

Gather.town - user guide

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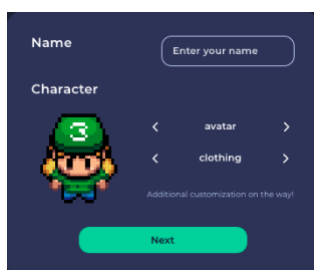
Introduction

Gather is a virtual space that enables attendees to interact effectively online, combining video-calling with a 2D map, and letting attendees walk around and talk to other attendees next to them.

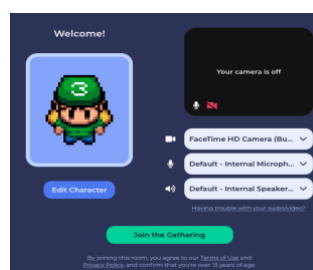
How to participate

- Before joining Gather, please mute yourself in any other meeting tool or leave the other meeting to avoid sound interference.
- Click on the Gather.town link you received (using Chrome -preferred- or Firefox)
- Enable access to your microphone and video.
- Enter your name in the box “Name”, select your avatar and click on “Next” (fig. 1). You can edit your audio and video output, if needed. Finally, click on “join the Gathering” (fig. 2).

1



2



- Once connected, a short tutorial will appear. We recommend going through it but you also have the possibility to skip it to join the room directly.
- Use the arrows of your keyboard to move around the space. Your microphone and video will automatically start sharing if you move in close proximity of another attendee's avatar.
- Different interactive objects and areas have been incorporated within the space. Please refer to the section below for more information.
- You can change again your avatar at all times by clicking on it in the menu bar at the bottom



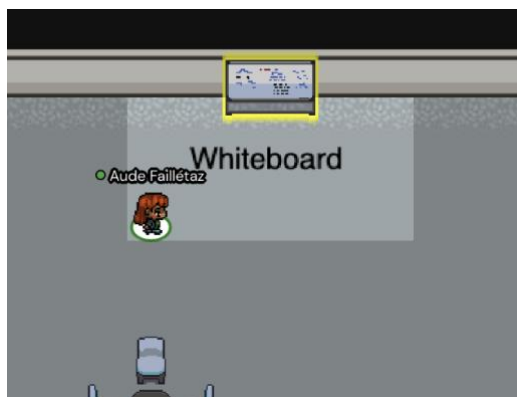
- To disconnect from the digital space, simply close the tab.

Functionalities

Private spaces

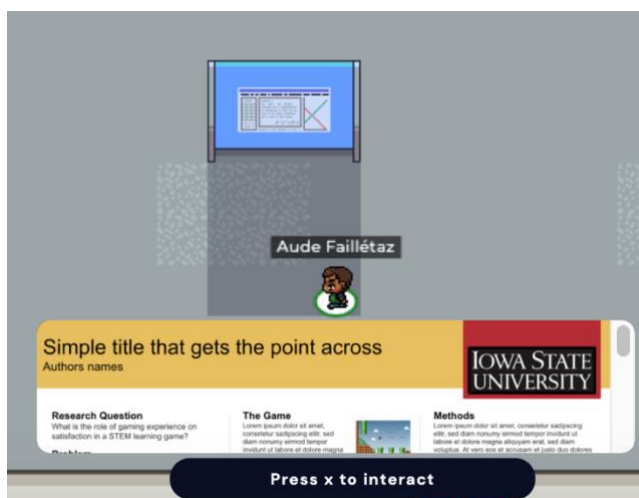
As a standard in Gather, you see and hear the people within a given radius around you. Note that normally this is not “transitive”: if you can see and hear two people located at opposite side of you, these two people may not see and hear each other if their distance is greater than the interaction radius. For more flexible conversation dynamics, we have created "private spaces." Private spaces are areas in the map such that all attendees inside the area can see each other, no matter how far they are, with no video/audio fading. Only other users in the same private space as you can see or hear you.

Private spaces are used around whiteboards, poster boards and discussion tables. Once you come in such as space, you will see the message: “You have entered a private space” and the area of the private space will be shown in a lighter color:

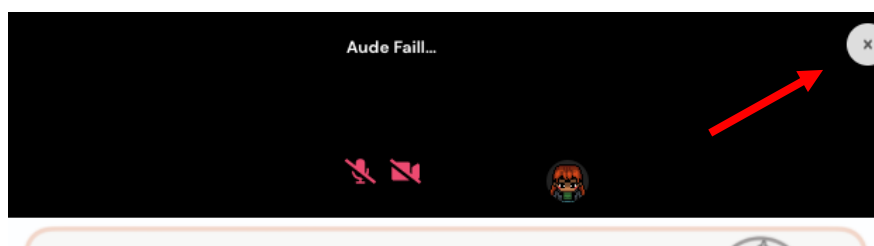


Interactive objects

There are four possible types of interactive objects in a Gather.town space: shared document, shared whiteboard, shared video and poster boards. To interact with such an object, simply approach it and click on the letter “x” on your keyboard when prompted. The image, video or whiteboard will then appear in full screen.

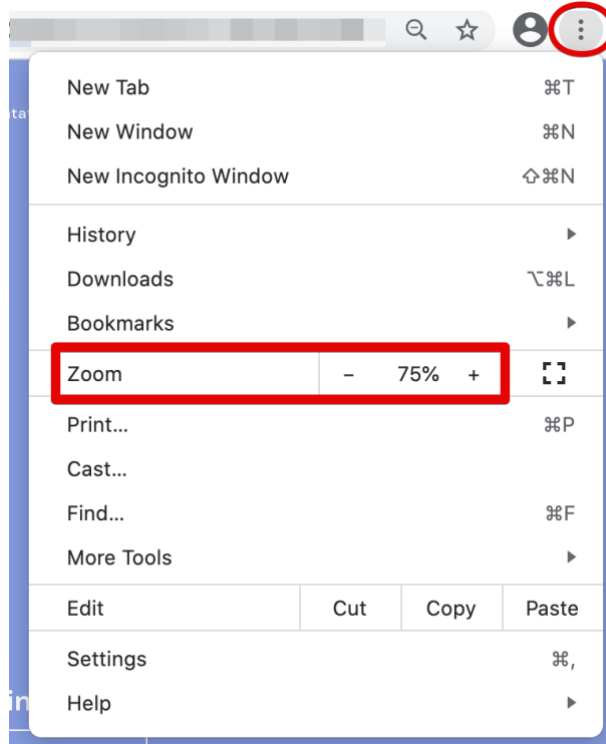


To stop interacting with the object, click on the close icon at the top right of the window and walk outside of the interaction zone.



Zooming out/in of the space

When joining a space for the first time, you will not be able to see the entire room. Gather.town does not allow to zoom in or out of the space but you can adjust this directly in your browser. Click on the three dots/three lines next to the address bar and adjust the Zoom:



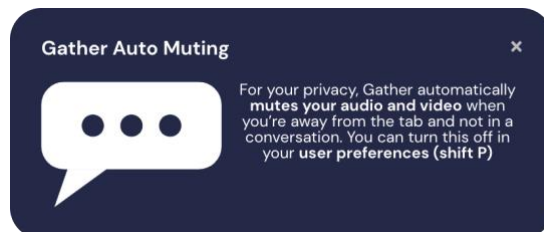
Video and Audio settings

If you encounter problems with your sound or video, click on your name in the menu bar and then on "User/Video Preferences". You will then be able to select a different input.



Auto-Muting and Auto Camera-Disable

If you leave the Gather tab for the first time while inside a space, you will see this when you return:



Gather automuting will trigger whenever you are not on the Gather tab and not connected to at least one unmuted person. When you return to your Gather browser tab, you will automatically be unmuted and your camera will turn back on.

Quiet Mode

In Quiet Mode, you will only send and receive audio and video from others if they are immediately next to you (including diagonals). This will greatly reduce the number of videos you will see and interactions you will have. You can toggle this on and off from the User Control Menu found by clicking on your name on the blue bar at the bottom of your screen (1 in figure) or by using the mapped hotkey (Ctrl/⌘ + u) :

When you are in quiet mode, your status indicator will turn red both on your icon and on your name over your avatar's head.


Got Lost?

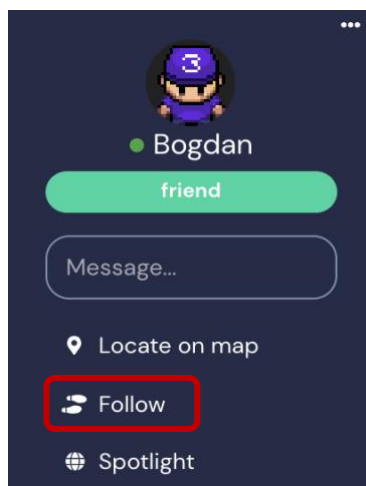
If you do not know where you are or are not able to move within the space, click on your name in the menu bar (1 in figure) and then on "Reset Position" (2 in figure). You will reappear at the original entry point of the space.



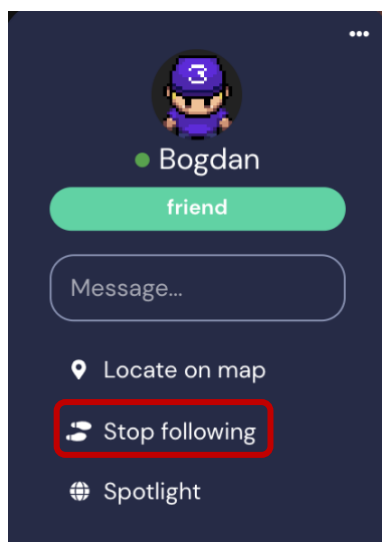
If you are looking for a specific participant (e.g. the presenter of a poster), you have two choices: "Follow" or "Locate on map".

Follow:


Go to the participants section  in the menu on the left. Find the participant you are looking for and click on his/her name. A small window will open (see screenshot below). Click on “Follow” and your avatar will automatically walk until that person’s location, without having to guide it.

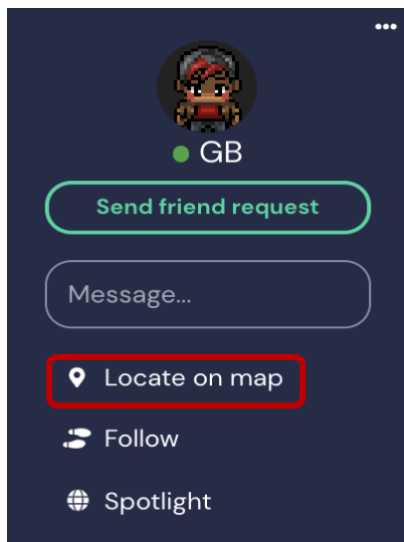


Once you have reached the person, repeat the same process and click on “Stop Following”. If you do not deactivate the feature, you will continue to move together with that person.



Locate on map

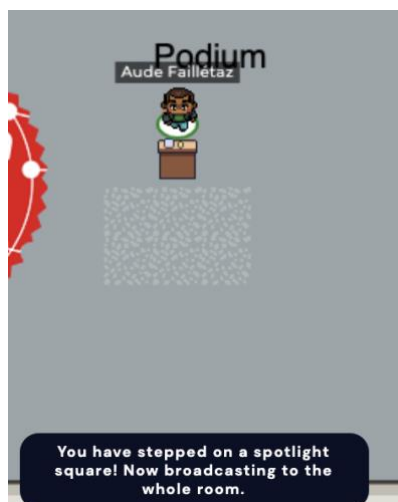
Go to the participants section  in the menu on the left. Find the participant you are looking for and click on his/her name. A small window will open (see screenshot below). Click on “locate on map”. This will create a colored brick road for you to follow to reach that person.




Once you have reached the person, repeat the same process and click on “Stop locating” to remove the brick road.

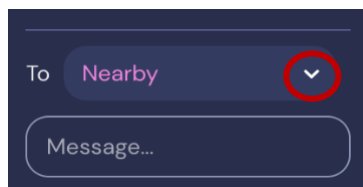
Podium

The podium feature enables to address the entire room at the same time. Typically, this feature is reserved for speakers and moderators. When standing on the orange dot next to the Podium, a participant can broadcast its video and audio to up to 100 people:



Chat

There are 3 levels for chatting with other participants: Everyone, Nearby and Private. To select the chat level, go in the chat panel  and click on the arrow next to “To” (a drop-down list will appear).




“Nearby” chat

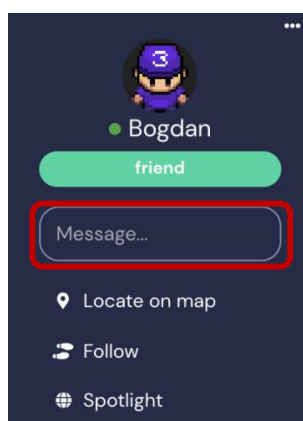
Messages sent here are only seen by the people you are currently connected to. They will appear in **pink** in your chat panel. Users will have a different local chat history, based on who they were talking to. New users joining a space do not see the local chat history.


“Everyone” chat

Messages here are sent to everyone who was in the room at the same time. They will appear in **green** in your chat panel. Other participants may have slightly different histories as you if you were in the space at different times. New users joining a space do not see the global chat history.

Private chat

To chat privately with another attendee, go to the participant section  in the menu on the left and click on his/her name. In the small window that will open (see screenshot below), write your message to the participant in the box “message”.



These messages are only seen by you and the participant you have messaged. Once sent, they will appear in **yellow** in your chat panel .

Screenshare

Click the screen icon in the menu bar to start screen sharing:



Whoever you are connected to on video will get your screenshare. Usually this is just who you are standing around but it can be everyone in the room if you are standing at a podium.

Depending on your settings, you might be asked to grant access to Gather before being able to share.

