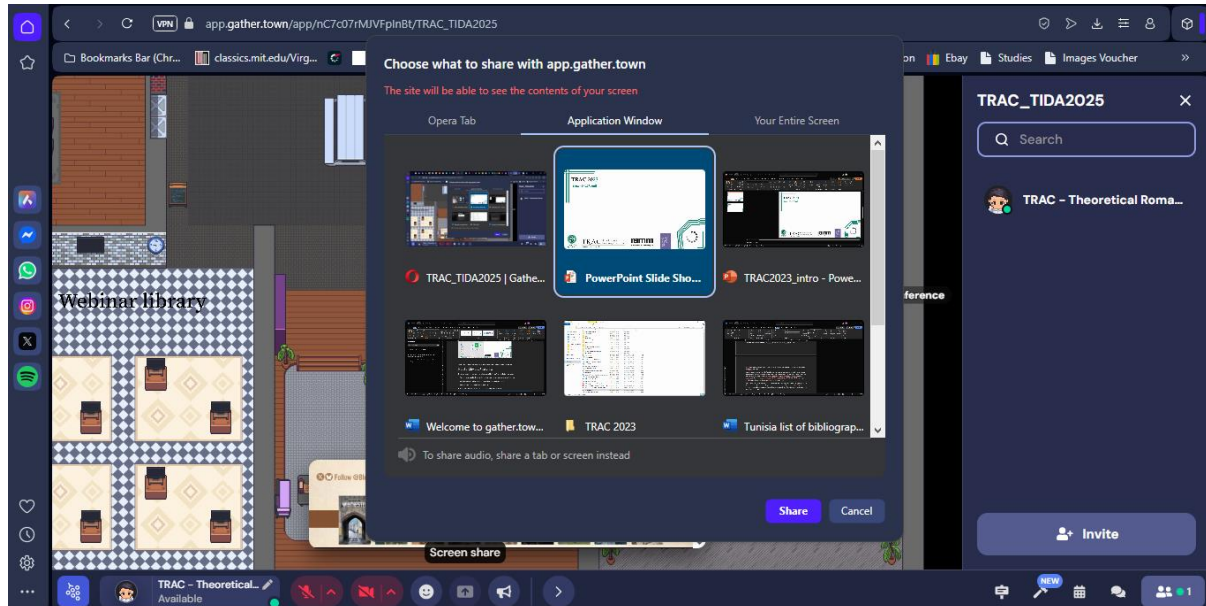
An icon representing your Status can be seen above your avatar's head, when someone hovers over your desk, and from the Participants Panel.

## Screen sharing and presenting

Gather.town is a little bit tricky with the screen sharing ability, in the sense that the presentation must first be open, then press the windows key (or CTRL+ESC).

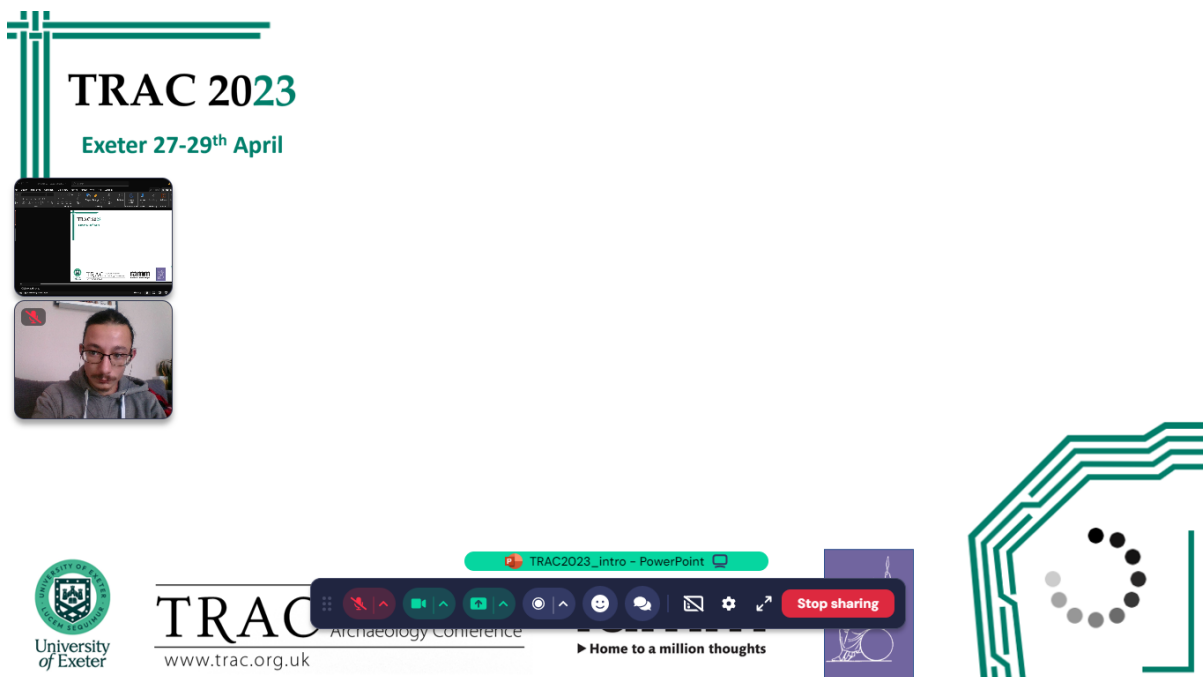
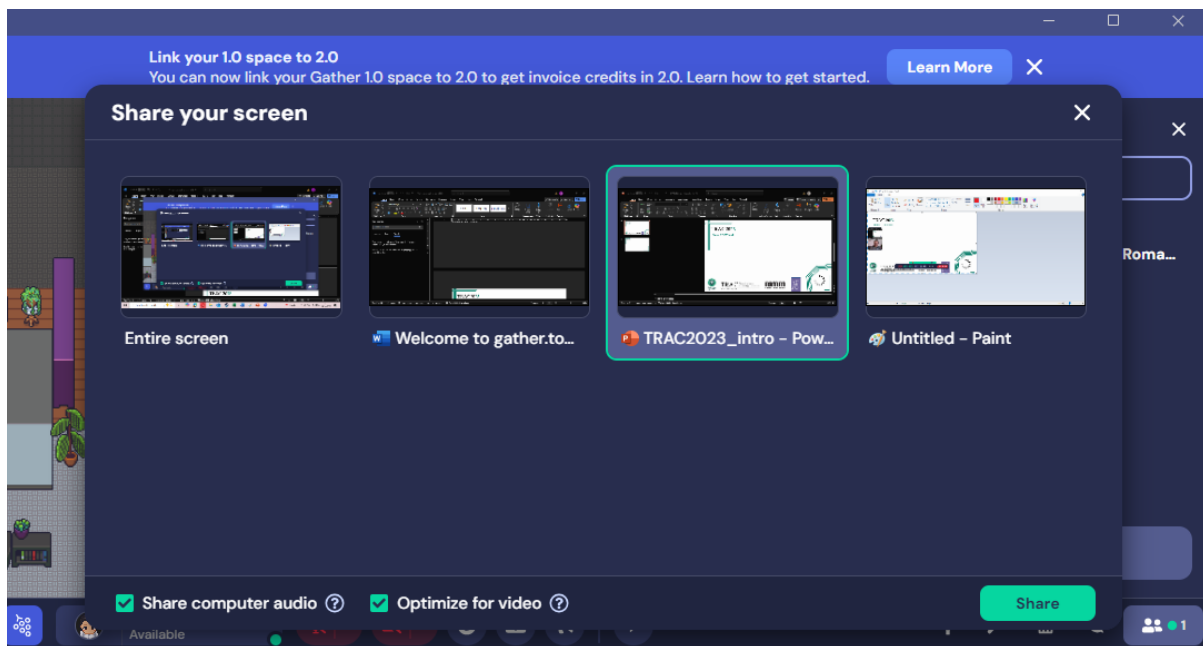


Select the browser tab where gather is open and then share tab as below from the application window



Following that you can click back on the slide show and go thorough your presentation. Unfortunately, in the browser version you will not be able to see yourselves or the other participants whilst your presenting.

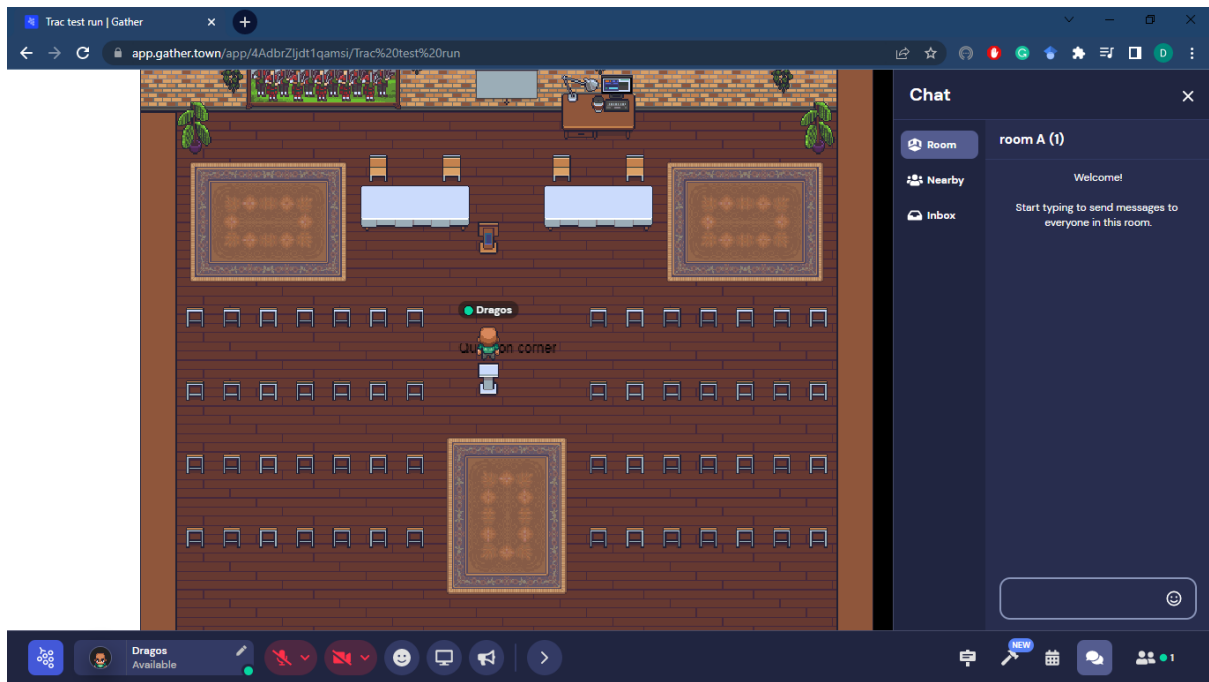
The app version is way simpler and recommended, as there is only one screen share option (remember to optimise for video and share sound) and does not require the laborious steps above



## Not-So-Obvious Features

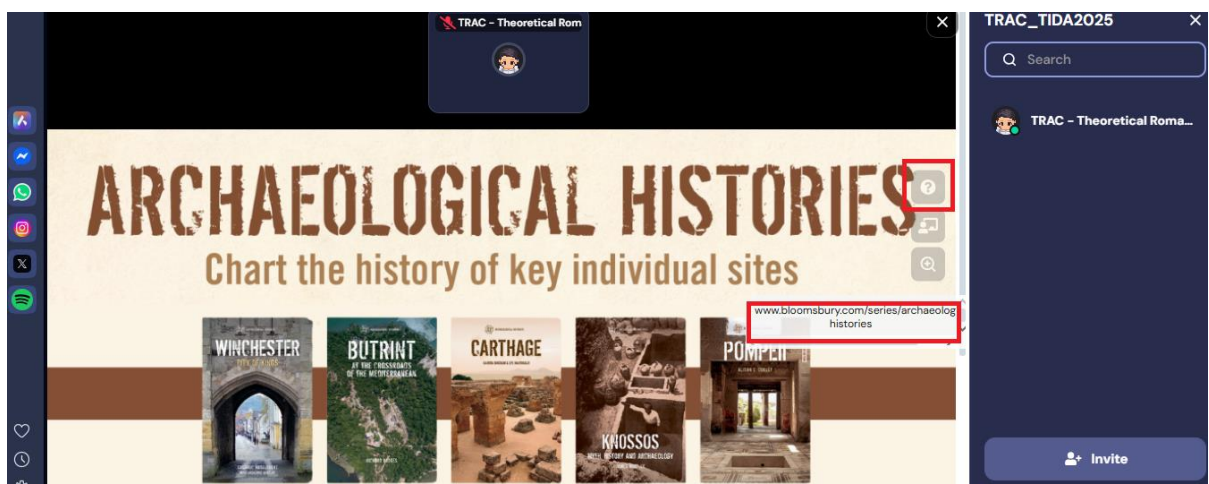
Here are some things you might find useful but aren't immediately obvious.

- There is a messaging feature that allows you to message people in four ways:
  1. Individually by clicking on their name in the participant panel,
  2. In the entire conference room (Room)
  3. Locally to the people you are video chatting with. ("Nearby")



- There is a locate feature to find others by clicking their name in the participant panel. There is also a follow feature to automatically move your avatar to follow another user. The participant panel is the bottom-most option in your toolbar on the left.
- Want to full screen someone else's video? Just click on their video.
- Talking to a group of people? Click the box with two white arrows to the right of the video carousel to open the grid view.

Some object will have an image attached, with further details present in the image caption. You can see this if you hover your mouse on the right hand side of the image as below



## Session interactions in conference rooms

The Speaker/presenter spot is the one on the stage marked with an orange bullhorn symbol. People can hear you from anywhere in the room however, this is more for aesthetic reasons :D

Following feedback from TRAC2023, the entire session rooms A and B are set up as a single private space, as opposed to our 2023 event, where we had specific 'spotlighting' spots for speakers and separate private areas for audience to interact whilst listening to the talk.

**That means that everyone can hear/interact with each other, including with the speaker. This was chosen as a simpler alternative to enhance asking questions and simplify communication between sessions organisers, speakers and audience and help with timekeeping.**

## Toolbar explanation:

- Gather Logo = Will open settings and allow you to go to the home page
- Avatar = When your camera is on you can pin or full-screen yourself
- Name = Personal menu: allows you to change your avatar, set a status, turn on quiet mode, and respawn
- Mic = turn mic on or off and change settings
- Camera = turn mic on or off and change settings
- Smiley face = Emotes that appear above your avatar
- Computer screen = Screen sharing ability
- Info board= Messages distributed by the TRAC organisers
- Calendar= It will show you the scheduled talks
- Participants= shows you the list of active users in the conference

## Map and Rooms

- The spawn points where delegates will enter the gather space are in the lobby. Here you can find further information points about gather.town and access one of the other rooms. We will have 3 such rooms (Conference A, B and the Rooftop Lounge, North end of the lobby) with the first 2 dedicated to sessions (as indicated in the conference program).
- To enter or exit a room move towards and through the door/elevator/lift.
- The main lobby features smaller rooms, such as a meet& greet area, a video library/coffee area featuring the 2023 and 2024 TRAC webinars, as well as a publisher display

## 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
- For additional troubleshooting guidelines click [here](#)