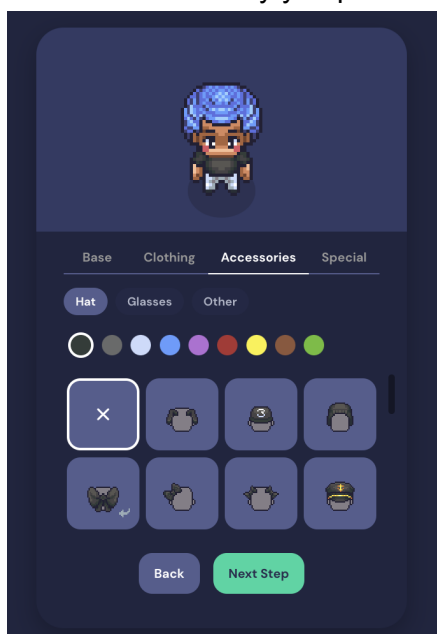


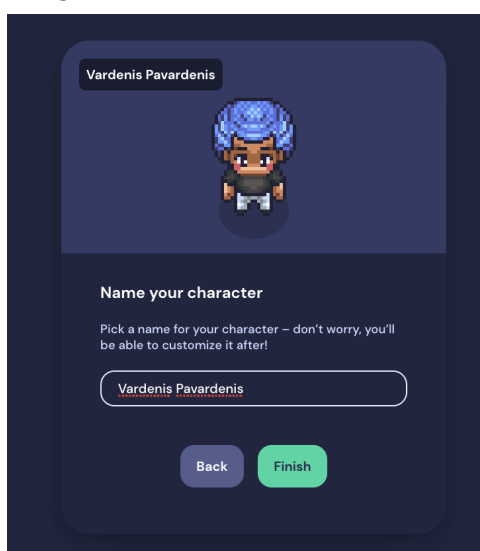
Instructions to participate in The COINS 2022 GatherTown space

Flow

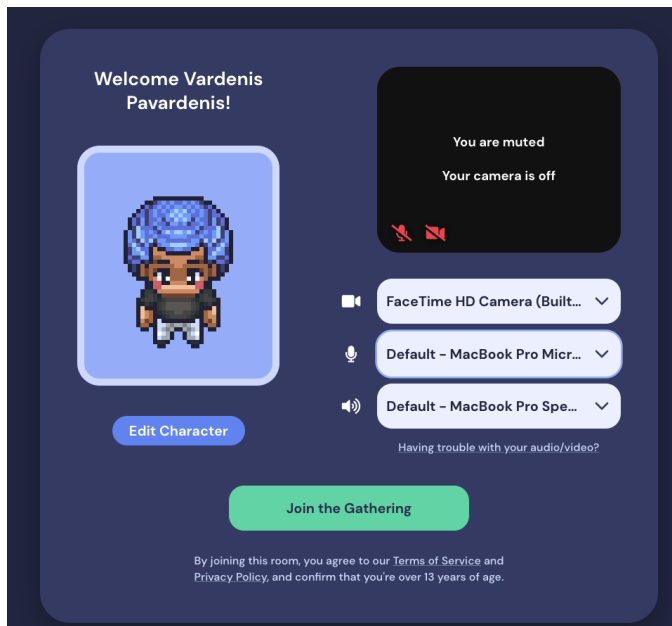
- Choosing Chrome or Firefox browser is highly recommended to participate in the conference space.
- After joining the conference (the link to the conference will be placed in <https://thecoins.eu>), you will be asked to create an avatar to explore the space. Customize it the way you prefer and continue to the next step by pressing **Next Step**.



- In the next step, you are asked to enter your name. To avoid identity confusion, we kindly ask you to enter your real first and last name in the field and press the button **Finish**.



- Make sure that your camera, microphone, and speakers are working so you would get the full experience of the conference with an opportunity to chat with other participants in real time. Once these settings are set, press the **Join the Gathering** button.



- In the next step, you will be welcomed with a short tutorial (approximately, 3 minutes long) on using the Gather platform. If you are familiar with this platform, feel free to skip the tutorial, otherwise, enjoy the learning process! You can use the section “Using Gather” below for the recap.
- After the tutorial, you will be taken to the entrance of the conference space.



- In the **Help** section you will find the duplicate of these instructions, the map of the conference space, and the program of the event.
- If you face a problem that cannot be solved by the information provided there, feel free to contact the user named **The COINS HELP**. It can be done by

pressing the **Chat** button in the lower left corner.



By clicking on selection field on the right of the word **To**, you will access the list of all addressee options. During the conference, you will find a user named **The COINS HELP**, to whom you could write a direct message.

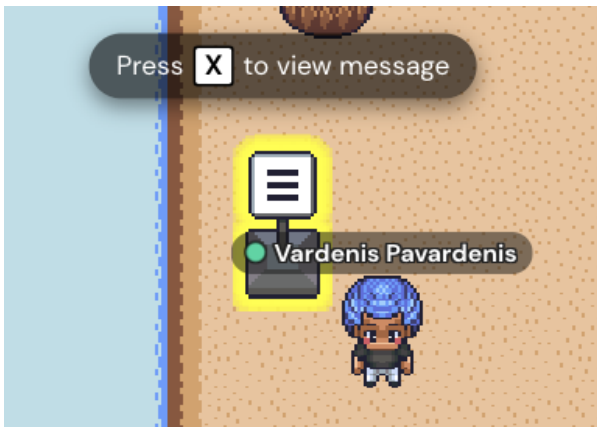
- As can be seen on the map, the doors to the left will take you to the conference area with posters and the company fair. The doors to the right will take you to the leisure area that can be explored in the breaks between lectures.
- **To watch lectures, you should enter the large auditorium area** (to the left of the poster area, see the map). Once you enter the auditorium, take a seat on one of the chairs and **press X button to get the link to the Zoom call, where the lecture takes place.**
 - a. After pressing the link, you will be transferred to the Zoom platform, and Gather experience will be paused.
 - b. In order to come back to Gather, close the Zoom app and press the green button “Re-enter”.

Using Gather

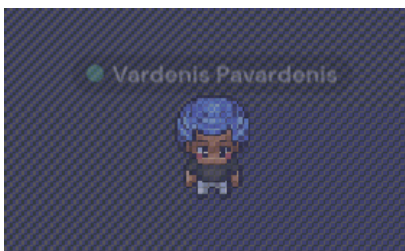
- Walk around the space using the arrow keys or WASD keys on your keyboard.



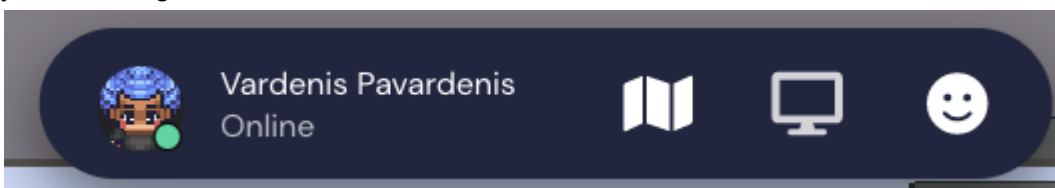
- To unmute, press the crossed red microphone icon on the lower right corner of your screen. To mute yourself, press the white microphone icon.
- To interact with objects (the ones that have a yellow edge), press **X** on your keyboard.



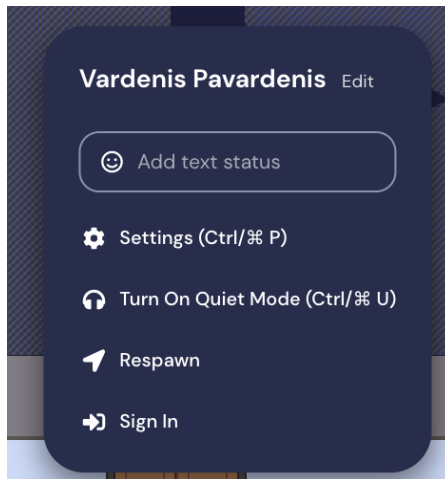
- If you enter a crowded room, where it is difficult to move around freely, you can temporarily switch to “ghost mode” by pressing and holding **G** on your keyboard. To return to the normal state, let go of the **G** key.



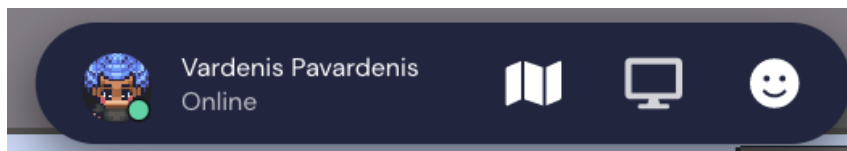
- At the bottom of the screen, there are 3 buttons in addition to the information about your avatar given:



- a. By pressing on your name, you will open a panel with several buttons:



- i. **Settings** – this button will open a panel for the configuration of the Gather experience.
- ii. **Turn On Quiet Mode** - this button allows you to restrict the voice from other users – you will only hear those users speaking that are directly next to you.
- iii. **Respawn** – this button brings you to the entrance from any place in the conference. This can be useful if your avatar gets stuck somewhere or you want to return to the entrance quickly.
- iv. **Sign In** – this button lets you exit the anonymous mode to use your email to register in the Gather platform and continue the experience as a registered user.



- b.
- c. The map icon lets you see where in the current room you are located.
 - c. The computer icon lets you share your computer screen with other participants located nearby.
 - d. The smiley icon lets you express the desired reaction (emote).

Map of the conference space

