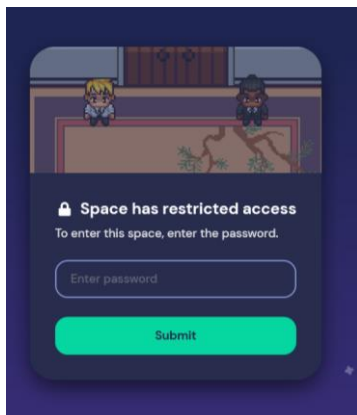


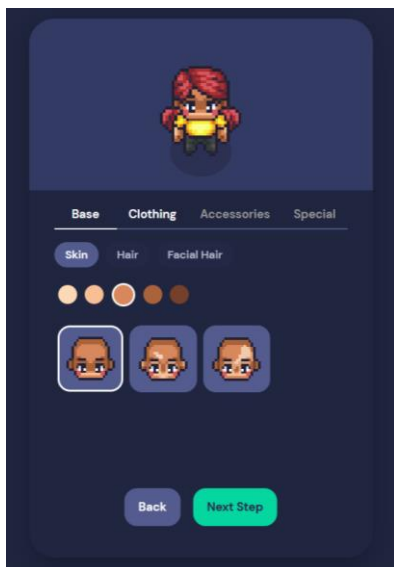
How to use Gather Town – Step by Step

In addition to this guideline, please also have a look at the map!

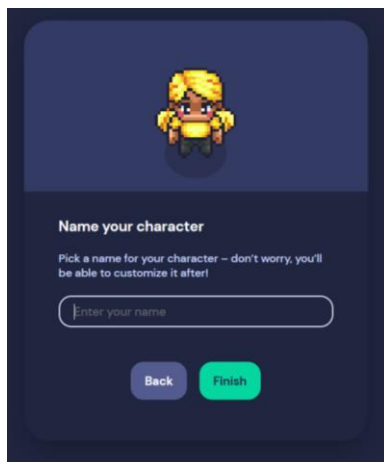
1. Copy the following link into your **Google Chrome** Browser:
<https://app.gather.town/app/2iU4qcl1MZx4yiuk/FRIEND-SHIP%20Conference> (We recommend you to use Google Chrome for Gather Town).
2. Enter the password to enter the conference space. The password is: **vienna2022**



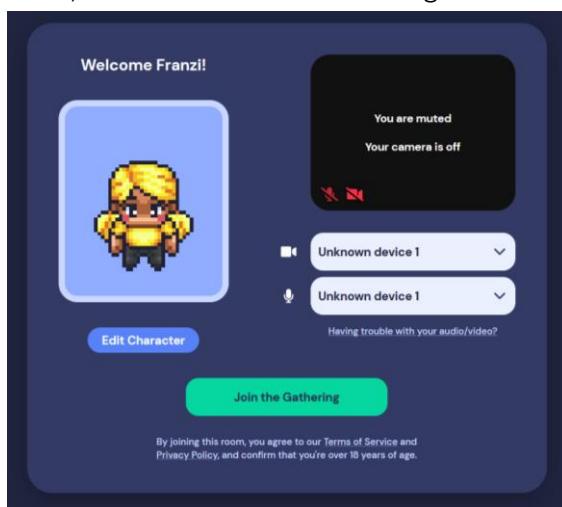
3. Design your avatar. You can choose your skin colour, your clothing, ... Press "Next Step" when finished.



4. Enter your name and click on “Finish”.



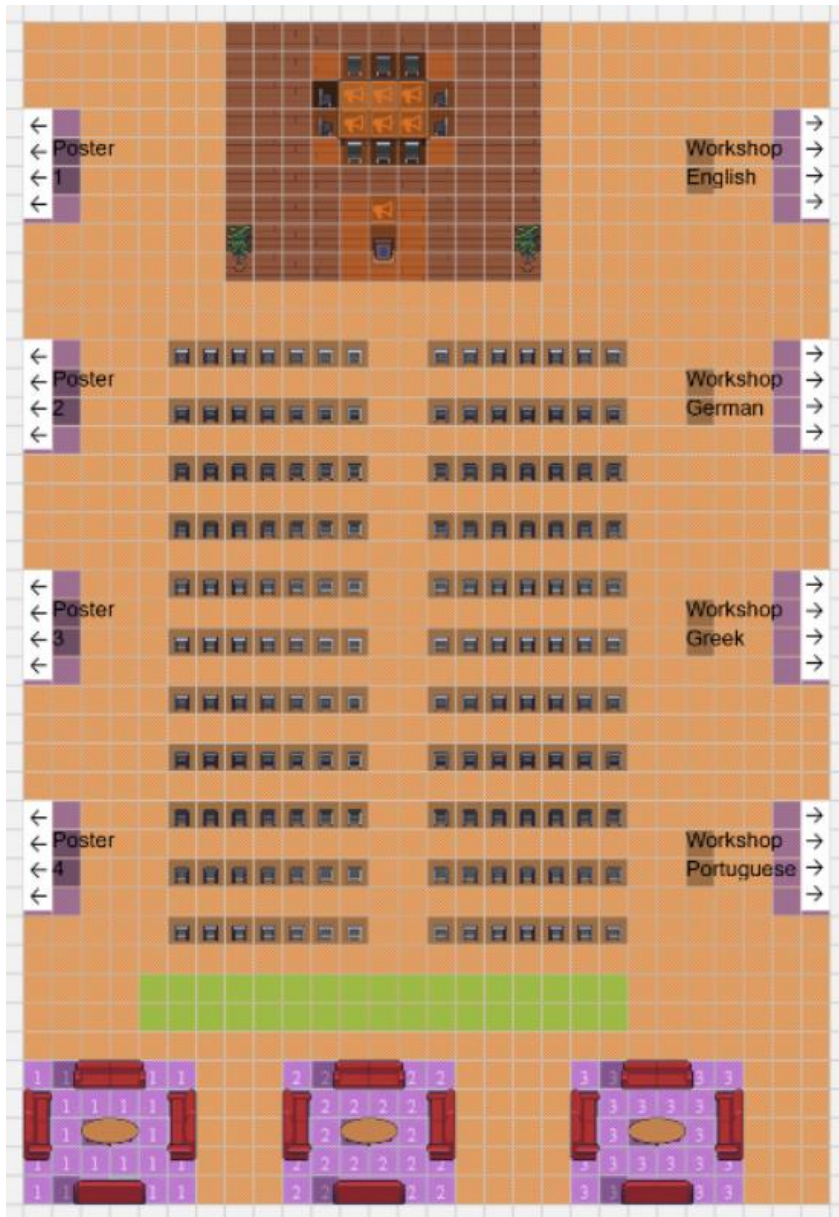
5. Allow Gather Town to use your microphone and your camera, so that you can communicate with other persons in the conference space.
6. Then, click on “Join the Gathering”.



7. It follows a short tutorial. Follow the instructions on your screen. After the tutorial, you can enter the conference space.

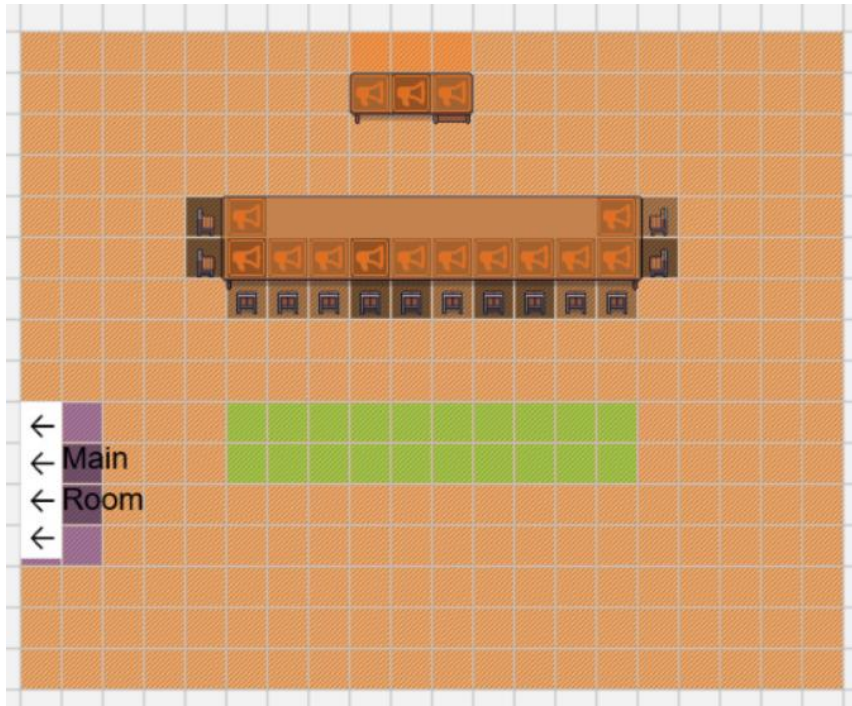


8. When you enter the conference space, you are in the green area of the main room.



9. For the opening speech, the presentation of the project results, the keynote, the panel discussion and the final statement, **please take a seat on one of the chairs** in the room. To walk around, just use your arrow keys.
10. Like in a real conference room, you can see the video of persons who are nearby of you and you can talk with them.

11. **For the workshops**, you need to go into the workshop room with your preferred language. Use your arrow keys to go into the room. The workshop room looks like that:

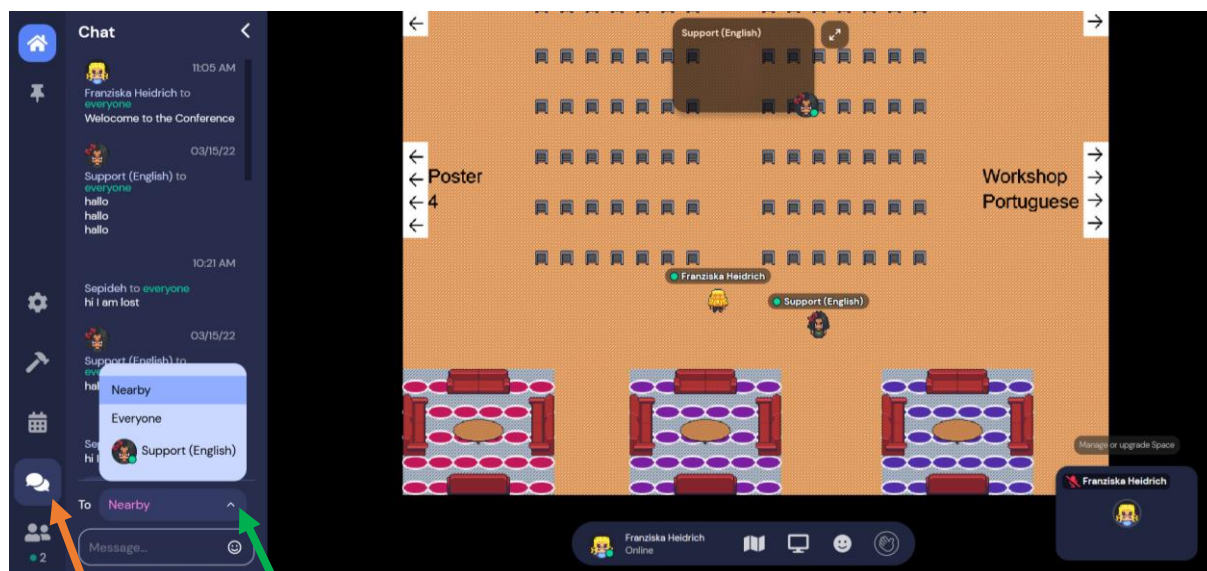


12. Please take a seat at the big table. When you sit on a chair you can listen to the workshop presentation. To say something to all workshop participants, make a step forward onto the table. Then you stand on a spotlight and everybody in the room can see and hear you, when you unmute yourself.
13. To go back into the main room, use your arrow keys and go to the sign “Main Room” on the left side.

14. For the poster session, enter the four rooms on the left side (Poster1, Poster2, ...).
15. When you enter the room, go towards the poster and press “x” on your keyboard. Then, you can see the poster. When you press “x” again, the poster disappears again.

Chat:

- When you have any questions, please open the chat on the left side. You can choose whether you want to chat with everyone (for example to ask a question after the keynote), the persons who are nearby of you or one specific person.
- If you want to ask someone for help, chose a person who is called “Support (language)” to ask him or her for help.



Press here to open the chat.

Press here to open the selection of persons you can chat with and click on the person you want to chat with.