

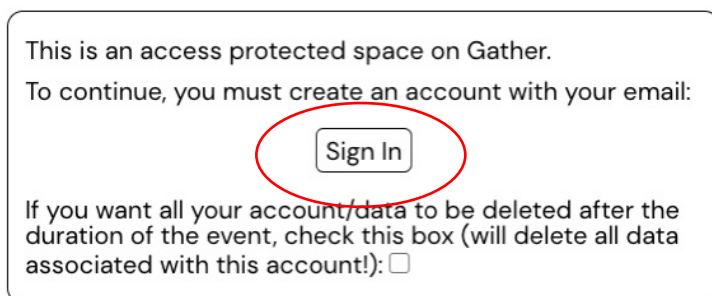
## How to Use Gather for SURF 2021 Virtual Poster Sessions

Gather is the program being used for the SURF 2021 virtual poster sessions. It can be used on any computer (laptop or desktop), on any OS (Windows, Mac OS, Linux), using one of the supported web browsers (i.e., Google Chrome, Firefox, and Safari). **Please DO NOT use a mobile device to access Gather as you will not be able to move around.**

### Step 1: Log into Gather

Click on the poster room link that you want to access on the pdf of the SURF 2021 program booklet. Note that SURF poster rooms in Gather are restricted to Elon email addresses for security reasons, so **you must use your Elon email address (@elon.edu) to log in.**

- 1) Click "Sign In" when you see this screen:

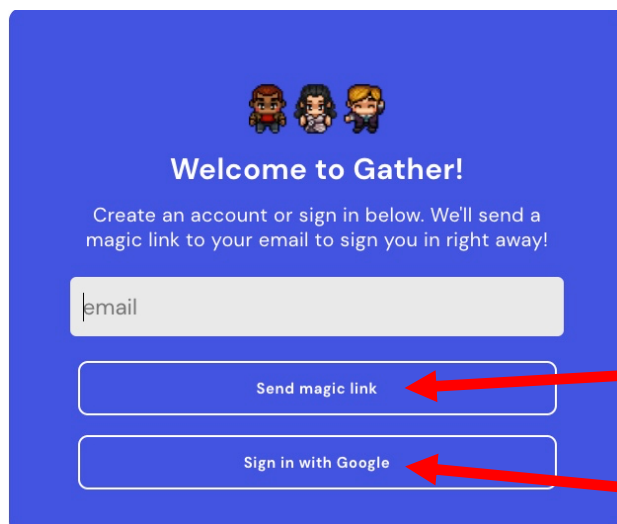


This is an access protected space on Gather.  
To continue, you must create an account with your email:

**Sign In**

If you want all your account/data to be deleted after the duration of the event, check this box (will delete all data associated with this account!): ☐

- 2) Enter your Elon email address (@elon.edu) on the following screen:



**Welcome to Gather!**

Create an account or sign in below. We'll send a magic link to your email to sign you in right away!

email

Send magic link

Sign in with Google

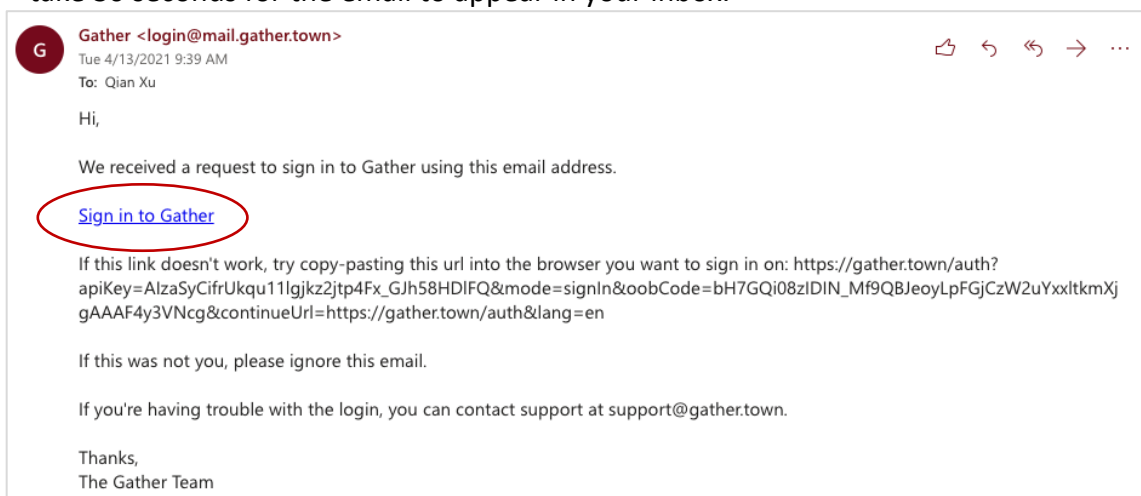
**Faculty/staff**

**Students**

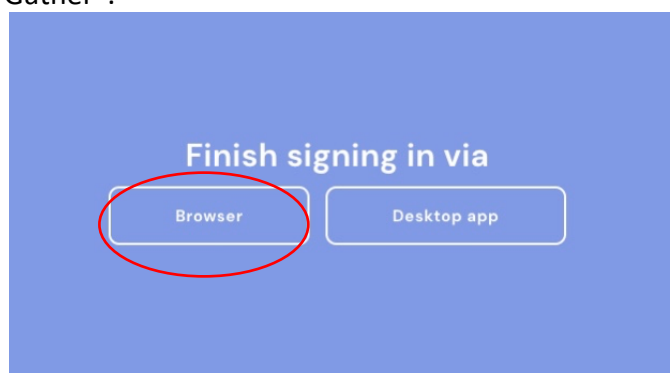
- If you are a **STUDENT**, click “Sign in with Google.” Once you enter your **Elon email address**, you will be brought to the Google Apps sign-in window (see the image on the right)

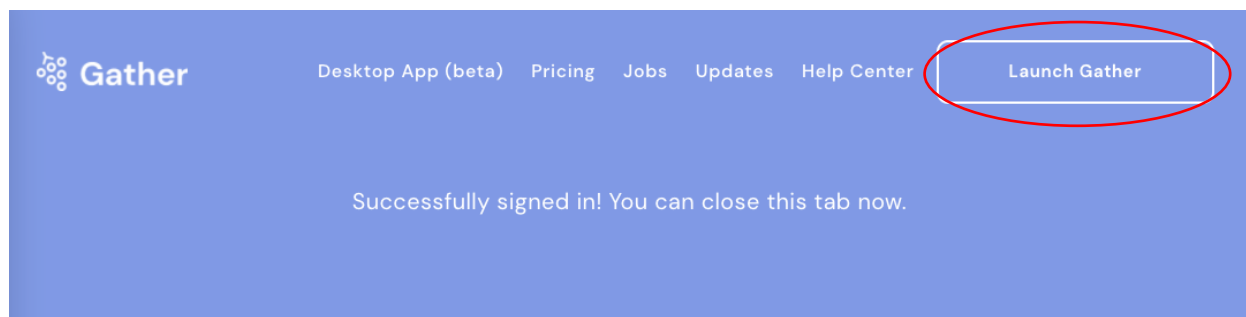
You will then be able to access the virtual poster rooms directly.

- If you are a **FACULTY/STAFF** member, you should click “Send magic link” and then check your Elon email. You should receive an email from Gather like the image below. It may take 30 seconds for the email to appear in your inbox.



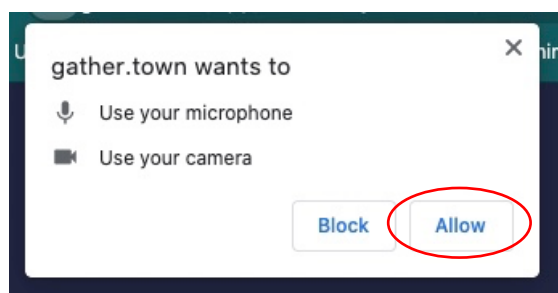
Click on the [Sign in to Gather](#) link provided in that email. A new browser tab will open. Finish signing in by selecting “**Browser**”. Once you see the log-in success message, click “Launch Gather”.



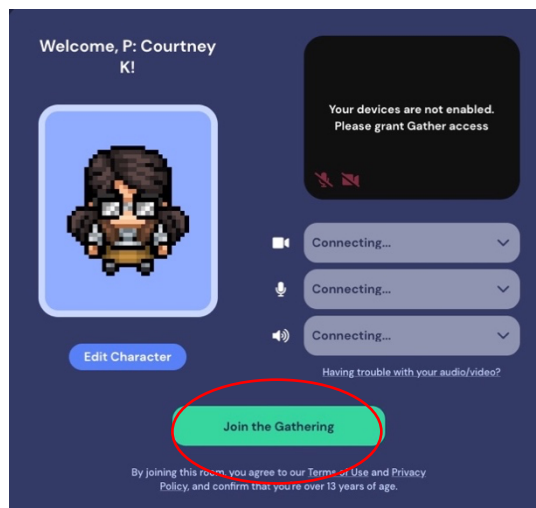
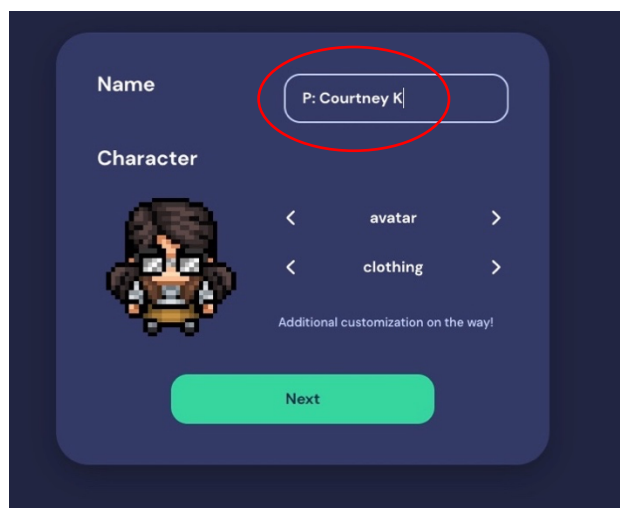


## Step 2: Access Gather Poster Room

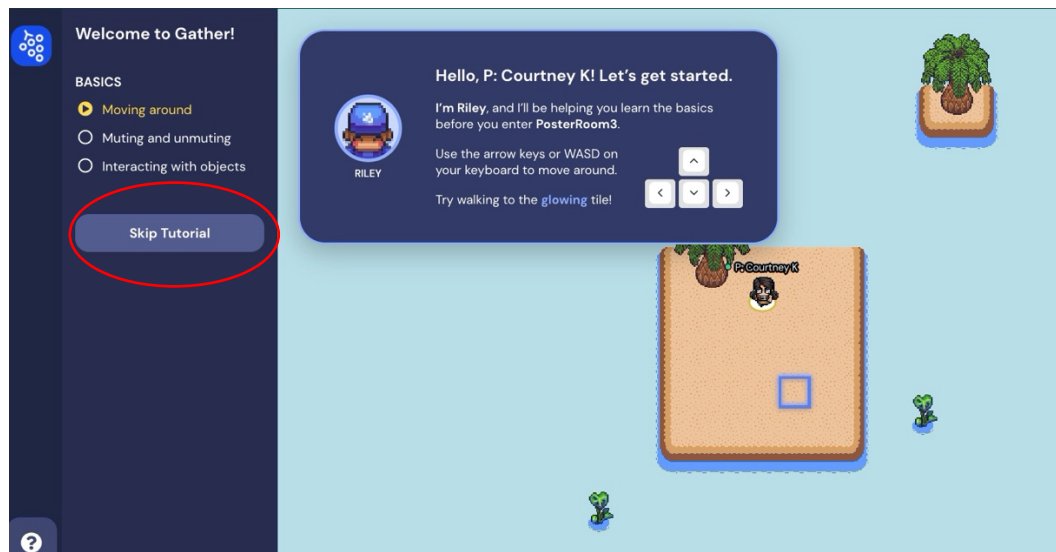
1) Once you log in, **allow Gather to access your microphone and camera**. Remember to stay muted unless you want to ask a question.



2) Name and choose your avatar. Presenters, remember to put a **P:** in front of your name when you are presenting at your poster. This will help people identify you. You can remove the P: when you are finished presenting. Click next to move on to the join-in screen.



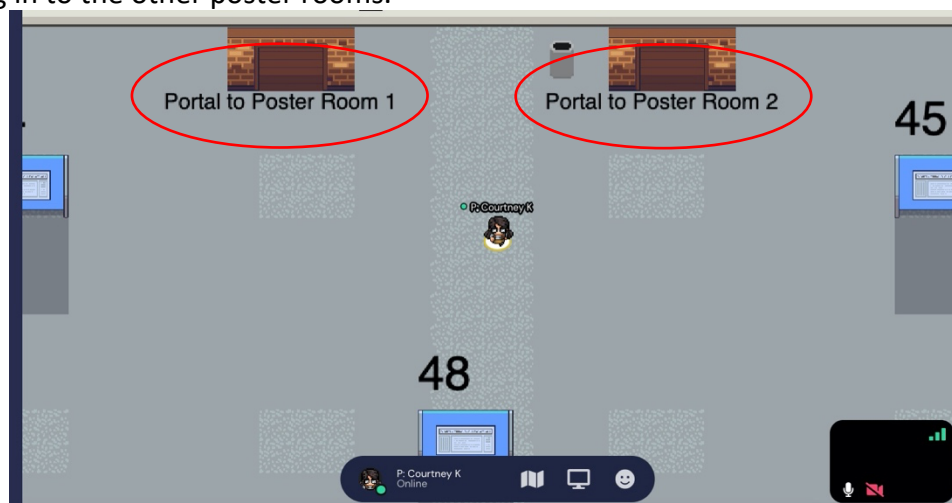
3) You will then be taken to a Tutorial Room. You can choose to take the Tutorial or skip it to enter the poster room right away.



### Step 3: Navigating the SURF Gather Poster Rooms

Watch [this demo video](https://www.youtube.com/watch?v=yTzbY_q53J8) ([https://www.youtube.com/watch?v=yTzbY\\_q53J8](https://www.youtube.com/watch?v=yTzbY_q53J8)) for instructions from TLT on how to move around the Gather rooms.

\*\*\*\* To access other poster rooms within the morning or afternoon poster sessions: Use the **Portals** to the other poster rooms located at the top of the room. This way you won't have to log in to the other poster rooms.\*\*\*\*



The following page provides detailed information how to navigate the poster room. However, you do not need to remember all the information. **The same information is available on multiple informational stands in each Gather poster room.**

## Information on Navigating this Poster Room

- [Move around in this poster room](#)


Use the arrow keys on your physical keyboard to move up, down, left, and right.

- [Get a better view of the entire poster room](#)

Press **“control”** and **“-”** (minus) on **Windows** or **“command”** and **“-”** (minus) on **Mac** to shrink everything to see the entire room.

Press **“control”** and **“+”** on Windows or **“command”** and **“+”** on Mac to zoom back to normal.

- [Access help information](#)

Move closer to one of the informational stands.  Once it glows in yellow, press x.

Click and drag your mouse to scroll this help document. To close help information, click **“X”** on top right of this document.


- [Access the list of presentations in this room](#)

Move closer to one of the bulletin boards . Once it glows in yellow, press x.

Click and drag your mouse to scroll the presentation list. To close presentation list, click **“X”** on the top right of this document.

- [Look for a particular poster/presenter in this room](#)

Option 1. Read the presentation list in this room to identify poster number. The presenter will be standing on the bottom left edge of the poster.

Option 2.  Click the people icon from the left side bar (in navy) and search or scroll to find the name of person that you are looking for. Once you click their name, a **“locate on map”** button will appear. Clicking this button will draw a yellow line between you and the presenter like a GPS.

- [View a poster](#)

Move closer to a poster. When the preview image shows up on the bottom of your screen, press x to view the poster. You can only see the poster when you are either in the area with the dark gray carpet below the poster or closely surrounding the poster.

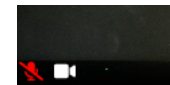
Once a poster is brought up on the screen, click the magnifying glass icon on the right side of the poster to Zoom in/out.

- [Interact with a poster presenter](#)

Once you enter the poster area (with light gray carpet), you can hear and talk to the presenter and everyone else in the same area via video chat. If you are not close enough to the poster, you may not be able to see the poster. But you can still hear and talk to the presenter in the private space. **Mute yourself in the poster areas unless you are asking a question so that people can hear the presenter.**

- [Mute/unmute yourself & Turn on/off your video](#)

Click the mic icon or camera icon on your video thumbnail window on the bottom right of your screen.



- [Interact with other attendees](#)

In common areas, you can hear and see other attendees who are close to you in the video chat window.

- [Change your space name](#)

Click the text next to your avatar on the bottom center of the screen and then click **“edit”**.

- [Get through a crowded area](#)

Hold down the **“g”** key on your keyboard to move through other people if you get trapped.

- [Visit another poster room during the same session](#)

Move close to the doorway icon with the text **“Portal to Poster Room #”**.



Once the explanatory text shows up (i.e., **“This portal will direct you to another space!”**), click the enter or return key on your keyboard to go to another poster room during the same session.

**For additional help with Gather, here are some relevant links:**

Movement and basics:

<https://support.gather.town/help/movement-and-basics>

Audio and Video Troubleshoot:

<https://support.gather.town/help/av-troubleshooting>