

We understand that a virtual platform reduces the opportunity to have those chance encounters and hallway chats that often take place at an in-person event. We are therefore doing something new by adding another platform, Gather.Town, as a means of facilitating face to face interaction.

Join us in Gather.Town each day for Posters and Exhibits on the beach. You will be able to bump into colleagues and friends, have chance encounters with other conference attendees, and strike up conversations with your fellow researchers, just like you would at an in-person event.

You will be able to select a character, search for specific attendees, or just wander around the 2D style space by walking in and out of conversations, just as you would in real life. As you move around the space with your keyboard arrows, the webcam video and microphone audio of the other people in the room increases or fades based on your distance to their character, mimicking walking the hallways at an in-person conference.

You will enter Gather.Town through the conference platform (EventPilot) where you will see a button to join Gather.Town on all poster presentation pages and participating benefactors.

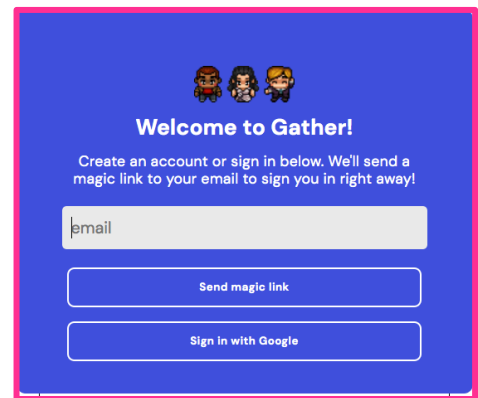


Use the same email used to enter the main conference platform (EventPilot).

Select "Send magic link". (Do NOT Sign in with Google) You will be sent an email. Click on the link inside. It will take you to a new browser page and will tell you that you are successfully signed in. Close that browser window and go back to the original browser window that had the Welcome to Gather box in it and join the Gathering

Unfortunately, every time you enter into the system you will have to take these steps.

The space will be available on a 24-hour basis until Friday, 19 February. We suggest that you visit Gather.Town prior to the first poster session on Monday, 25 January so that you are comfortable using and navigating the space during actual sessions. You can also watch our [brief video demonstration](#) of the space.



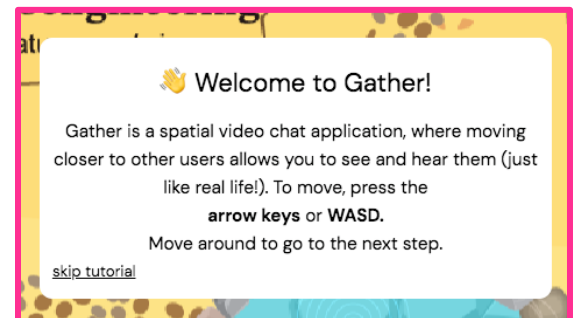
During the conference, feel free to use the space anytime to organize small meetings with other conference attendees, run into friends, meet new friends, or just hang out on the beach dreaming of the ocean breeze. There are tables and chairs located throughout the main/exhibit space that can provide private conversations. Only those sitting at the chairs will be able to join.

You will only be able to enter Gather.Town via the conference platform. All poster presentation pages have a link plus there is a link from the Welcome Page. If your browser asks for your permission to use microphone and camera, please answer "Allow". This is how others will be able to see and speak to you. Then select "Join the Gathering".

TIP! Press an arrow key to go through their quick tutorial.

We hope you enjoy this new feature of the conference and are able to visit with your colleague's and new/old friends.

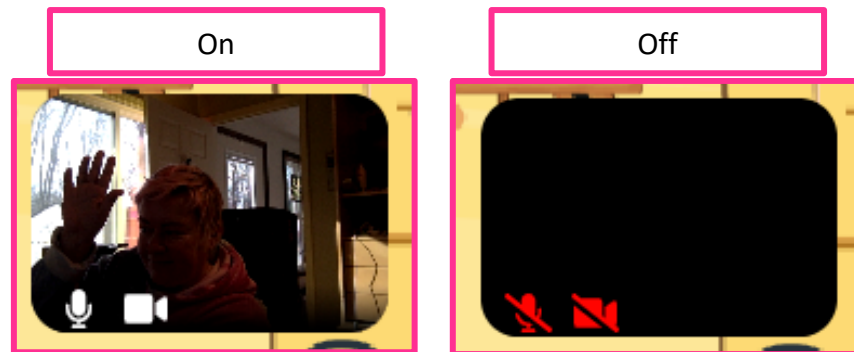
IEEE MEMS 2021 Virtual Conference



Gather.Town is **ONLY** supported by Chrome and Firefox.

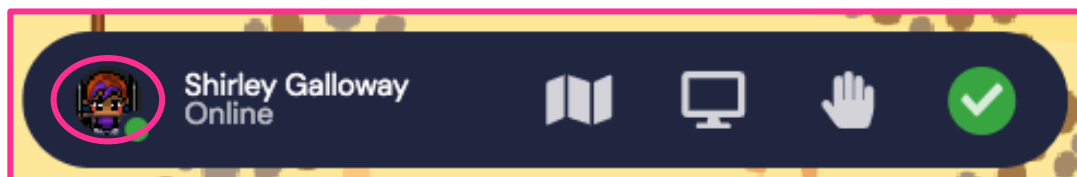
Enable/disable your audio and video

After signing in, you will see yourself in the bottom right corner window. This is where you can enable/disable your audio/video. Please keep in mind if you turn these off others will not be able to communicate with you.



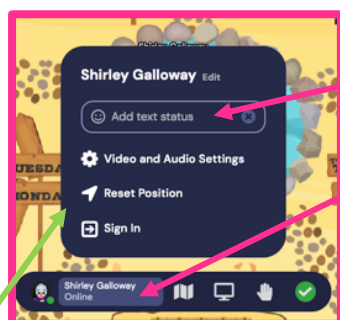
Change Character

If you should decide to change your character, click the character icon in the bottom menu to select another one.



Add a Nametag/Nickname

You cannot change your name or affiliation, however, you can add a nametag/or nickname to your character. Click your name in the bottom menu and add to "Add text status".



Step 2: Add affiliation here

Step 1: Click your name



Your nametag name will now show in the Participant's list on the left side panel

TIP! To go back to the starting point in the middle of the main page – click Reset Position

Location

When you first enter Gather.Town you will be in the center of the Main Room where exhibits will be located. You can follow the paths to the different poster rooms and use the portal doors to enter. Gather.Town does not allow you to Zoom out and see the entire space at once. However, you can select the map icon in the bottom menu bar and an overview map will pop up and give you the general location of where you are. This works in the poster rooms too.



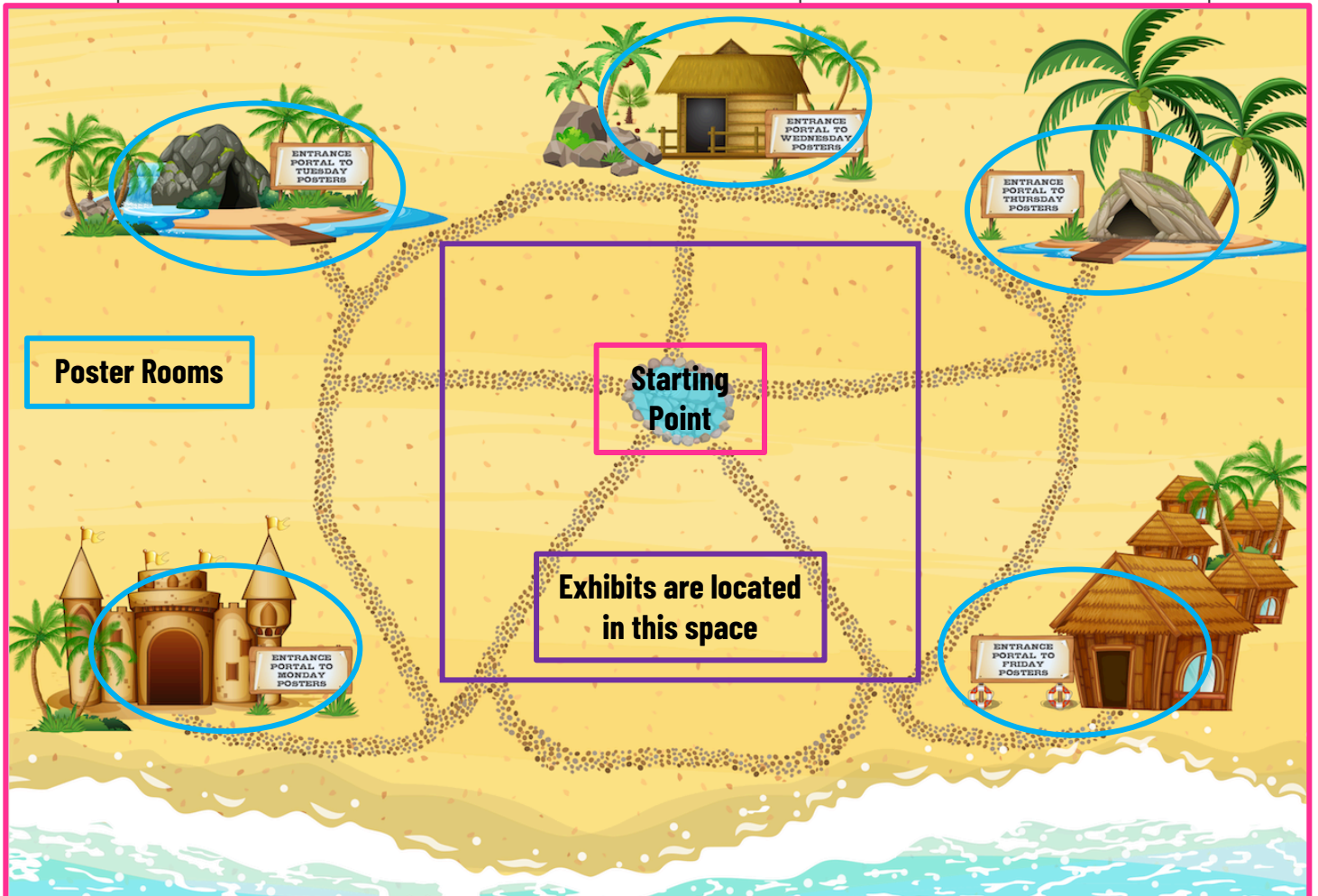
TIP! When you exit and then return, you will re-enter where you last were located. You can reset position or respawn to return to the starting point.



The pond is the center and starting point for Gather.Town. This is also where you would go if you reset your position or respawn.

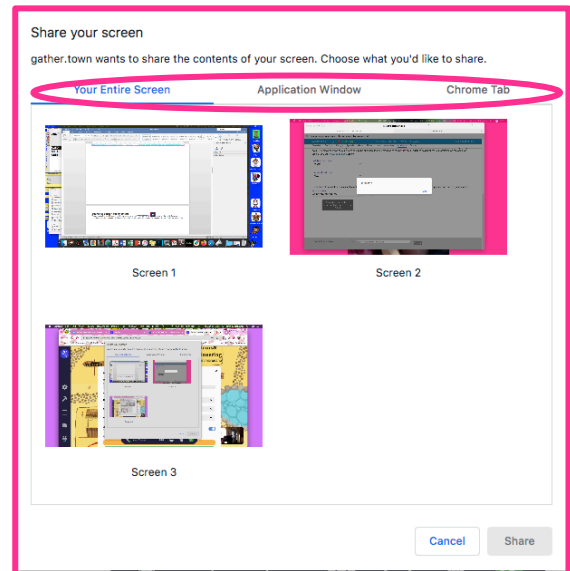
Map Overview

Here is a map overview of the main room for MEMS 2021 in Gather.Town and where the 5 poster session rooms are located within the space.



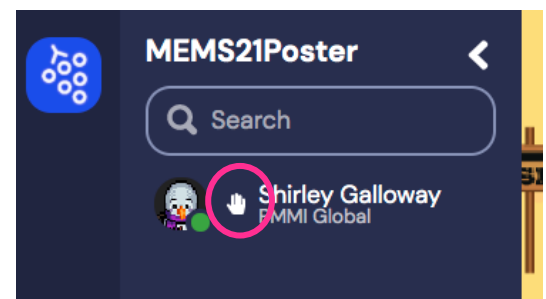
Screen Share

For poster presentations you may want to share your screen and show additional information. You will have the option to select/share your entire screen, an application window (i.e. PowerPoint), or a tab on Chrome. We recommend you practice this with a colleague before your actual presentation.



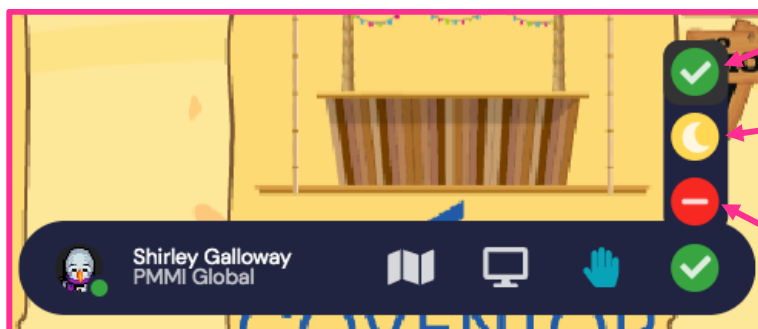
Raise Your Hand

There is an option to raise your hand. When you do so, a hand will appear next to your name in the participant list. You will need to select the hand again to remove it from next to your name.



Modes

These options will automatically determine your audio/video based on which you select.



Available Mode: Video, Audio and Sound always on even when tabbed away.

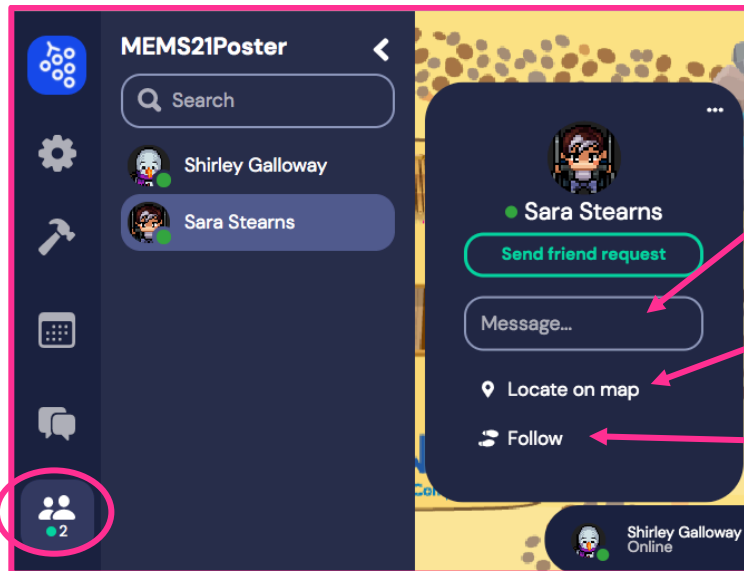
Work Mode: Video and Audio turned off when tabbed away and alone, but kept on when connected to someone else. Sound will always be on so you can hear others.

Busy Mode: Video, Audio and sound always turned off when away from the tab

TIP! "Tab away" means you have Gather.Town open in your browser but you have navigated to another tab/window. If you do **NOT** close your window and have your video and microphone on people will be able to hear and see your space. Make sure you close the window every time.

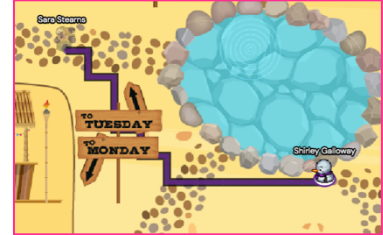
Search for an Attendee

You can search for a specific person with his/her name in the "Participants" icon on the left. There are three ways to contact them.



1. Select "Message" to chat directly.

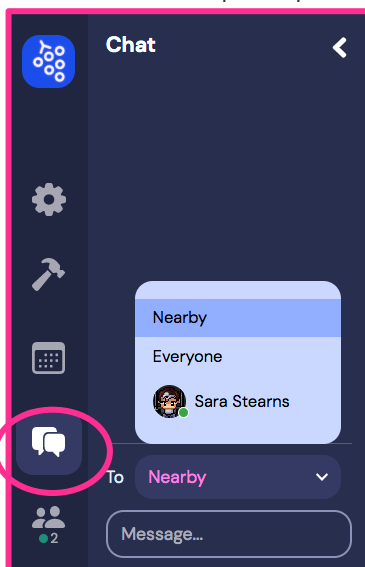
2. Use "Locate on map" to see a path to reach the person.



3. Use "Follow" and the system will automatically take you to the person.

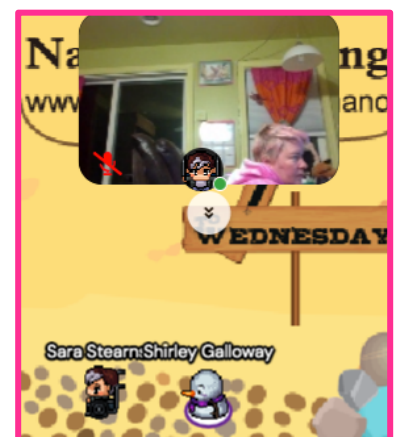
Messaging/Chat Feature

You can chat with a specific person, those near you, or to everyone. Please use this feature sparingly.



Video Chat

As you get closer to other attendees your and their camera will become clear and you can video chat with that person.



Private Space

When you step in a private space, a note will be shown at the bottom "You have entered a private space". In that space you can only chat with the people who are in the same private space.

All Exhibits and Posters are private spaces.



Private spaces with Tables/Chairs

Each table and the chairs around the table make up a private space, and only people sitting on the chairs around the same table can talk to each other.



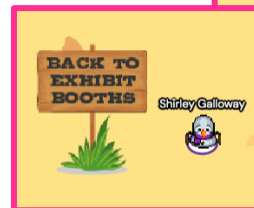
Poster Presentations

When you approach the poster platform, the poster will pop up at the bottom.

Press the "X" button on your keyboard and the full poster will open.

You will need to be on the platform to hear the poster presentation and ask the presenter questions.

To leave a poster room you will need to locate one of the signs throughout and step on it. This will bring you to a random location within the main exhibit room. You may also reset your position or respawn to go back to the center of the main exhibit room.



Exhibitor Material

Walk up to the piece of paper and then press the "X" button on your keyboard to open it. The material may be an image or a web page.