**Instructions for Gather.town**

CRBLM Scientific Day 2022 – May 6

The 2022 CRBLM Scientific Day will be held in a platform called **Gather.town**. This platform provides us with a virtual space that we can move around in and interact with each other. Within the space, there are separate rooms for the AGM and Keynote talk, and for the poster presentations. The AGM and Keynote will be delivered by Zoom within the Gather space (instructions below). You can come and go from the Gather space as you wish throughout the day, just like at an in-person conference. We hope these instructions will make it easy for you to participate – we look forward to seeing you there!

**Help:**

If you encounter any problem during the event, you can:

* Chat with either Isabelle Marcoux or Heather Macdougall (see Chatting section)
* Find either Isabelle or Heather in Gather and talk to them (see Find someone)
* Send an email to crlec@uqam.ca

Here is a very useful Help Center for Gather: <https://support.gather.town/help>

Student presenters can access the space in advance, if you want to practice using Gather before the event.

**Entering and exiting the space:**

* Copy-paste the Gather space [link](https://app.gather.town/app/QlEoGDaj6QsBx090/CRBLM%20Scientific%20Day%202022) into your browser: <https://app.gather.town/app/QlEoGDaj6QsBx090/CRBLM%20Scientific%20Day%202022>
* Enter your name (this is what people will see) and choose an avatar.

\*\*Please do not choose an avatar with a red hat, we will try to keep those for the organizing team, so we are easily spottable.

* Use the keyboard arrows to move.
* **Press x** to interact with objects (including poster presentation) or to join zoom calls.
* To exit Gather, just close the tab of your browser. If you need to, you can exit the space and come back later at any time during the day.

**Camera and microphone:**

* If you are already using your camera and microphone in another application, it won’t work in Gather. Please close any application or web page using your camera or microphone before opening Gather.
* When you are close to others, you will be able to hear and see them. If you don’t want to talk to others, just turn off your camera and microphone. You can do it by clicking on the icons in the toolbar at the bottom of the screen.
* When you are away from the Gather tab, the camera will automatically be turned off.

*\* We recommend using headphones. \**

Troubleshooting checklist for audio/video issues: <https://support.gather.town/help/av-troubleshooting-checklist>

**Chatting:**

* Locate the toolbar at the bottom of the screen. On the far right, you will find the "chat" icon (two bubbles). If you click it, you will be able to chat with people close to you, or with all participants.
* Also at the far right of the toolbar is the “participants” icon. If you click it, you will see a list of all the participants. If you click on a participant, you can chat with them individually.
* If you have any question during the event, feel free to chat with either Isabelle Marcoux or Heather Macdougall.

**Find someone:**

* Locate the toolbar at the bottom of the screen. At the far right of the toolbar is the “participants” icon. If you click it, you will see a list of all the participants.
* Click on a participant and choose “find” or “follow”.

**Zoom calls (AGM and Keynote):**

* Both the AGM and Keynote will be delivered by Zoom within Gather, and so you need to join the Zoom to hear the presentation.
* When you enter the Keynote/AGM room, you can take a seat, like at an in-person conference, and **press x** to enter the zoom call. Your camera and microphone will automatically be turned off in Gather.
* Reminder: the AGM will be at 10:00 and the Keynote will be at 10:30 – they are in the same room within the Gather space.
* When the zoom call ends, go back to the Gather tab and re-enter the space.

\*\*Important note: You can access the zoom call through Gather but you don’t have to. If you have trouble accessing the zoom calls through Gather, just exit Gather by closing your browser tab and access the zoom call as usual with the following link:

[https://umontreal.zoom.us/j/87883996571?pwd=OXBHR0s5S2VSb2cvQjAvejVqTWRCdz09](https://can01.safelinks.protection.outlook.com/?url=https%3A%2F%2Fumontreal.zoom.us%2Fj%2F87883996571%3Fpwd%3DOXBHR0s5S2VSb2cvQjAvejVqTWRCdz09&data=05%7C01%7Cjohanne.david.1%40umontreal.ca%7C4953b1b648d248ed373008da2a1293a7%7Cd27eefec2a474be7981e0f8977fa31d8%7C1%7C0%7C637868556516658614%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000%7C%7C%7C&sdata=9lHSfxLVzlVMiSe1lUJ6Af8LWeiQbXAKv38TvoSywfs%3D&reserved=0)

*Meeting ID: 878 8399 6571  Passcode : 705527*

**Poster presentations:**

* All the posters can be found in the Poster room. While all the posters are open for viewing all day, the poster presenters will be at their virtual poster and available for discussion during an assigned session (the list of abstracts is posted on the [CRBLM site](https://crblm.ca/crblm-scientific-day-2022/)).
* Once you enter the room, find the poster you are looking for by looking on the number at each booth. **Press x** to see the poster. Other people will do the same, and you will be able to interact with each other and the poster. If you are presenting a poster, just stay like this during the relevant session, and other people can come and go.

\*\* How do I point to something on a poster?

* Anyone who has opened the image (not only the poster author) can activate the “presenter mode” by clicking this icon on the right-hand side.



* Everyone will see the locations that you click on while in Presenter Mode. The indication will appear as a small colored circle that will disappear after a few seconds.
* Some presenters have also provided short videos, which can be viewed at any time by approaching the monitor object next to the poster and pressing x.

**For more information…**

For more information about Gather, a welcome document for general instructions on Gather can be found here: <https://app.hubspot.com/documents/9420218/view/283415492?accessId=d8d9f0>

Here is a very useful Help Center: <https://support.gather.town/help>