

Before you enter the room:

1. Use **chrome** or **firefox** to open the link;
2. Type in the password for the space (shared by the organizers);
3. Choose your avatar and put your name;
4. You need to give permission for gather.town to access audio and video if want to talk to others with camera on;
5. You can use the tutorial or skip the tutorial and use the guide in the next page to get familiar with gather.town;
6. If you have problem with video/audio, make sure that your browser have access to these features; click the lock sign in your address bar to check the permission;
7. If you still have trouble with video/audio, try entering the room again or see <https://gather.town/video-issues>

After you enter the room:

1. **Move around:** Use your keyboard (arrow keys) to move around;
2. **Talk to other participants:** When you are close to other participants, you can see/hear other people and can be seen/heard by others; If you move away, other people's video/audio will become unclear until invisible; If you move closer, the video/audio will reconnect and appear again;
3. **Stay put while talking:** It may be easier to congregate around a table or another designated space and talk with the people around it without moving to avoid confusion about connectivity.
4. **Private space:** When you step in a private space, it means that the conversation in this space will not be heard by others outside the private area (even the distance is close) unless others also join the private space; it is convenient to use these private spaces to talk to other participants;
5. **Spotlight square:** There is one spotlight square in the center of this room. When people make a speech/talk in this area, it will be broadcast to everyone in the room.

## Menu

- 1. Chat:** you can send a message to one participant, nearby person or all participants through the chat tab on the left side;
- 2. Find other participants:** you can find a full list of participants in the room by clicking the participant tab at the bottom of the menu on the left side; by clicking one particular participant name, you can send a message, locate or follow that person;
- 3. Private conversation:** if you want to talk to someone privately, you can turn on the “quiet mode” by clicking your name tab in the bottom menu and select turn on the quiet mode. In the quiet mode, you can only see/hear the person next to you and can only be heard/seen by the person next to you (diagonal included); the availability indicator will turn red in the participant list;

