

ISOTT 2021 Virtual Meeting Instructions

General information

The ISOTT2021 online conference will consist of a three-hour block of scientific presentations and discussion each day, with one hour of informal gathering before and after each block. Each block will consist of a one-hour oral presentation session, followed by a one-hour poster session, and finally a second one-hour oral presentation session. An outline of each day's schedule is shown below. **All times are in Central European Time (CET), which is GMT +2.**

The poster sessions and informal gatherings will be hosted in **Gather.Town** via a link which will be sent, via email, on the **day before the conference**. Users may use this link before the conference begins to orient themselves. A short **user guide** is included at the end of this document.

The oral presentations will be hosted using **Zoom**, the link to which will be made accessible through Gather.Town. Details on how to use Gather.Town to access the Zoom link are given at near the end of this document in the section *Information on Using Gather.Town*. The Zoom links for each Oral session will also be included in the email with the Gather.Town link **the day before the conference**.

All times are in Central European Time (CET), which is GMT +2.

13:00 | Informal Gathering in Gather.Town

Users will meet in the main lobby. Please allow Gather.Town to activate your camera and microphone at login. More details are provided at the end of this document.

13:50 | Zoom link for oral Session 1 becomes active in Gather.Town

The Zoom link for the first oral session will become active. At this time, Gather.Town attendees will be able to join the Zoom session by simply pressing **X** while in the main lobby. A window with the Zoom link will appear. Clicking this link will allow you to join the oral session. The camera and microphone in Gather.Town will be paused while the Zoom session is active.

14:00 | Oral Session 1

During this Zoom session, we ask all participants to keep their cameras turned on. Participants will have their microphones muted, and only the host or co-host (session chair) will be able to unmute participants. During the 4-minute Q&A following each talk, participants are asked to use the **Raise Hand** feature in Zoom (more information below). The session chair will then unmute participants who have raised their hand.

15:00 | Poster Session

Upon leaving the Zoom session, participants can simply go back to the Gather.Town browser window. **The camera and microphone will automatically be re-activated.** Participants can then enter the poster session by going through the doors marked **POSTERS**. More information on interacting with the posters is provided below.

15:55 | Zoom link for oral Session 2 becomes active in Gather.Town

16:00 | Oral Session 2

See *Oral Session 1* above

17:00 | Informal Gathering in Gather.Town

This one-hour gathering concludes the day's events

Information for Oral Presentations via Zoom

General

- Clicking on the Zoom link (either via Gather.Town or via the links provided per email) will open the Zoom session. Participants will be placed in the waiting room. The host will then admit all registered participants.
- All participants are asked to activate their microphones and cameras.
- All microphones will automatically be muted during the session. Only the host and co-host will be able to unmute participants during the Q&A sessions.

For Presenters

Each Zoom session will be hosted by a technical moderator. The session chair and the presenter will be made co-hosts. All presentations should have been sent to the ISOTT organizers the day before to the email address provided in the email. **Please send us your slides by 10:00 PM CET the day before your presentation by uploading them to our Dropbox (an upload link will be provided the day before the start of the conference).**

The presentations will go as follows:

- The technical moderator will begin a screen share of the current speaker's presentation.
- Speakers should be present in the Zoom meeting **10 minutes prior to their talk.**
- Speakers will be given remote control of the shared screen to advance the slides and to point at the screen using their mouse via the virtual laser pointer feature in PowerPoint.
- **Please keep your presentation and questions within the allotted time – 14 minutes (10 minutes for the presentation and 4 minutes for questions).** The session chair will notify the speaker at the 8-minute mark that they have 2 minutes remaining. The length of the talks and adherence to the schedule will be strictly enforced.

For the Audience

- The audience will be muted during the talks. During the 4-minute Q&A session following each talk, participants are asked to use the **Raise Hand** feature in Zoom (<https://www.lifewire.com/raise-hand-in-zoom-5100882>). The session chair will then unmute participants who have raised their hands.

Information for Poster Presentations in Gather.Town

General

There will be a dedicated room for the poster session. It can be accessed from the main lobby by using the arrow keys on the keyboard to move the avatar through the doors marked **POSTERS**. Once in the poster room, approximately 12 posters (visible as small thumbnail images) will be positioned throughout the room.

For Presenters

Presenters are asked to send the poster in correct format (.png or .jpg format, at least 1000px wide, at least 600px high, max 3MB in size and preferably in landscape format) by 10:00 PM CET the day before your presentation by it to our Dropbox (an upload link will be provided the day before the start of the conference). The ISOTT team will then upload each presenter's poster into the Gather.Town poster session room each day before the start of the informal get-together at 13:00 CET. This allows participants to browse the posters before the start of the poster session.

- Presenters are asked to stand next to their poster by the start of the poster session to be ready to explain the poster. Press **X** to interact with the poster (view in full-screen mode).
- Gather.Town offers the possibility for the presenter to point at the poster using the function "Presenter Mode" on the right hand side of the screen when looking at the poster.

For the Audience

- To interact with a poster, conference attendees will need to walk up to the poster and press the **X** key to interact with it. This will activate a full-screen view.
- It is meant that attendees speak with the poster presenter and other people viewing the poster. We therefore ask all participants to make sure their microphones and cameras are active during the poster session.
- Gather.Town offers the possibility for the audience to point at the poster using the function "Presenter Mode" on the right hand side of the screen when looking at the poster.

Information on Using Gather.Town

General

Gather.Town is a platform that each participant can join without any additional registration. You can join the platform on your browser, e.g., Google Chrome and Firefox; Internet Explorer, Opera, or Microsoft Edge) by using the **link** provided, via email, **the day before the start of the conference**.

Once you are re-directed to the platform, you simply need to name your avatar with your **full name**, allow access for your camera and microphone, and click enter.

The platform is a **proximity video chat** – this enables users to automatically see and hear other users when they are within a certain distance from each other. In order to navigate the space, use the arrow keys on the keyboard to move your avatar.

IMPORTANT: *Gather.Town is not supported on Safari and mobile devices (phones, tablets, etc).* Please open the link to the platform through Google Chrome, Firefox, Internet Explorer, Opera, or Microsoft Edge.

Joining Zoom using Gather.Town

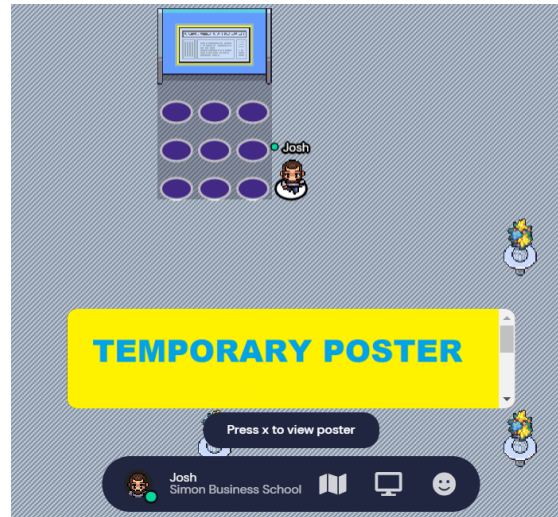
- While in the Gather.Town main lobby (where users automatically arrive when signing in using the link), a link will be made available 10 minutes before the start of the upcoming oral session.
- At this time, users will only need to press **X** from anywhere within the main lobby. This will bring up a white screen with a Zoom link
- Clicking the link will log the user into the Zoom session. The microphone and camera access in Gather.Town will automatically be suspended to avoid a conflict. *(It is not necessary, or recommended, to close Gather.Town during the oral sessions)*
- Exiting Zoom will automatically reactivate the microphone and camera in Gather.Town.

Details of Additional Gather.Town Features

The remainder of the document outlines the basic features and functions of Gather.Town.

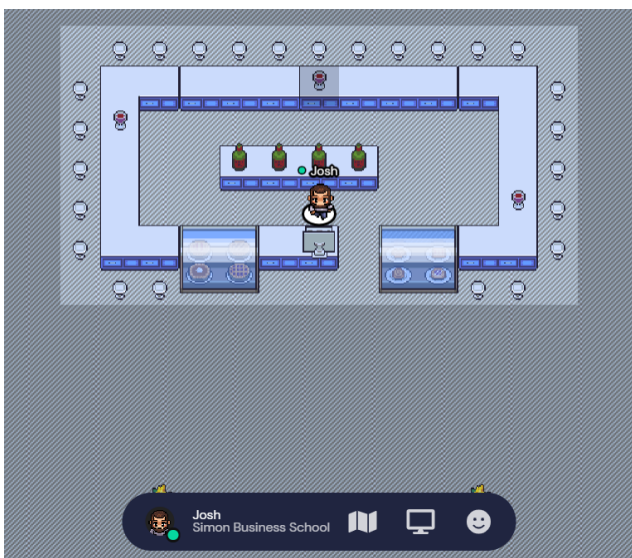
Navigating in Gather

1. To get around, **use your keyboard arrows** to make your avatar walk.
2. Your **video and audio automatically connects** to others when you get close.
3. Many objects in the gather space allow you to interact with them. **Press x to interact.** For example, to view a full screen version of a poster from our poster session, press X. Above your name in the bottom center of the screen, there will be directions any time an object is interactive. (See image below)



Meet at the Bar or Have a Private Conversation Outside

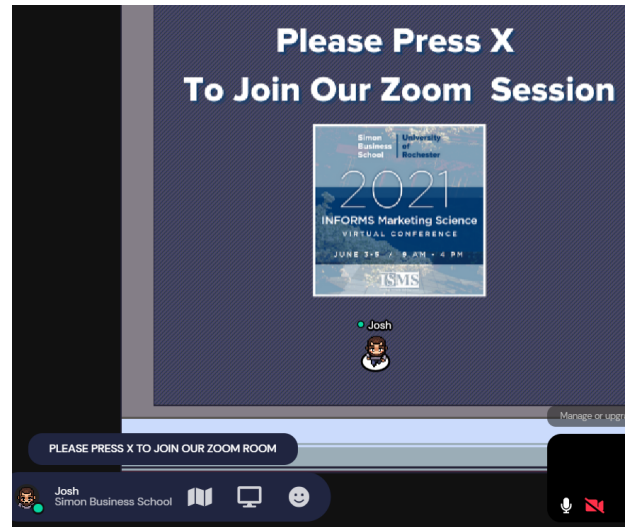
Our Gather space has a bar. Come join others and have a drink. The entire bar is a private area which allows anyone in the highlighted space to talk with one another without being heard outside of that space. Want a more private conversation? Private areas appear two ways, either same colored circles or shading out the background. On the right, the four seats around the table are a private space. Only those sitting at the table can hear the conversation. To join a private space just navigate your avatar into the space and enjoy the private conversation with others in that space.



Join a Coffee Chat Session from Gather

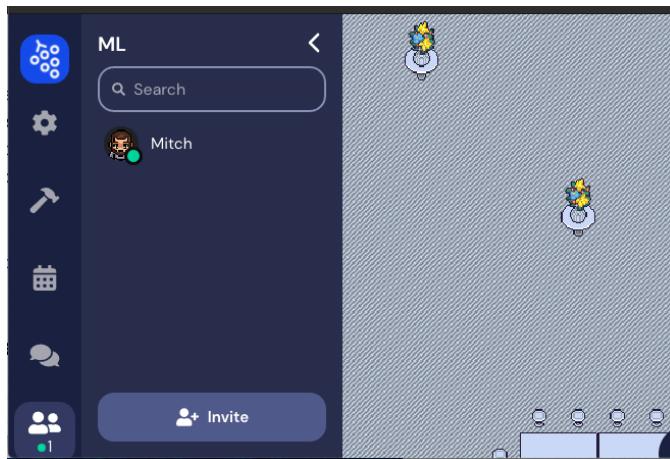
Some of the coffee chat activities are located in Gather rooms that link to zoom sessions. Follow these instructions to join these sessions from Gather.

1. Enter the gather room where the session is held.
2. Once in the room, instructions to press X to join the Zoom session will appear.
3. Press x and you will then be directed to a link to click on which will pause your activity in Gather.Town and let you join the session.
4. When you leave the zoom session, resume your activity in Gather.Town by clicking RE-ENTER.



Searching for Someone Special?

On the left side of the screen, a list of participants will appear by pushing the people icon at the bottom left. You can search the participants you'd like to interact with. If you select locate, a direction line will show up, just follow that to reach the desired participant.



Yes, there is a text chat function, too

The second icon from the bottom on the left side is for chat. Local chat is another way to interact in Gather town. Click on the name of the participant on the left-hand side to chat directly. The local chat provides two options, individual and group chat.

- Nearby Chat - You can chat with people near your surrounding
- Everyone Chat - You can chat with the whole group.