

## Conference Guide for Participants

### NAFEW 2022 Virtual Conference

Gather Town is a platform we are using to add a “real world” feel to our virtual conference. You will navigate through a lobby, meeting rooms, a poster room, check out the beach, and have access to an exercise room. It’s unique and fun and we hope that by week’s end you’ll agree it enhances the traditional virtual conference experience.

You will access Keynote Addresses, Special Sessions, Contributed Talks and Thursday night’s Happy Hour through the familiar Zoom platform. To make this happen, you simply take a seat in the Gather Room and Press X on your keyboard. This will provide you with the zoom link and away you go! At the conclusion of your meetings, you will leave the zoom meeting as normal and return to the meeting room in Gather.

#### The Week Before

- Sign in to your NAFEW Account and provide consent for recording and rebroadcasting your presentation by checking the appropriate boxes.
- Test your Zoom, especially if you haven’t used it in a while. It will check for updates and make sure you’re using the correct camera and microphone.  
<https://uqam.zoom.us/test>
- You may need to disable your VPN (virtual private network) to allow Gather onto your device.
- Use CHROME Browser to sign in to Gather, create your avatar and explore the venue. Use the Arrow Keys on your keyboard to move your avatar.
- We highly recommend navigating Gather Town as often as possible before the conference. The more familiar you become with the platform the more fun you’ll have.
- Check out the FAQ List on the NAFEW website in **The Virtual Experience** section under the ALL ABOUT tab. Lots of answers there.

#### Navigating Gather

- You will first enter gather town in the Lobby. Just like the real world, when you are standing next to someone you will be able to see and hear that person. As you move further away, they will gradually disappear.

- Also, just like the real world, you won't be able to walk through obstacles so you will need to use your Arrow Keys to navigate around stuff (chairs, tables, fountains, trees, streams, beach bars, etc). Have fun with it!
- When you enter a meeting room, you will be prompted to "Press X on your keyboard to enter the meeting". You can do this from anywhere in the room. A zoom link will pop up on your screen (more on this later). To return to the previous screen simply press X again on your keyboard.
- When you get close enough to Bulletins in the lobby area, they will prompt you to "Press X on your keyboard to view the room schedule, conference schedule, NAFEW website" etc. To return to the previous screen, simply press X again on your keyboard or click on the X in the upper right corner with your mouse.
- Private Spaces allow you to meet privately with someone else. Look for these areas if you want to have a private conversation with someone or in a small group without being heard by others around you.
- When you enter the poster room, move close to the poster you want to view. You will be prompted to "Press X on your keyboard" to see it up close. To return to the previous screen, simply press X again on your keyboard or click on the X in the upper right corner with your mouse. A Private Space is available at each poster area so you can have a conversation with the poster presenter.
- When you enter the exercise room, move to the mat area of a workout where you will be prompted to "Press X to activate video". Enjoy your workout!
- Moderator spaces – unless you're a moderator, do not go here
- There is an option to Follow someone without having to scramble to keep up.
  - Right Click on the avatar of the person you want to follow
  - Select "Follow". Once the person starts moving, your avatar will automatically trail along behind.
  - To "Unfollow", right click on the person's avatar again and select "Unfollow".
- If you get lost or stuck at any time, you can teleport back to where you first entered in the Lobby using the following steps:
  - Click on your name in the lower left side of the screen
  - Select "Respawn"
- You will notice just above the Respawn option is another option to "Change Character". This is where you can modify the look of your avatar.

## Time To Head to Your Meeting

- After entering a meeting room in Gather, take a seat and “Press X on your keyboard to enter the Zoom meeting” (or in the case of Keynote Speakers “...to enter the Webinar”. A screen similar to the one below will pop up. Click on the zoom link.

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To enter, click this external link:

<https://uqam.zoom.us/j/.....>

Clicking the link will disable your audio/video on Gather, so it won't interfere.

To enter back into Gather, just come back to this tab!

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- When you enter the Zoom Meeting your microphone and camera will be turned off. Please **keep your microphone muted**. You can choose whether or not to turn on your camera (“start video”). Presenters, of course, will need to turn on both at the appropriate time.
- To return to Gather, simply leave the Zoom meeting/Webinar and return to the Gather Tab on your browser.

## Tech Support

If you run into any problems while on Gather or in Zoom, send a direct message to the Meeting HOST using the Chat function.

You can also reach Conference Coordinator, Lorie Springall at any time:

[lspringall@hotmail.com](mailto:lspringall@hotmail.com)

**1-705-971-4751**