

YOUR GATHERTOWN GUIDE FOR THE 2022 VIRTUAL RETINOBLASTOMA RESEARCH SYMPOSIUM

What to do when you first join the symposium (based off Guest Guide to Gather):

1. WHAT YOU NEED:

- Desktop or Laptop with Mic and Camera
- A web browser (Google Chrome or Mozilla Firefox recommended)
- Headphones (recommended)

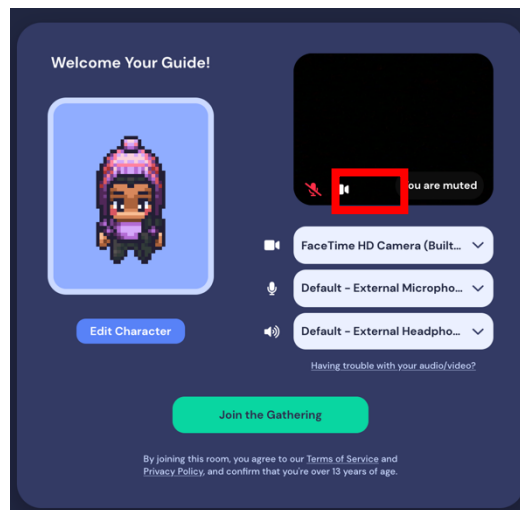
2. Create your character and enter your name (First and Last)

3. Allow Gather to use your microphone and camera in your browser

4. Select your camera, microphone, and speaker.

5. Click on the microphone icon on the video preview to mute your camera.

We encourage all attendees to mute themselves when they are not participating or discussing. If you'd prefer, you can click on the camera icon on the video preview to turn off your camera as well.



6. Click the green "Join the Gathering" button

You are now in the Symposium Lobby!

This symposium is divided into two big rooms:

1. The Symposium Lobby Area
2. The Auditorium

The beginning of the symposium will occur in the lobby area where you will get the chance to mingle, view the agenda, sign up to join the RB Research Community, and more!

The rest of the symposium will occur in the auditorium, where you will also find:

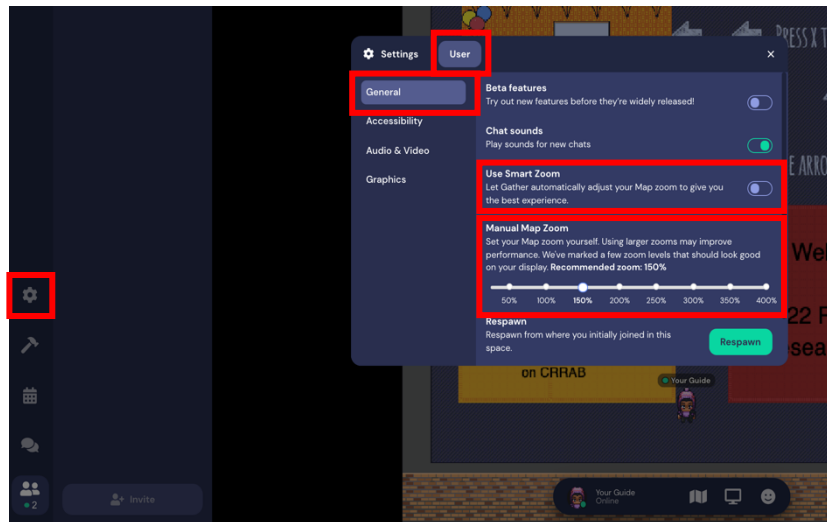
1. Self-Guided Information Rooms
2. The Networking Room
3. Research Workshop Rooms

We encourage all attendees to access all rooms at times that align with the agenda to ensure that you get the full experience. (More information about agenda below).

Accessibility Features:

1. Disable Smart Zoom:

If you prefer a zoomed in version of Gather Town, click on the Settings icon (gear) > User > General, then disable Smart Zoom by clicking on the toggle. When the toggle is green, it is enabled. When it is purple, it is disabled. Under “Manual Map Zoom,” you can now select your preferred zoom level.





2. Enabling Live Captions:

If you are using the most up-to-date version of Google Chrome, you can turn on Live Captions by following the steps below:



Use Live Caption in Chrome

You can turn on Live Caption for media you play in Chrome.

Live Caption is only available in English.

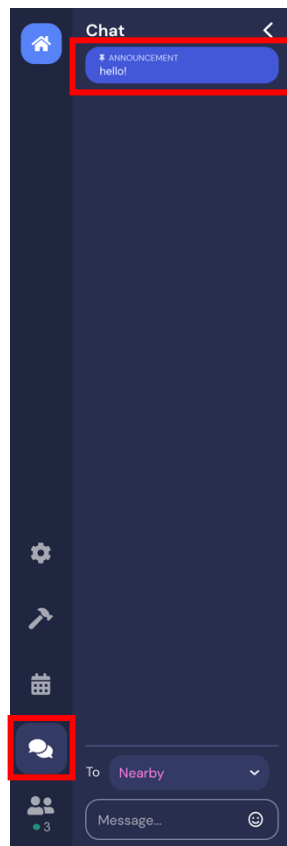
1. On your computer, open Chrome .
2. At the top right, click More  > **Settings**.
3. At the bottom of the Settings page, click **Advanced** > **Accessibility** > **Captions**.
4. Turn on **Live Caption**.

Tips:

- When you play a video, to turn on captions, at the top right click Media control .
- To use live captions for videos that autoplay, turn on the video volume.
- When you click away from the tab with sound, live captions will appear in a hover-bubble that you can drag. To return to the tab with audio, click .

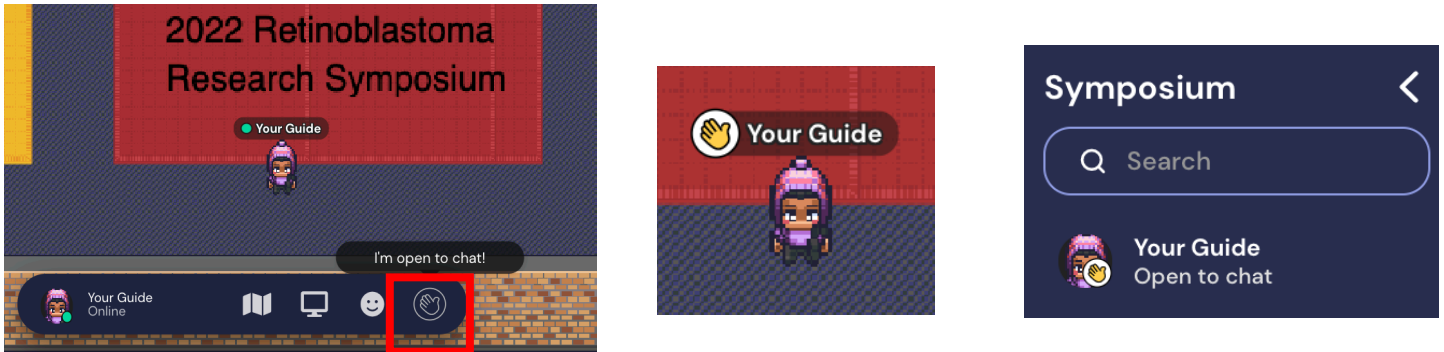
Announcements:

Announcements will be made by the hosts of this symposium throughout the event. They will pop up as pinned messages on top of the chat panel as shown below:



How to chat:

There is a “Hand” icon at the bottom center of your screen. You can click on this icon to indicate that you are available for chatting. A hand will show up beside your name on your character and on the list of attendees online. You can click on this icon again to indicate that you are not available for chatting.

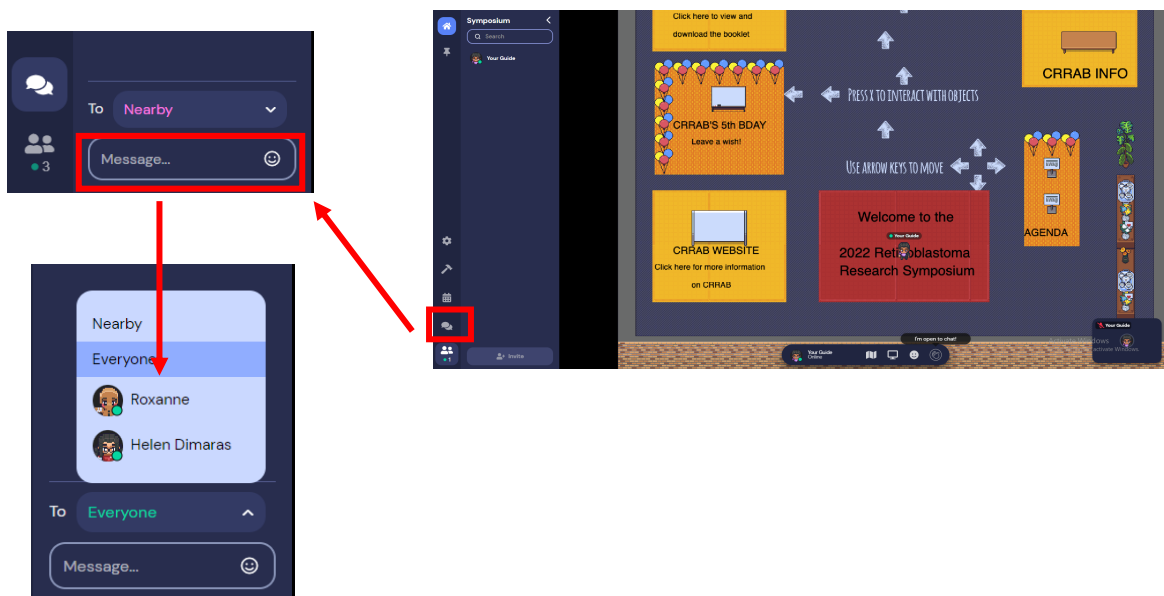


To chat with another attendee, click on the chat icon at the bottom-left corner of your screen.

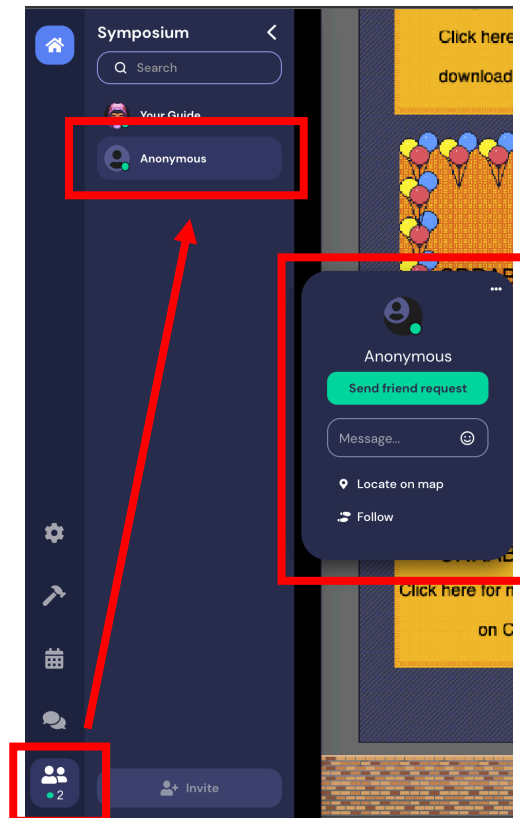
Above your chat box, there is a drop-down menu which may say “nearby.” This will allow your chat to be sent to anyone whose character is near you.

To send a chat to a specific individual, click on the drop-down menu and select the name of the individual you wish to chat with.

To send a chat to everyone in the symposium, click on the drop-down menu and select “everyone.”

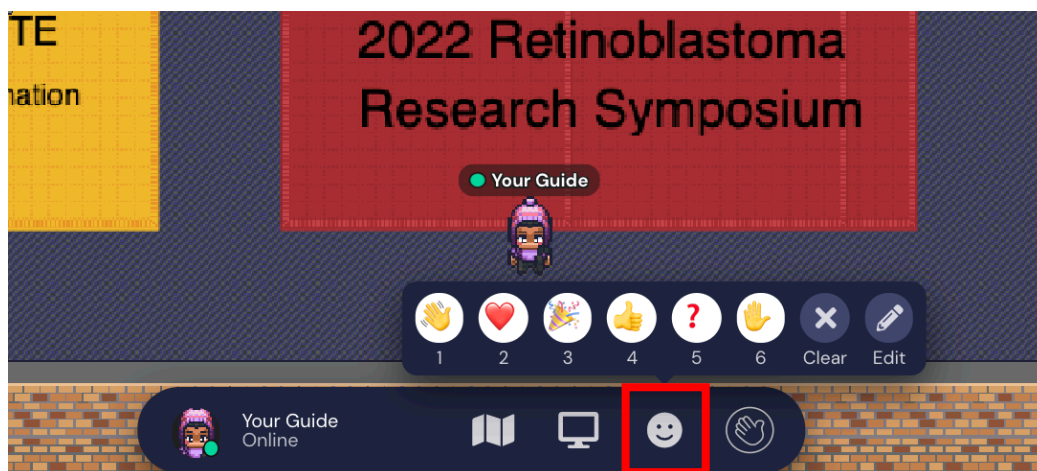


To send a chat to a specific individual, you can also find them from the list of people online. To do this, click on the “participants” icon on the bottom left. Then, the list of attendees online will pop up. Click on the name of the individual you wish to chat with. From here, you can either send the individual a message directly, locate them on the map, or follow them around!



How to React Throughout the Symposium:

You can also use the “Smiley” icon at the bottom of the screen to react throughout the symposium as well!

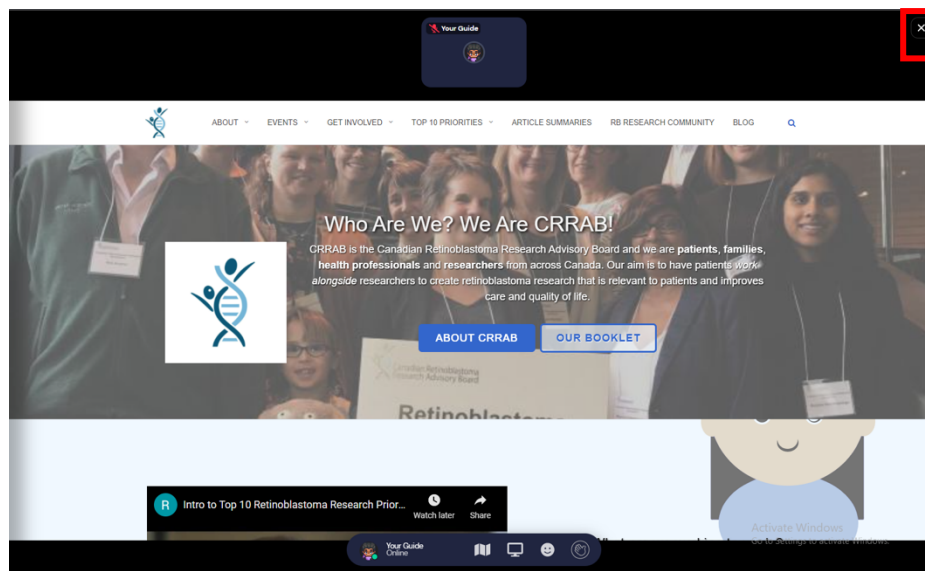


Navigating through the different sections in the Lobby area:

- The lobby area includes:
 - The Symposium Agenda
 - A board that will take you to the CRRAB website
 - A Birthday Card for CRRAB to celebrate CRRAB's 5th Birthday! Don't forget to leave a message!
 - A board that will give you access to the Retinoblastoma Research and You! Booklet
 - A board that will provide you with the opportunity to sign-up to join the RB Research Community
- To navigate through these sections and access the resources, move your character (using the arrow keys on your keyboard) to the bulletin (in the Agenda section), whiteboard (in the Birthday section), or boards (in the remaining sections) and press "x" on your keyboard to interact with the objects. Pressing 'x' will open the content in a full-screen view.

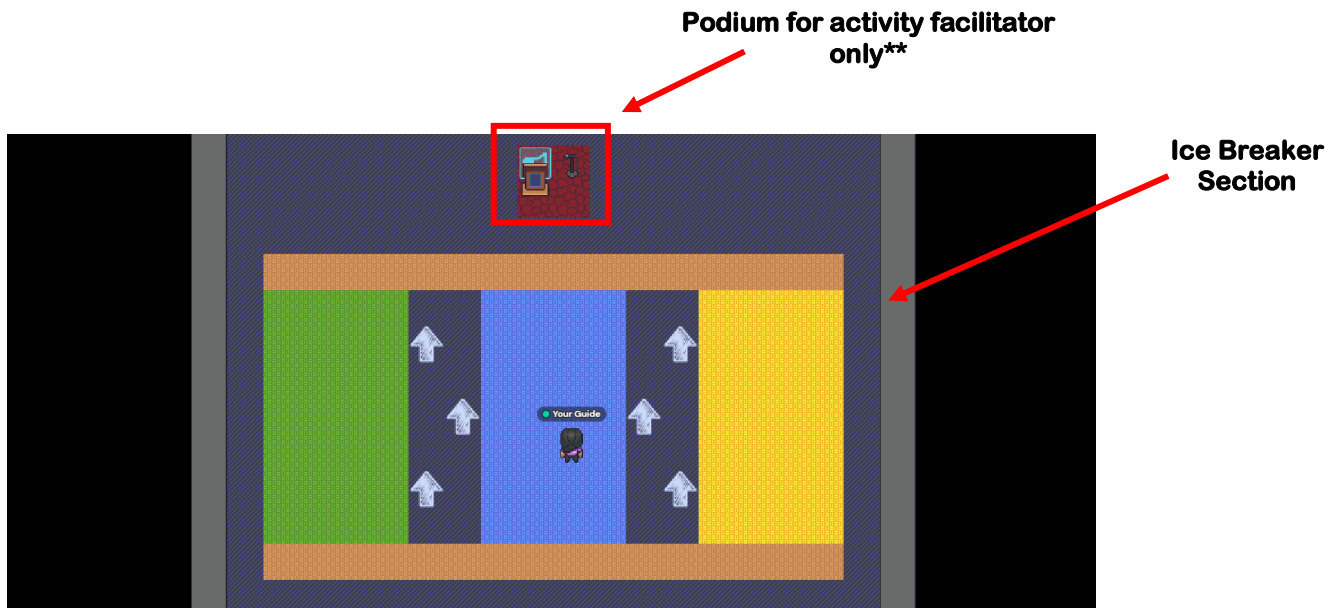


When you are ready to exit, click on the X on the top-right corner of your screen.



Ice Breaker time!

When it's time for the ice breaker, please make your way up to the coloured section of the lobby. Once you're in this section, you will receive further instructions about the ice breaker activity.



**** Please try to avoid podiums throughout the symposium unless you are asking questions in the main auditorium (see page 6). The podium tiles will project you to all symposium attendees.**

Navigating to the Auditorium:

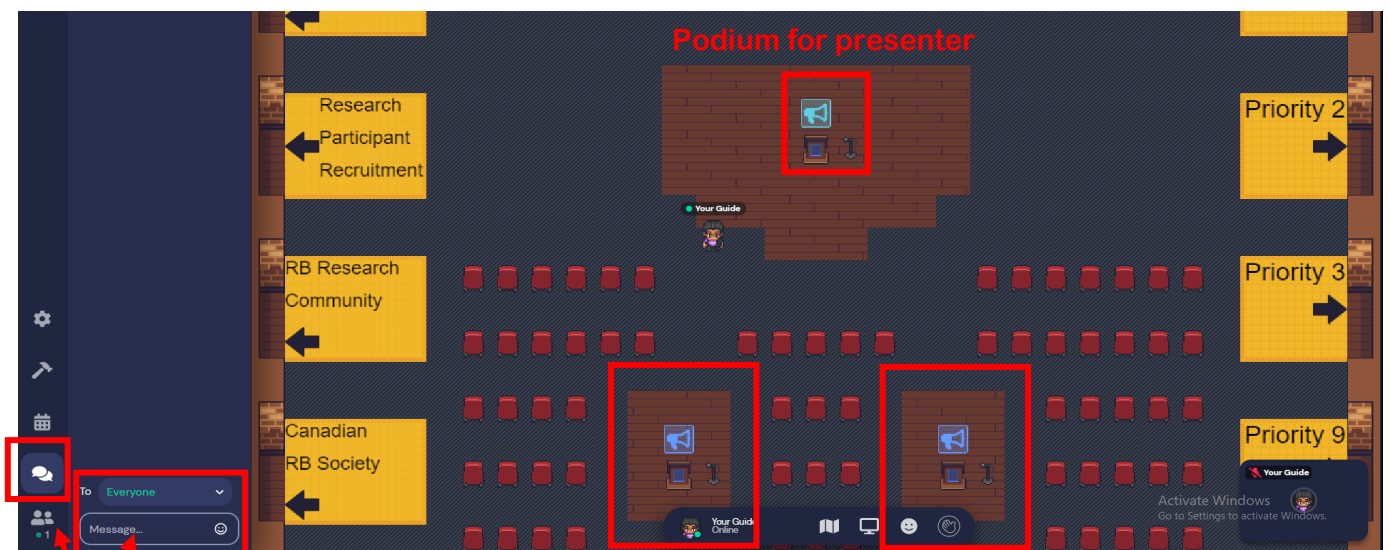
After the Ice Breaker activity, attendees will move to the Main Auditorium. To do this, keep moving your character upwards in the lobby, past the Ice Breaker section, and through the door using your arrow keys.



You are now in the auditorium!

For events in the auditorium, please move your character to one of the red chairs. **Each chair is a private space; when you are on a chair the surrounding area will darken.** In private spaces even if your microphone is on, no attendee outside the space will be able to hear you.

If you would like to ask a question or make a comment during the presentations, please make your way to one of the two participatory podiums within the chairs or type your question or comment in the chat following the instructions on page 2 of this guide. Make sure you select "everyone" in the drop-down, or if you'd like, you can also select to send your chat directly to the presenter.

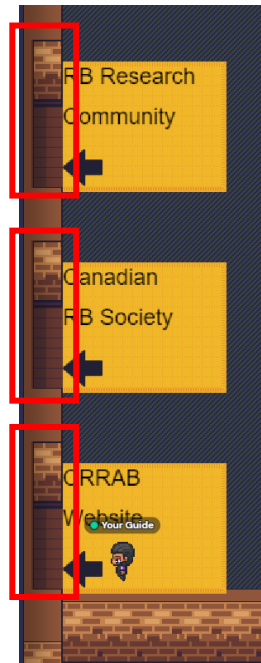


Chat Features

Podium for attendees to ask questions and participate

Self-Guided Information Rooms

During the Self-Guided Information Room session, you are welcome to walk into any of the rooms to the **LEFT** side of the auditorium. These rooms are labeled with yellow rugs. To walk in, move your character towards the doors as depicted by the arrows (**and indicated in red in the image below**).



To interact with any of the objects in the rooms (i.e., whiteboard, poster), move your character (using the arrow keys on your keyboard) to the object, and press “x” on your keyboard.

When you are ready to leave the rooms and head back into the auditorium, move your character towards the door with the “EXIT” sign (**indicated in red in the image below**).

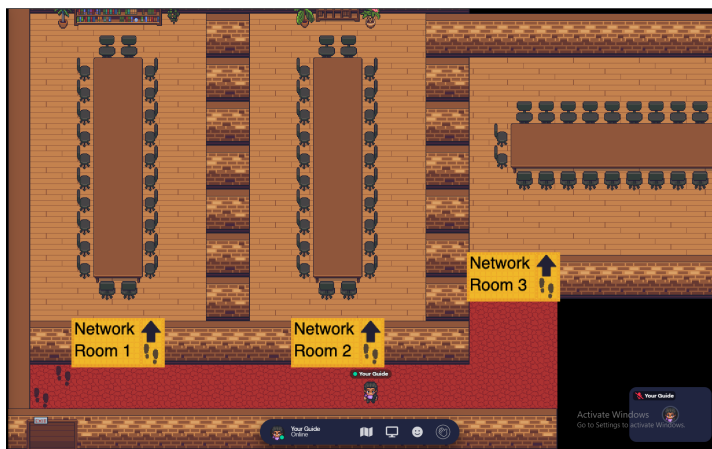


Networking Rooms

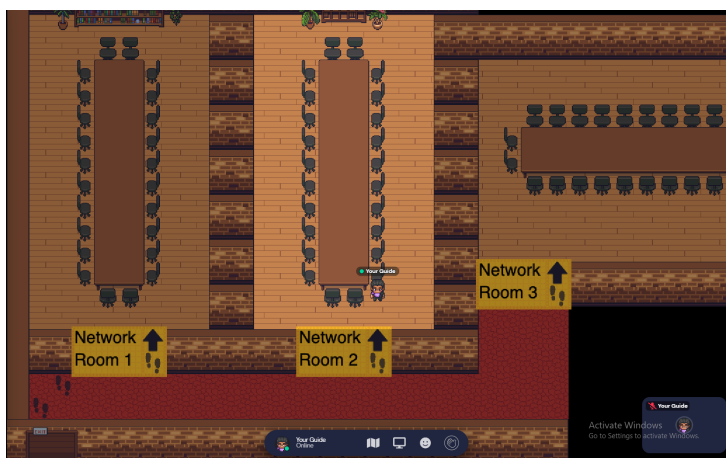
During breaks, we encourage all attendees to go to the Networking Room at the top of the auditorium. To enter this room, move your character towards the door behind the “Networking” label as indicated in red in the image below.



Within the main networking area, there are three separate networking rooms. You can pick whichever room you'd like to enter, and follow the red carpet and yellow rugs to enter the room.



Each networking room is a private space. When you enter one of these rooms, the other two networking rooms will darken (as can be seen below) and you will only be able to hear attendees who are in the same room as you.



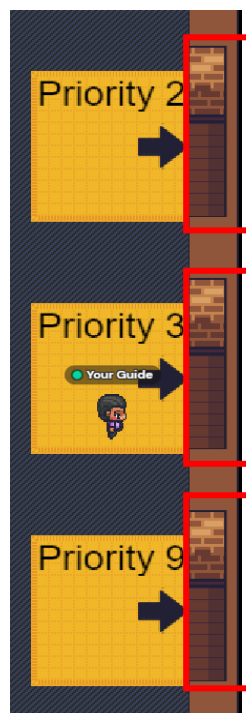
To exit the individual networking room, and go into another one, move your character through the same door you entered and back onto the red carpet.

When the break is over and you are ready to go back into the auditorium, please move your character towards the door at the bottom-left corner with the “EXIT” sign (indicated in red below).



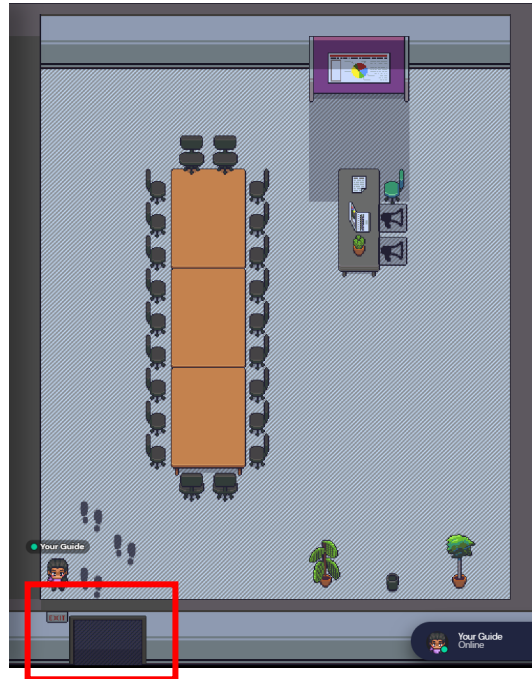
Research Workshop Rooms

During the Research Workshops session, move your character to your assigned room on the **RIGHT** side of the auditorium. You have received your room assignment...These rooms are labeled with yellow rugs. To walk in, move your character towards the doors as depicted by the arrows (as indicated in red in the image below).



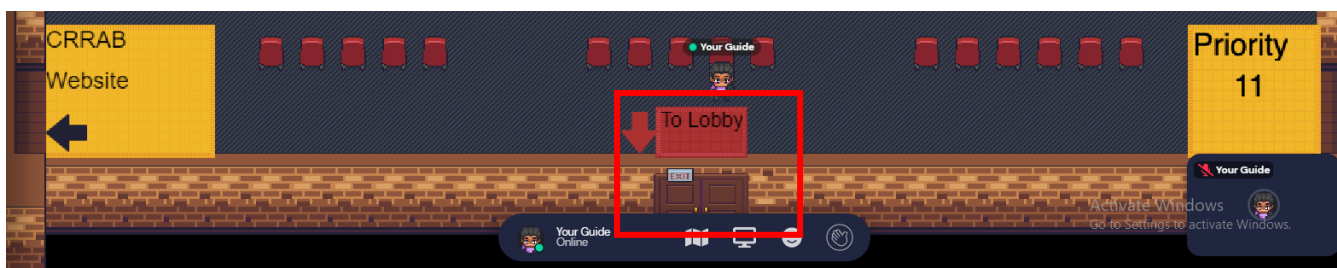
To interact with any of the objects in the rooms (i.e., document, poster), move your character (using the arrow keys on your keyboard) to the object, and press “x” on your keyboard.

When you are ready to leave the rooms and head back into the auditorium, move your character towards the door with the “EXIT” sign (**indicated in red in the image below**).



To Return to Lobby:

If at any point during the symposium, you’d like to return to the lobby to check out the resources again, move your character to the bottom-centre of the auditorium, towards the “To Lobby” sign, and through the door (**as indicated in the image below**).



TROUBLESHOOTING

If upon joining the gathering, you see your character in a black space only, click on the Settings icon (gear) > User > General, then click on the green “Respawn” button.

