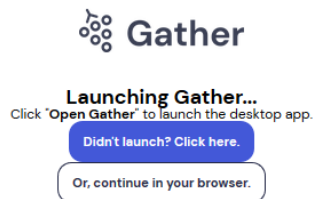# Guide to Gather.town
## 2021 Boston Speech Motor Control Symposium

Getting Started

Logging on and adjusting settings

1. Click on the link sent to you via email. You can either download the desktop app or continue using gather.town in browser. If using the browser, click 'continue to broswer'. Please use Chrome or Firefox to access Gather.town. (NOTE: Safari will **not** work!).


2. You will be directed to Gather.town and asked to sign in. Use the same email you used to register for the symposium. This will be the same email where you will receive the Gather.town link to the symposium.
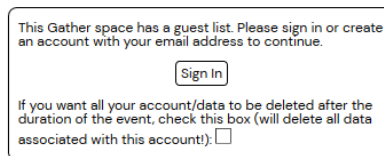

Set up your avatar

1. Enter in your name and preferred pronouns. It is recommended to use your first and last name so that your colleagues will be able to identify you!
2. A pop-up notification will as you to select your preferred audio and video devices. Once in Gather.town, you will be able to mute your audio or stop your video using the icons by your video in the bottom right corner at any time.
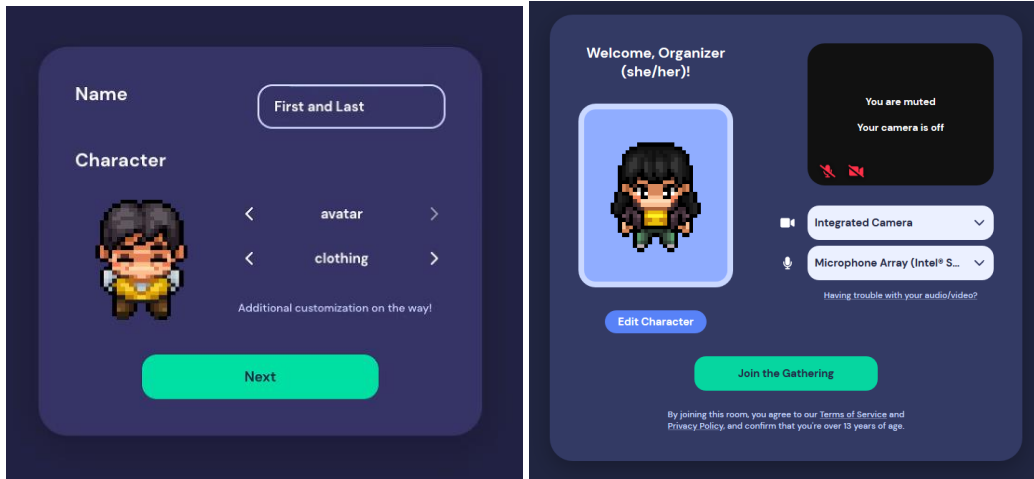
Enter 2021 BSMCS Gather.town

1. Click on "Join the Gathering!" once you are ready to enter the meeting.
2. A tutorial screen will appear next to help you learn the basics before you enter 2021 BSMCS. It will provide basics for moving around, muting/unmuting, and interacting with objects. If you would like to skip this tutorial, click **"Skip Tutorial"** on the left-hand side of the screen.
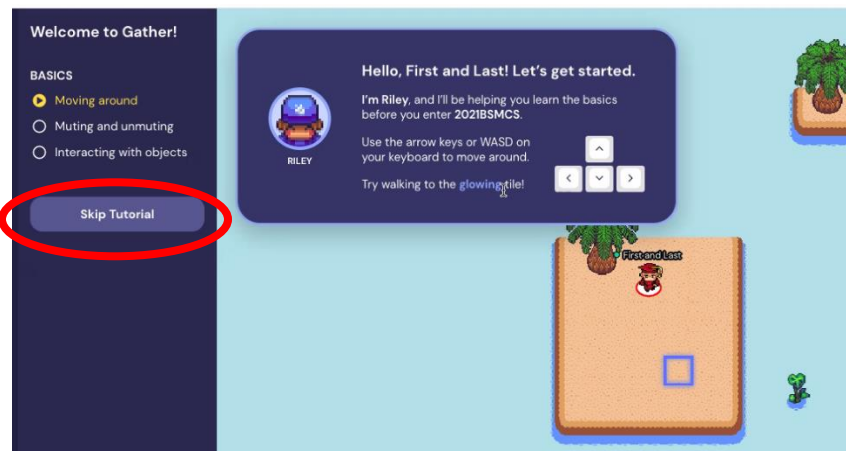
3. Once you have joined, click on your name (located at the bottom of the screen). You are able to "Add text status" and add your affiliation (ex: Boston University).
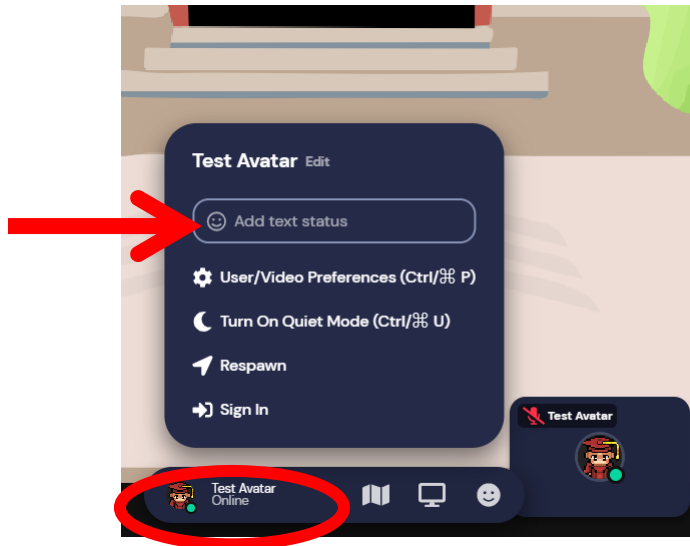
4. Walk through the ENTRANCE 2021 BSMCS. The symposium Main Hall has labeled entrances to each of the rooms (Round Tables, Auditorium, Pilot Posters, Posters: please see below for information on each room).

Navigating

Moving and entering spaces

a. Move the avatar around using the **keyboard arrows**.
b. Press **"X"** to interact with objects (open documents/posters, open links, enter in zoom calls, etc.).
c. To enter or exit rooms, simply walk through the opening.
d. To exit a document or link, select the **"X"** in the top right corer or hit the **Esc** key.

Private Spaces

a. Shaded squares are known as "private spaces". Your audio and video will be shared with everyone in these spaces, but no one else.
b. When outside of a private space, your audio and video will be shared with those close by unless you are in ghost mode (see below).

Ghost Mode

a. Hold down **"G"** on your keyboard to enter ghost mode
b. Ghost mode allows you to pass through other avatars.
c. It also hides all video and audio feeds, so you will not be seen and you will not see or hear others.

Settings Bar

a. It is located at the bottom of the screen
b. **Avatar**- Clicking this allow you to make appearance changes to your avatar
c. **Settings**- You can type an affiliation (Note: You cannot change your name),

d. **Minimap**- Generate a map of the room in which you are located. This will help you navigate in larger spaces.
e. **Share screen**- Allows you to share your screen with Gather.town participants. It will mostly be used by poster presenters.
f. **Interactions**- You can choose a variety of interactions as you participate in the symposium (raise hand, clap, etc.).


Left Hand Side Menu

a. This menu has 6 items. From the bottom:
b. **Participants**- If you don't already see the participants list, click on this icon. This list shows everyone who is logged in. You can find find specific people using the search box. Clicking the participant button again will close the list.
c. **Chat function**- Allows you to send messages to individuals, to attendees nearby, or to everyone.
d. **Events** (nothing will be shown here).
e. **Build** (this will not work for you).
f. **Settings**- You can adjust your audio, video, and other settings here.
g. **Grape Cluster**- Tells you about Gather.town

The Rooms

I. *Entrance*

a. You will initially appear outside the entrance to the 2021 Boston Speech Motor Control Symposium (BSMCS).
b. There is a review of basic instructions on navigating the screen. You will also find this user guide to Gather.town located outside the entrance to the symposium.
c. Move from the entrance to the inside symposium main hall by walking through the entrance.
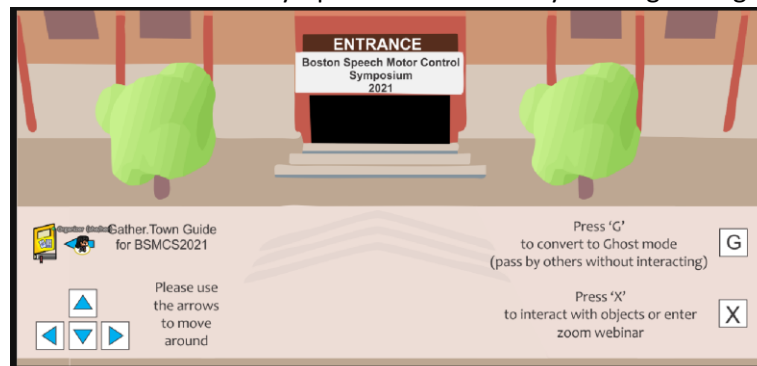
II. *Symposium Main Hall*

a. The symposium main hall contains portals to the poster rooms, round tables room, and auditorium. You will also find the symposium agenda agenda, poster and pilot poster list and abstracts at the main hall.
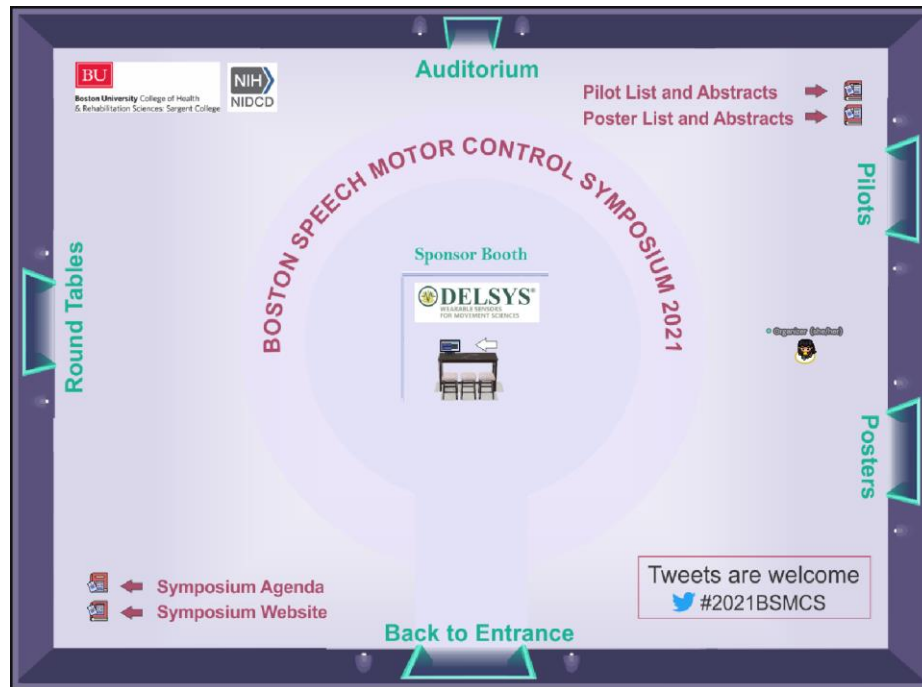

b. **Delsys booth**- The Delsys booth is located in the center of the room. To access their website, walk to the booth then press "X". The website link will then appear. To return to Gather.town main hall, press the X in the top right corner or press esc (see instructions under Navigation)

III.   Auditorium

   a.   The auditorium contains the zoom webinar links to the preconference and the main conference. On each date of the symposium, this link will change to give you access to the correct webinar. Please note that you can only log into the pre conference webinar if you have pre-registered for it.

   b.   As you enter the auditorium, you will see a message on the screen that says "Press X for Zoom Webinar Link." This will start the process of putting you in the Zoom room for the conference.
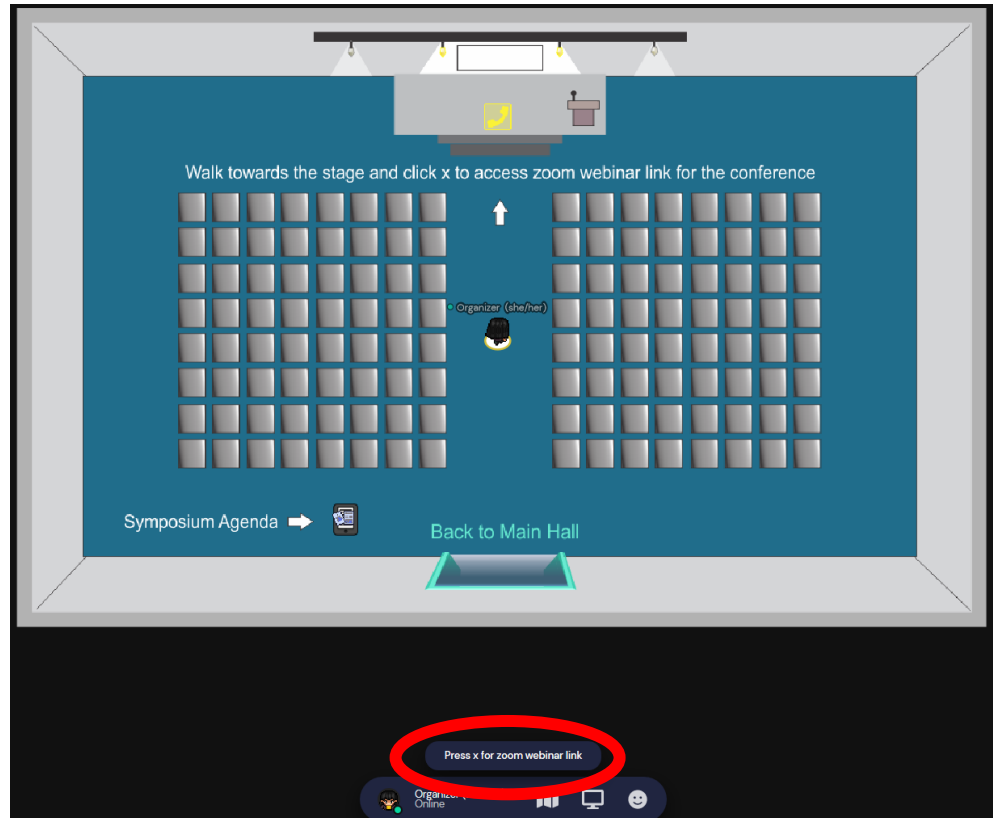
   c.   It is possible to enter the presentation Zoom call through Gather.town and also directly through Zoom using the separate email you get including the webinar information.

   d.   To complete the process, click on the Zoom link that you see on the screen.

   e.   As you enter the Zoom call, you will receive a message that Gather.town will mute itself so that Zoom can have access to your microphone and video.

   f.   If you want to go back to Gather.town, simply go back to the browser and click the re-enter button. It is highly recommended that you completely close Zoom when you reenter Gather.town to avoid weird echoes.

IV. Poster and Pilot Poster Rooms

a. Poster session information is available at the entrance of each poster space (press "X" to see the Poster List and Abstracts)

b. Selecting the minimap on the bottom settings bar will provide an overview of the location of all posters in the room.

a. This year, we have provided an additional poster space for pilot/planned studies, as an opportunity to network and gather feedback on ongoing research.

b. Please note that pilot/planned study submissions do not go through the peer-reviewed process utilized for generic abstract submissions.
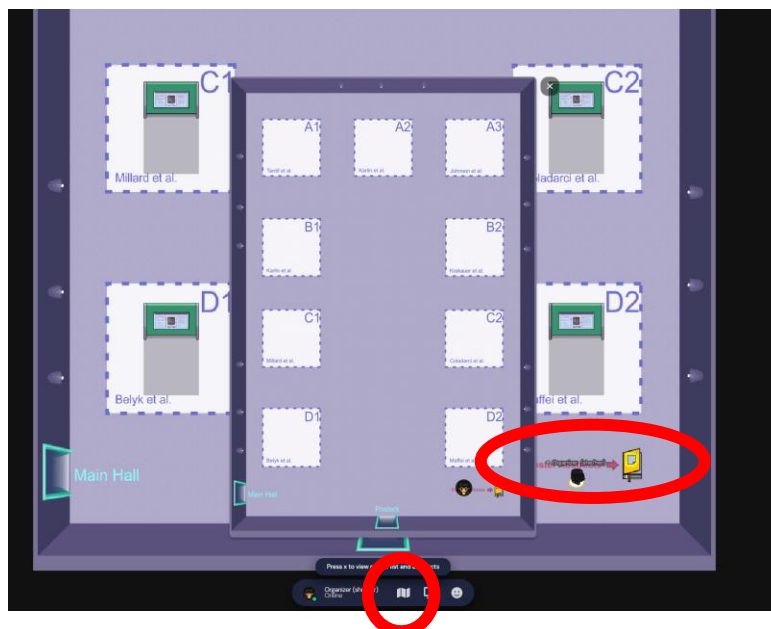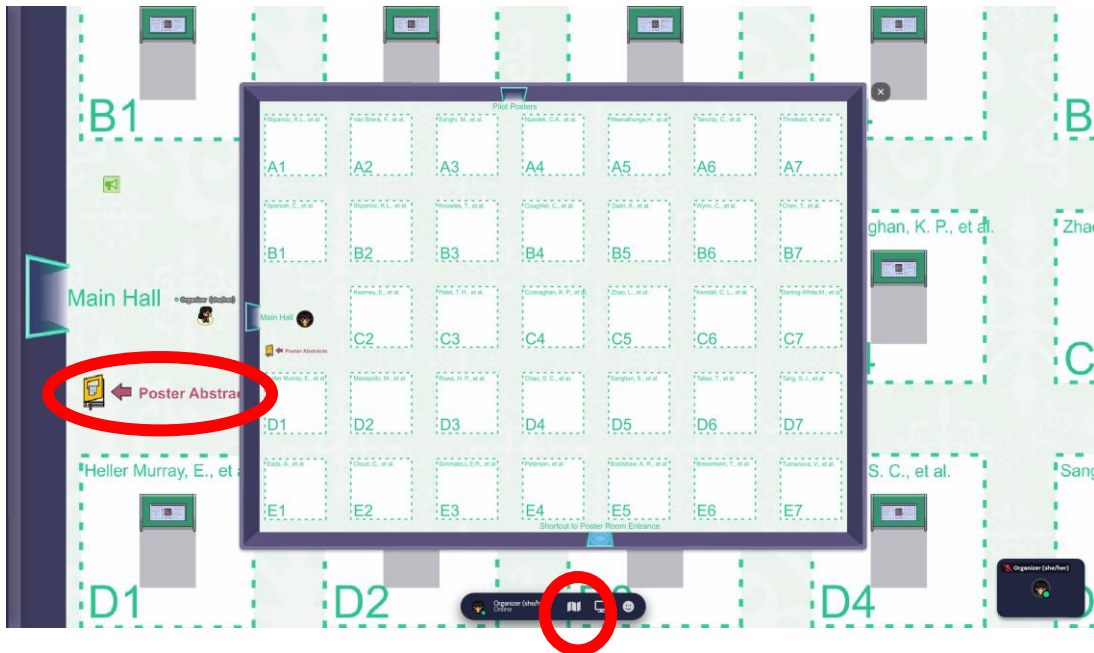
V.   Round Tables Room

a. Located to the left of the symposium main hall, this room has 5 interactive round table discussion areas for different topics.

b. This area will be used for preconference trainee meet and greet as well as for networking during the main conference.

c. During the networking portion of the main conference, these tables will be co-hosted by experts in the specified topic for each table.