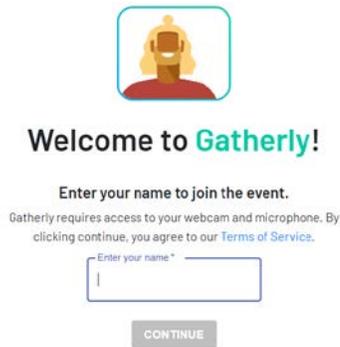


# Gatherly instructions

On November 4-5<sup>th</sup> 2020 the Aurora Autumn Biannual is organized virtually using a platform called Gatherly. This small guide aids at making the Gatherly virtual space familiar and is divided into a) general instructions, b) general instructions in a nutshell, and c) biannual programme specific instructions. Let's get started!

## 1. General Instructions



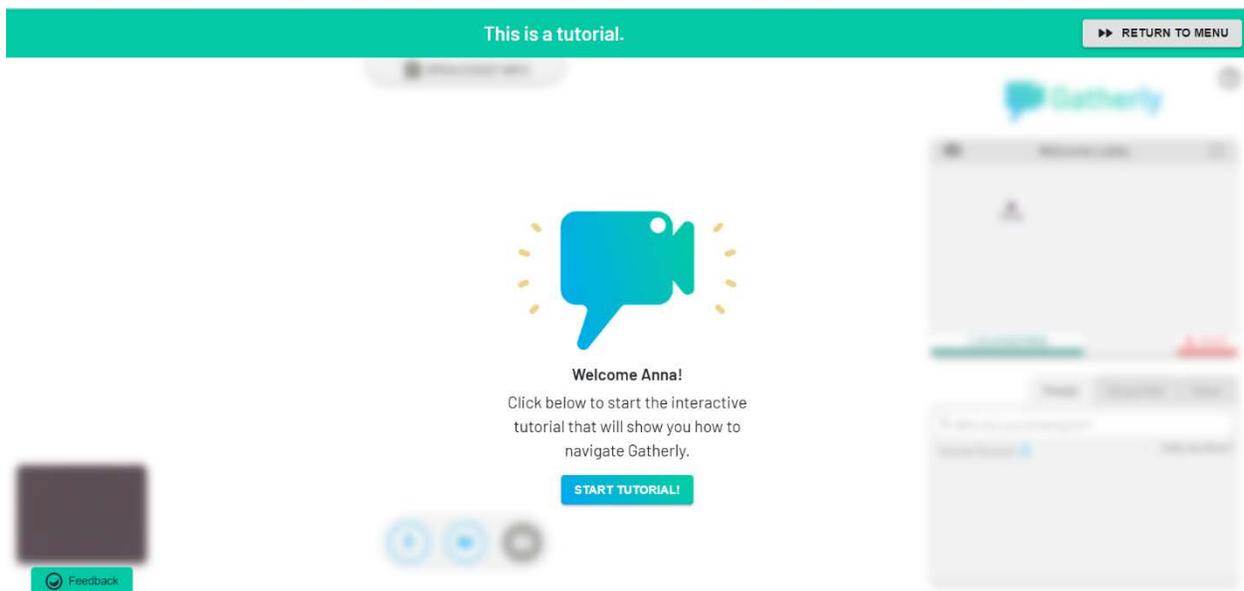
### Step 1 Before accessing the platform

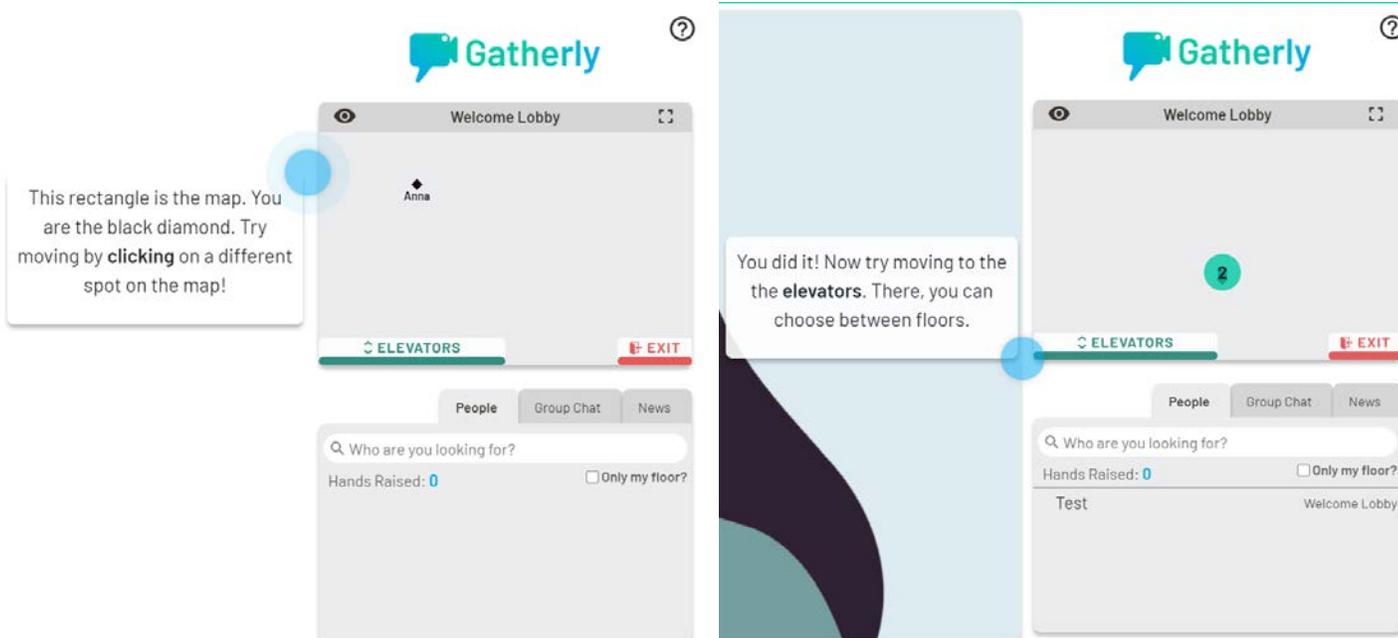
A) **\*\*Please note that Gatherly does not work on any other browser than Google Chrome. Equally so, it does not work on a smartphone or a tablet and only on pc/laptop with a stable internet connection.**

When clicking the link in the invitation email, you will first be prompted to write your name. You will be asked to give Google Chrome access to use your video and sound. After that, you can test if your video and sound are working accordingly.

### B) Start the tutorial on Gatherly

Following the Gatherly tutorial will ensure that a participant knows how it works. Before accessing the Aurora Autumn Virtual Biannual platform, you will be asked to follow a tutorial. Please do so. Below are some screenshots of the tutorial.





## Step 2 On the platform

	You	Your Avatar
	Name	Other Avatar
	3	Your Group
	3	Other Group
	3	Locked Group

### A) Navigate by recognizing the right icons

On the map, you will see several icons at once. What does this mean?

You are the black diamond, and if you click on someone, in this case, a blue square, you will form a group. Your group will be shown as a blue circle with the number of people in the group written on it. Other groups have other colours.

If you'd like to join an existing group, click on it and your avatar will drag you to the group.

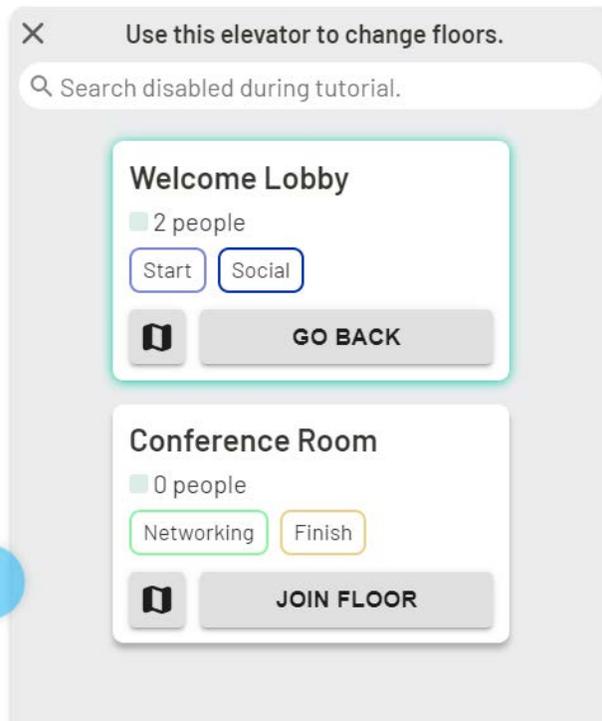


## B) 0 Ground floor

On this image, you'll notice elevators on the mini-map as well as the floor name "0 Ground floor".

When users click on the elevators, their avatar will be dragged to the elevator and will allow them to choose a new floor to visit within the event.

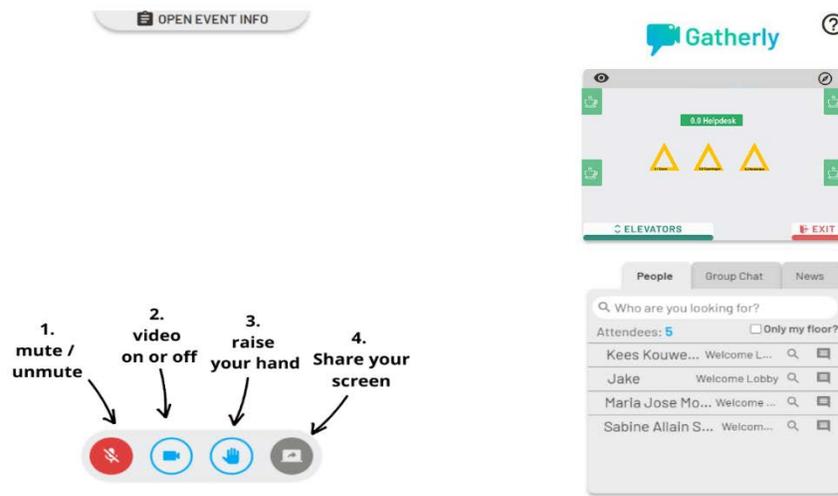
When users click on the exit button, they will leave the platform. Each floor has an elevator and exit button.



## C) Elevator

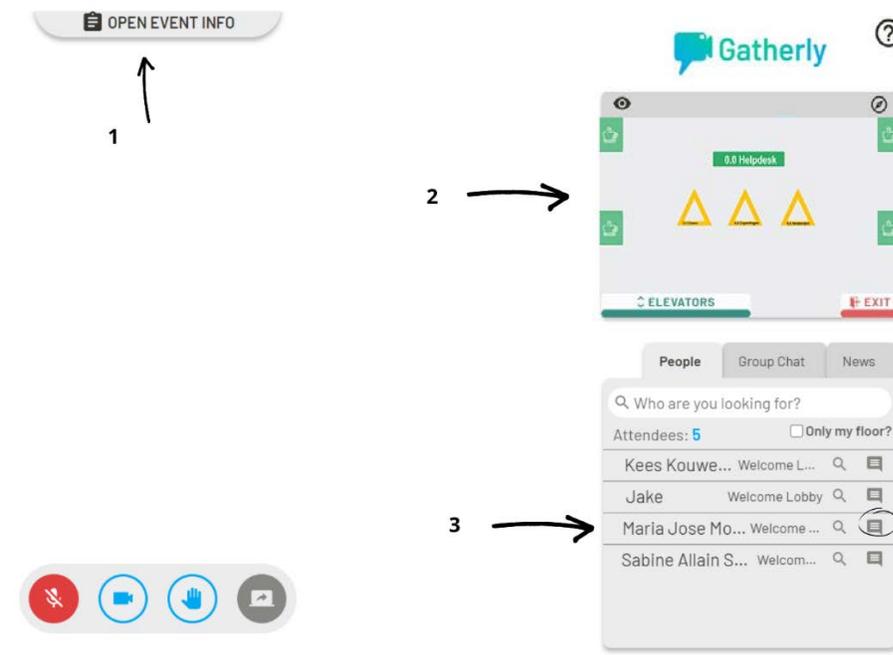
When you see this screen, you are in the elevator. This is a corona-proof elevator meaning that you will have to go to the floors alone. Luckily, it is much faster than a regular elevator. To see your peers again, simply click on the floor to go to a parallel session room (green) and a private meeting room (yellow).

On the November 4<sup>th</sup> – 5<sup>th</sup> the floors will range from the ground floor 0 to the 3<sup>rd</sup> floor. Check the biannual specific instructions for more information.



### D) Video Functions

Once having joined a group You will see this screen. In the image right next, the functions of the four icons are illustrated.



### E) What if I need help?

For any questions, you may consult Maria José Montaña Correa at the help desk or message her by searching her name in the 'people' registry and clicking on the message box icon.

## 2. Instructions & Guidelines in a nutshell

### Technical Recommendations

1. Use Google Chrome as a browser – do not use Firefox, Safari or other. The platform has been tested only with Google Chrome. This means that by using a different browser, the platform may misbehave and you may experience trouble. If you do not have Google Chrome yet, you may download it [here](#)
2. Use a laptop or desktop; the platform does not work on tablets or phones.
3. Make sure you have a solid and stable internet connection.
4. Use a monitor of at least 15“, preferably larger.
5. You can find a complete guide on how to use Gatherly in the accompanying document “Gatherly Tutorial.”

### General Guidelines

1. If you join a group, check if this is a private conversation and if it is, leave the group.
2. If you have questions or if you are experiencing a problem, you can always go to the Aurora Help Desk at the welcome lobby (Ground floor).
3. Login in advance so you can navigate the platform and meet and greet other participants in the common rooms before you go to your specific session.
4. Stay a bit after your session to continue a discussion, walk up to a plenary presenter, or talk about the weather - or Corona - or football - or any other topic of your liking.
5. When you are participating in a session, and you have a question, please raise your hand.

### Guidelines for Session Chairs

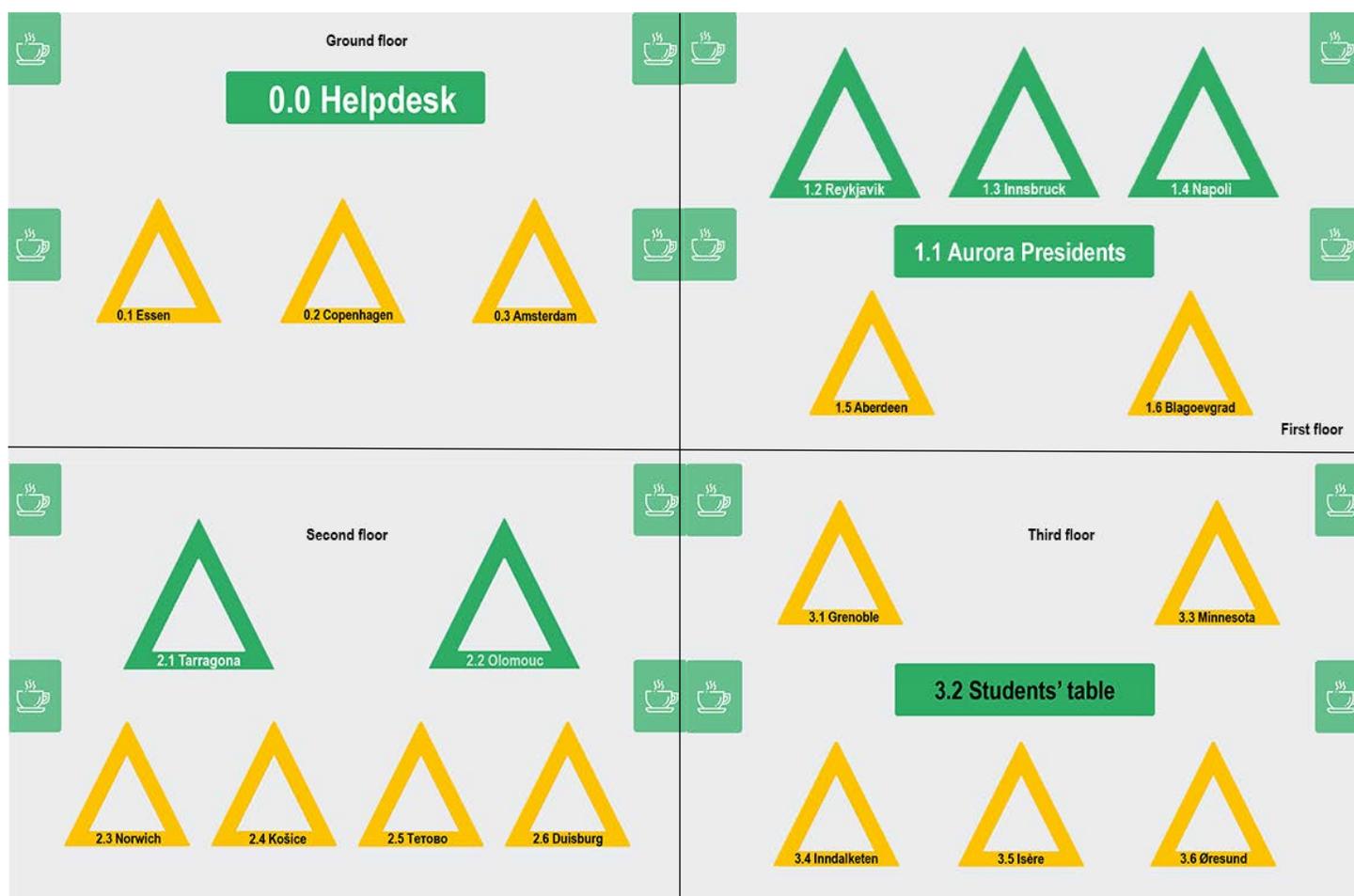
1. Videoconference etiquette: Request to mute micro, and camera if necessary.
2. Short break mid-way (5’).
3. Keep checking chat and raised hands.

If you experience a problem (connection, internet quality, etc.), you can request a back-up Zoom link at the Help-Desk. You can then temporarily exit the platform and have your meeting on Zoom.

## 2. Biannual instructions per floor

Make sure to follow the Gatherly tutorial and some key pointers above to make use of the platform optimally.

In Gatherly the floors and elevator will look like the images below. Each floor will have four coffee tables; parallel session rooms (green) and private meeting rooms (yellow).



### Floors

The ground floor contains four coffee tables where participants can intermingle, three private meeting rooms (yellow), and a helpdesk. At the help desk, participants can consult our office manager Maria Jose Montana Correa for any questions they may have.

Parallel sessions, as scheduled in the timetable, are held on the first and second floor. The allocation of the sessions and names of these tables are in the programme time table. The third floor mostly contains private meeting rooms and the students' table. The plenaries, reception, and farewell will take place on the third floor. During the breaks, you may gather with peers at one of the coffee tables.