Welcome to CompleNet 2021!

Here, we have all the instructions to access the Gather and Zoom to participate in CompleNet 2021.

Section 1: Setting up your space

To access the platform, we recommend using the Chrome browser. Alternatively, you can install the desktop application available for Windows and Mac platforms.

1. Signing In/Creating an Account on Gather

To have access to the conference, you first need to create an account on the Gether platform. There are a few ways to create/sign in an account on Gather. The primary method is detailed as follows. Go to the Gather homepage (http://gather.town/app) and select one of the three options highlighted in the figure below.
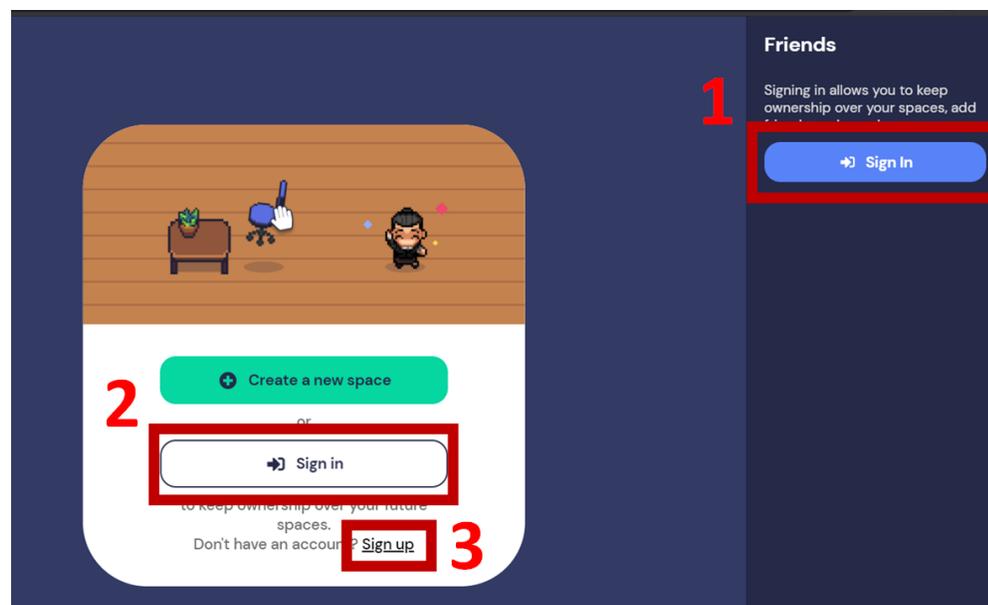
Next, in the welcome screen, you should enter the same email you are registered in the conference. It is essential to use the same email to access the conference Gather space in the future. Even if you registered with a Google account (Gmail), please, select the option "Send magic link".
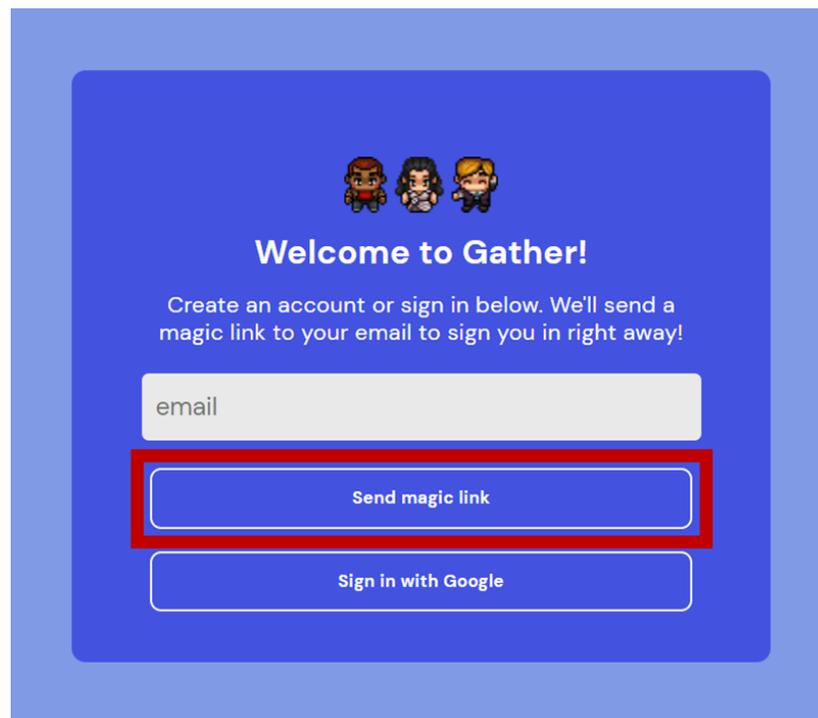
After selecting the option to send the magic link, you will receive an email with the sign-in link in a couple of minutes. The link redirects you to a page with the options presented in the picture below. In this screen, you should select the finish signing in via **browser** option.

The last step will be to input your name and personalise your avatar. When you finish the personalisation, you should select the "Sign out" option to complete the creation of your account.
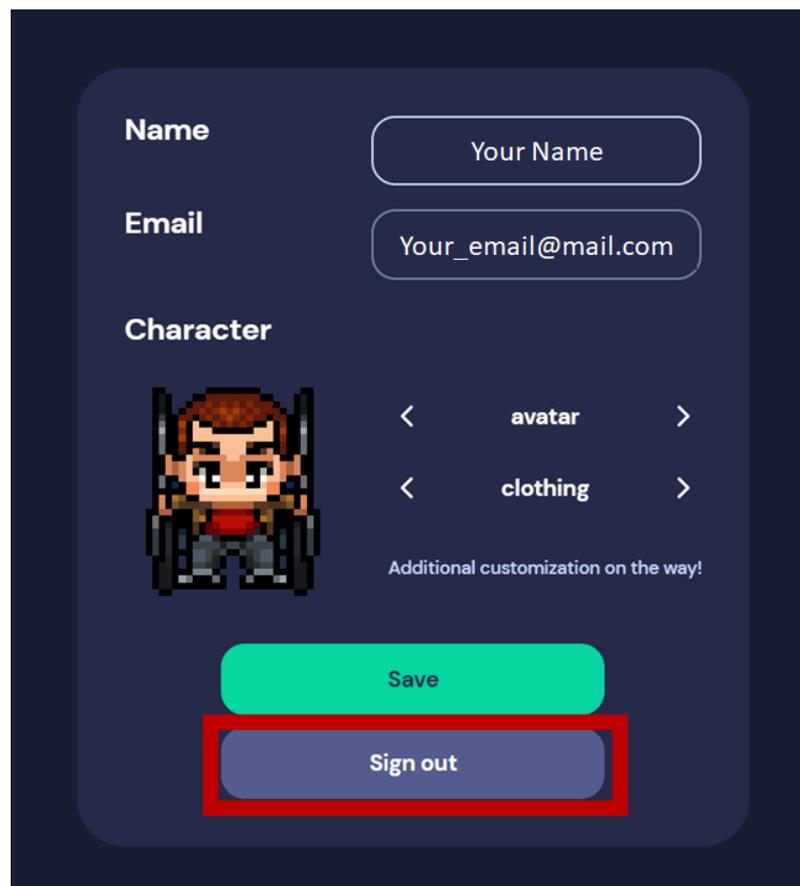
2. Access the Conference Space on Gather

Please, use this following link to access the framework (sent to you via email)

Launching Gather...

Click "**Open Gather**" to launch the desktop app.

Didn't launch? Click here.
Or, continue in your browser.

Please, click on continue in your browser. If you are already logged in, you will be directed to the conference space. Otherwise, you will be presented with an option to create/sign in to an account. We strongly encourage you to create an account before accessing the conference space to avoid issues. However, if you access the conference space before creating your account, you might follow the next steps to set up a new account. Write your name and pick your avatar and clothing using the specified arrows. Then click on "Next" and, on the next page, you will see your picked avatar and have access to turn on or off your webcam and microphone before joining the gathering. Then click on the "Join the Gathering". If you want to change your avatar or forgot to enter your name, you can use the "Edit Character" button.
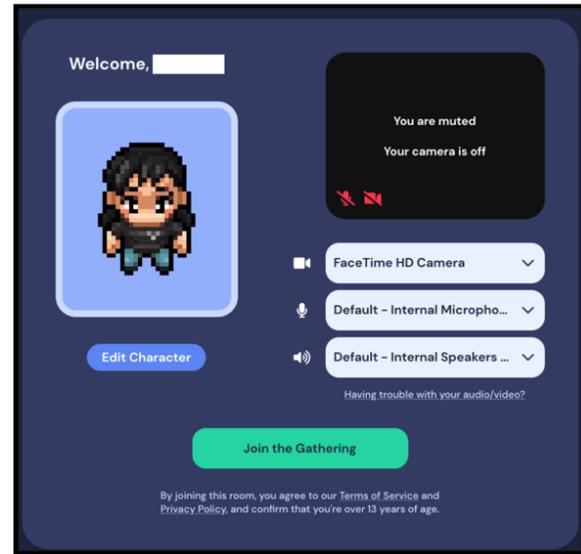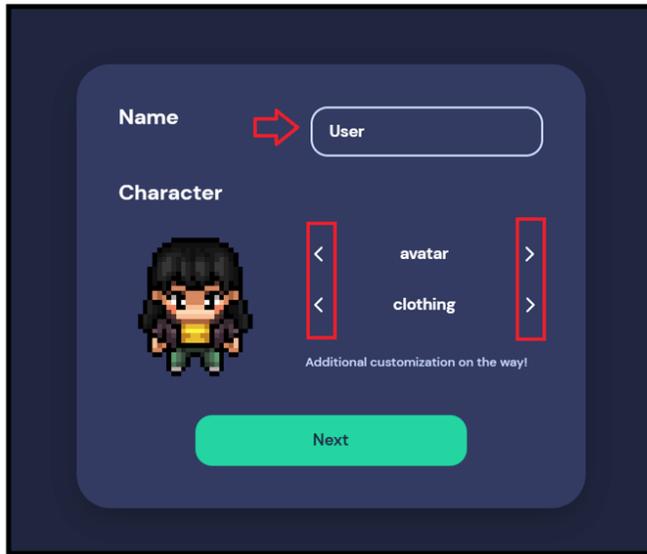
3. Recognize your avatar

After creating your avatar, you will be inside the conference. You will see that your avatar has your name on top of it, so you can recognize you and others on the framework. You can use your keyboard (left, right, top and down) to walk around the conference.
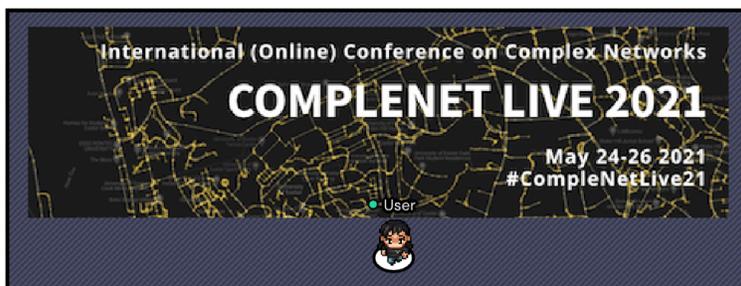
4. Comeback to the main space

If you want to come back to the main space, you can press the settings button on the left:
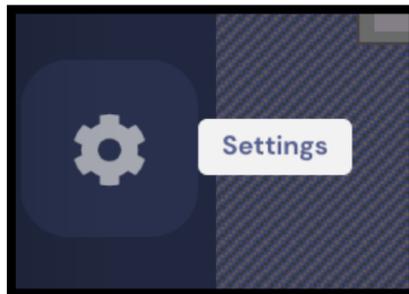
Then, the user window will open. You can scroll down and select the respawn option:
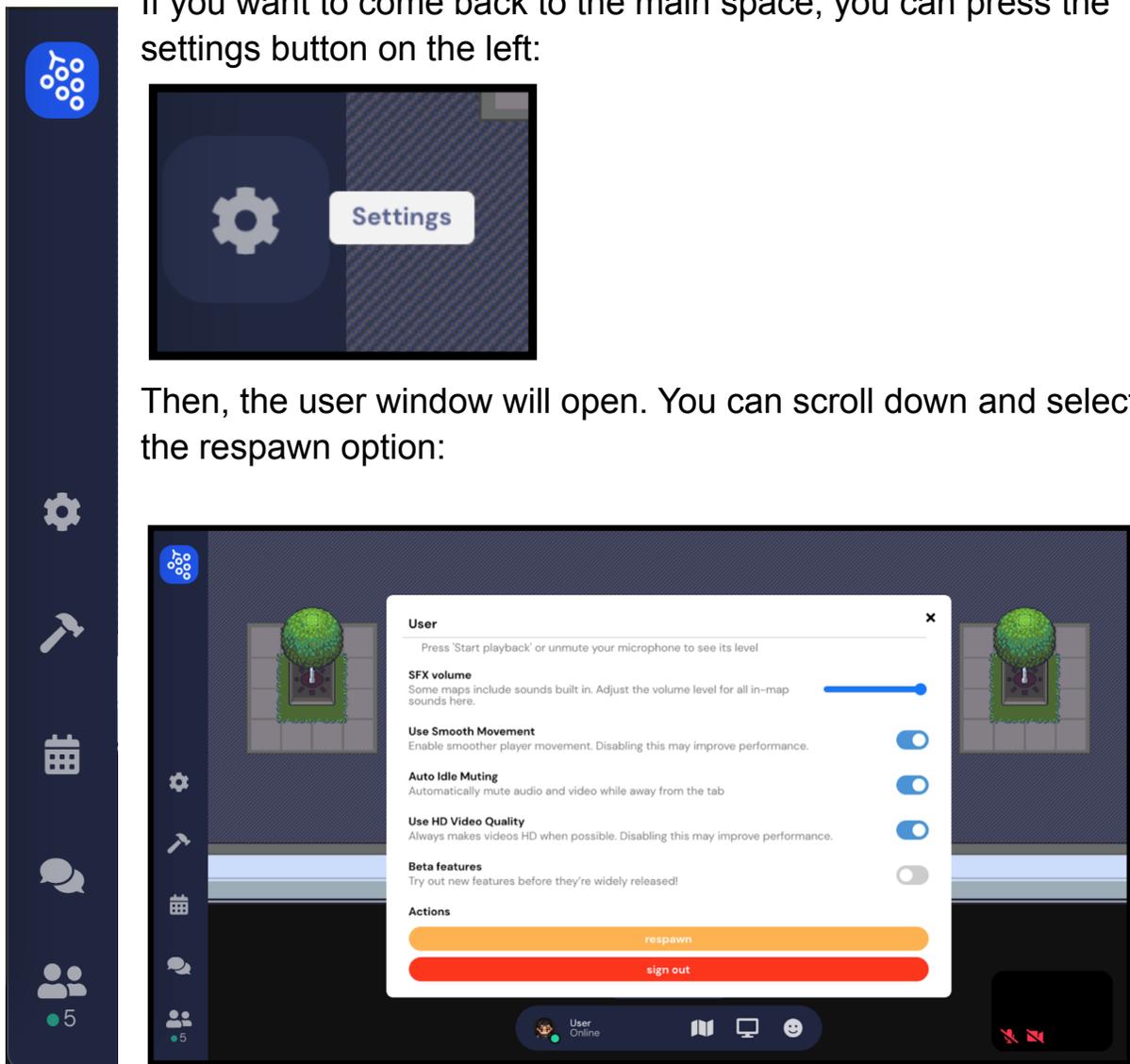
5. Talk with other people nearby

When you enter to the space you will be surrounded by people and you could see their cameras, and talk no them if they have it enabled:

Section 2: Attending conference events

6. Visit posters

All the scientific posters are on display in the 'Posters 1' room. You can use your arrow keys to navigate to this room. Once you have entered the room you should be able to see posters with their respective private space (shaded areas signal private spaces) If you want to have a closer look at a poster use your arrow keys to navigate to the poster's private space and press 'x' to enlarge the poster.
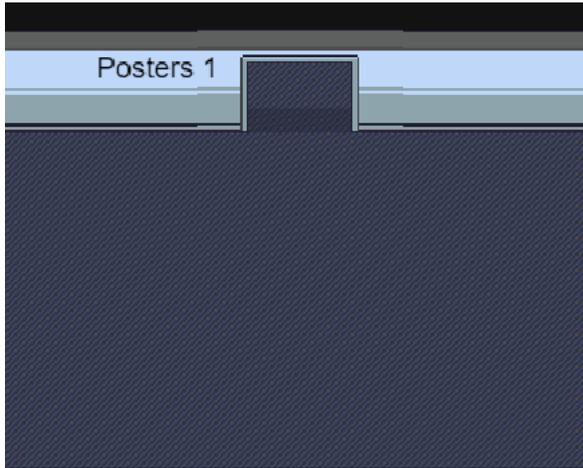
(a) The entry point for the posters room
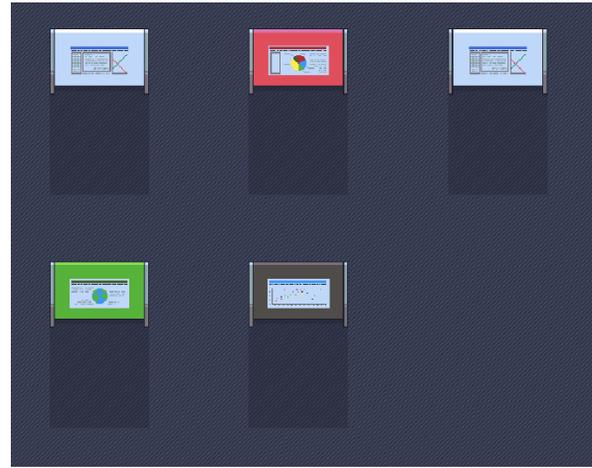
(b) The posters available to interact with. The shaded box below represents each poster's private space.

(c) Entering the private space allows you to enlarge the poster by pressing 'x'
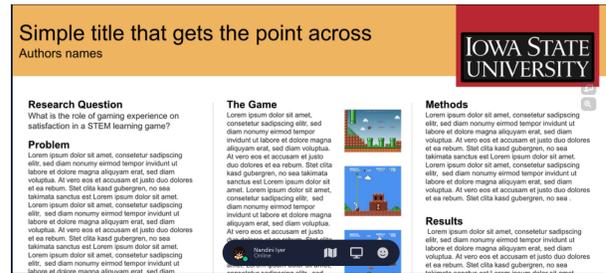

(d) Example of an enlarged poster

7. Attend the lighting talk

a. Attending lightning talks is a similar process to seeing posters.
b. Begin by entering the room labeled 'Lightning Talks'
c. You will see several private spaces with their corresponding talk. Choose a talk of your interest and enter that private space.
d. Then click 'x' to access the video to hear the presentation.

8. Accessing the Zoom links

You can access the zoom links for presentations by clicking X on your keyboard when you are inside the room. You will see a zoom link on your screen and when you click on it, you will be redirected for the zoom framework.
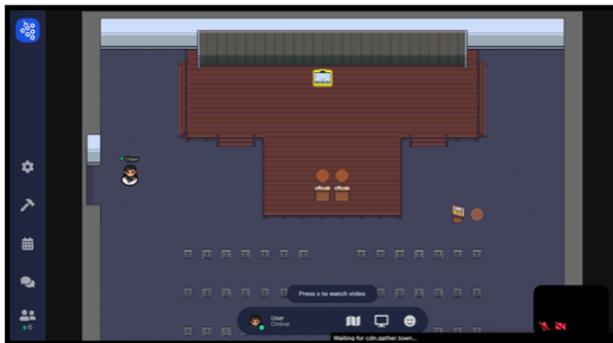
Inside the room   After you click X

Section 3: Socialising with other people

9. Block in the crowd

If you are blocked by some people and your avatar cannot move you can press G on your keyboard and pass through other avatars and keep going.

10.   Chat with people

To chat with people you simply need to be close to that person. When you are within a certain proximity then you will establish a video and audio feed that

will be displayed at the top of the screen. You know who you are currently talking to as the avatar will become solid. If the avatar is transparent then you are not close enough to the avatar to talk.

If someone is talking nearby but is out of earshot (e.g. their audio is not playing) then a speech bubble will appear. If you move closer to the avatar then the audio and video feed will be established and you will join the conversation. At this point the text bubble will disappear and the avatar will turn solid.


11.   Join a private area

There are two types of space in Gather.Town, private and public. The spaces can be telled apart by the shadow on the floor.

A public space looks like the following image with no shadow squares or rectangles.
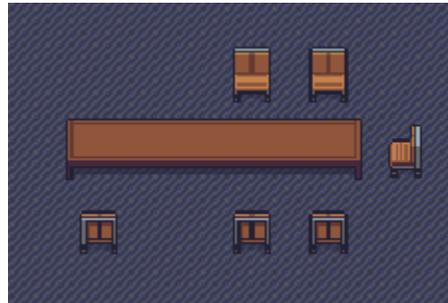
A private space looks like the following images with shadow areas so you can talk to people that are only inside the shadowed area:

The key difference between the two spaces is that, if you are in the shaded area, only other people in the shaded area can hear you, it is a private space for you all. Outside of the private space (e.g. when you are not in a shadow) the video and audio feed is based on proximity. Every time you enter a private space you will see a message like "You have entered a private space" pop up for a few seconds. There are some private spaces as rooms that you can enter by the doors.
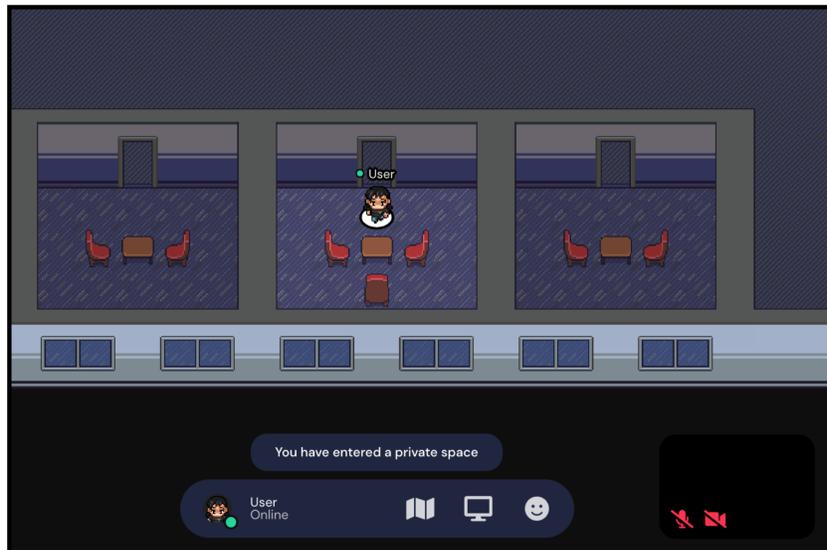
12. Lounge

In the lounge area you can gather together. Each table is a private area. When you and your friend enter one private table. You can "press x to interact"
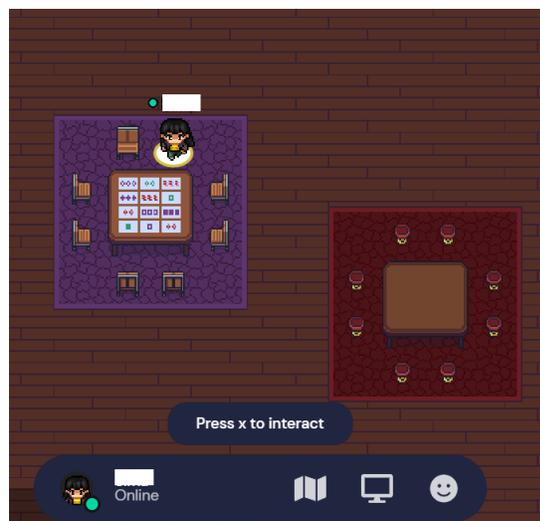
After you "press x", you can set with your friends to play a game. There are lots of cool options.
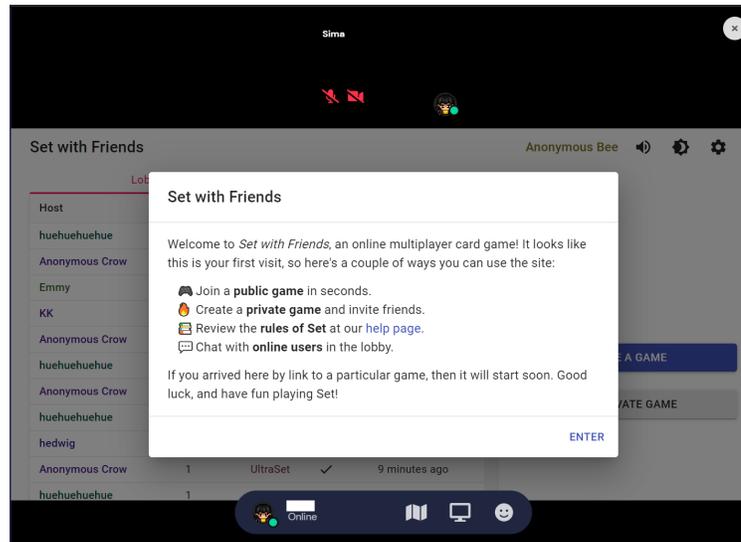
13.   Share Whiteboard

Some rooms have whiteboards to share and use during the talk. When your avatar approaches the whiteboard element it will be recognised by a yellow frame. Then a message will pop up to share: "press x for shared whiteboard"
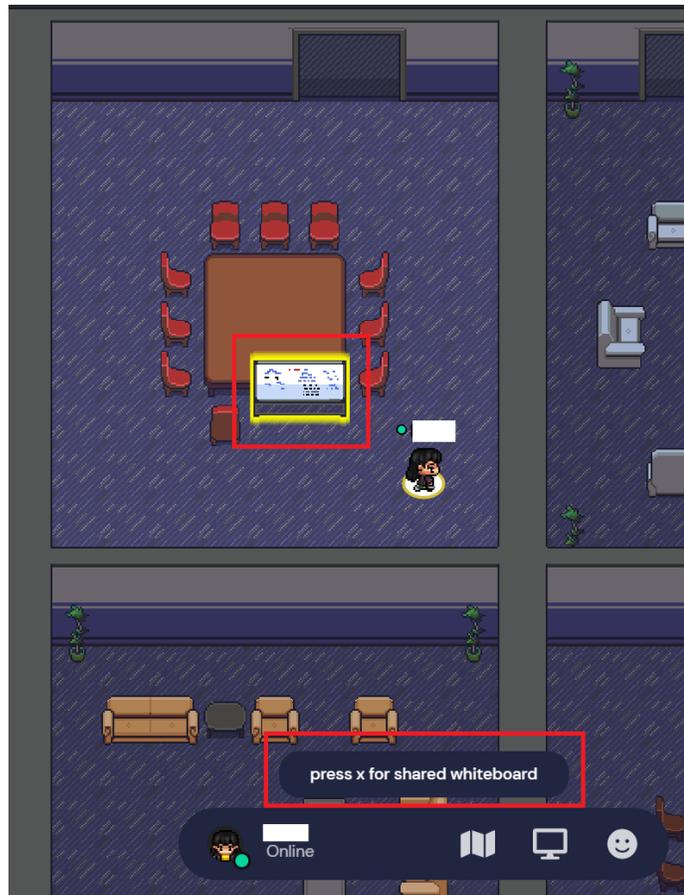
14. Interacting with a specific participant

If you want to stick together and not get lost then you are able to follow a specific individual. The way that this is achieved is by opening the participants list at the bottom left of the screen.
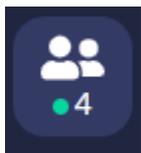
Participants Button

You can then click on the name of the person or search for the name of the person that you are looking for. At this point a range of different options become available, that are contained within a pop up window, as seen below:
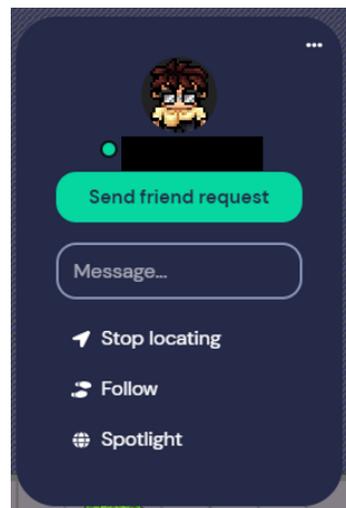
You are able to send them a direct message or send a friend request that makes them easier to find in the future. Some of the other options are:

Locating another person, which will create a line on the ground for you to follow to that person:
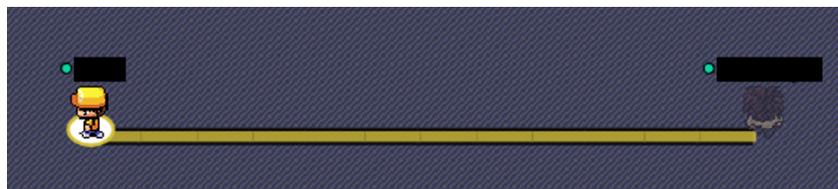
Following another person will let you follow their avatar as they move around the virtual environment.

Spotlight the other person that will mean that you remove the proximity restriction on being able to see their video and can view their audio and visual feed no matter how far away they are.

15. Passing through people

If you happen to get stuck in a cluster of people or are not able to move past a crowd then while you are moving you are able to press the "G" key to be able to become ghost-like and move through people.

Section 4: Buttons in the platform

16. Ask for help

To access the support page and FAQ section, click on the Gather icon ⊕, then select the "Help Center" option in the menu, as illustrated in the figure below (2).
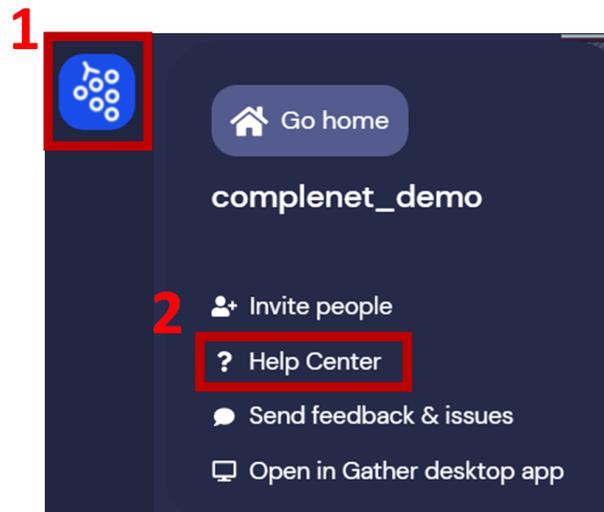
17. Key shortcuts

Here is a list of useful shortcuts for the platform. They work for both web and desktop applications. Please refer to the "Ask for help" section for troubleshooting options in case of any problem.

- (Ctrl/⌘ P) - User/Video Preferences;
- (Ctrl/⌘ U) - Turn On/Off Quiet Mode;
- (g) - Enter ghost mode and walk through other participants;
- (e) - teleport you to the nearest open area when you are trapped (Only available if you are trapped);
- (x) - to interact with an object or to select a subset of objects in Erase Mode;
- (z) - make your avatar dance.

18. Send reactions (through emojis)

Reactions can be a simple and effective way to communicate with other users. They are represented by emoji-like icons that will appear on top of your avatar and visible to other users.
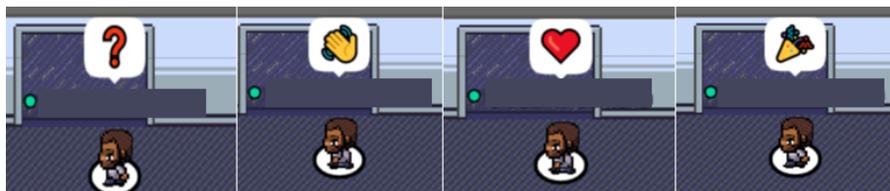

To display a reaction, click on the "happy face" icon, then select one of the six reactions available. If you send a reaction by mistake or want to remove them, click on the "Clear" option.
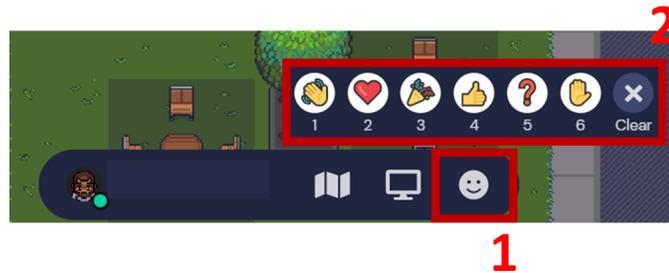
19. Share screen

The Gather platform also allows the users to share their screen. To use this functionality select the share screen option in the bottom menu (1). You can share the entire screen, a window or a specific application (2). Once you select the desired option, the other users you'll see the content you are sharing. If you want to share some media with audio (such as a video), don't forget to check the "Share audio" option (3). Finally, click on the "Share" button (4).
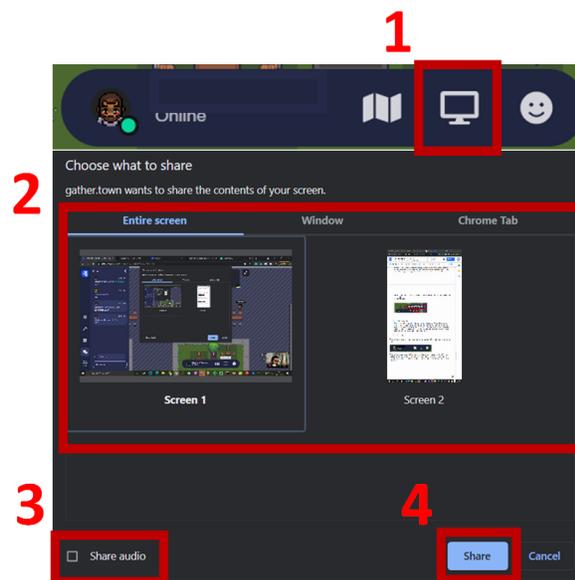
20.   Minimap

The minimap is accessed by clicking the map icon at the bottom of the screen, next to your avatar name.
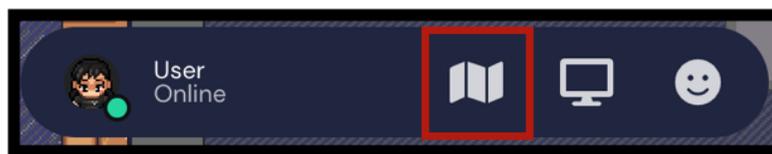
The minimap gives a snapshot of the current room that you are in. It does not give a full picture overview of the entire virtual environment. The location of the avatar on the minimap does not move and is placed where your avatar is when you open the map, giving a sort of "You Are Here" functionality.

21. Search for a person

If you want to locate an attendees whereabouts in the conference, that can

easily be done by navigating to the Participants icon, [icon],on the left hand side of the screen. This will allow you to see all participants and search for particular attendees. This is particularly useful if you want to interact with a specific participant.

22. The spotlight function

The spotlight function allows you to broadcast your video and audio feed to the whole room. The way that the spotlight function is activated is by stepping on the orange circle, two of which can be seen in the image below. These are intended for the speakers and so please only step onto the circle if you know you are meant to be speaking at that time. However a member of the CompleNet team will be closeby to direct you if you get confused about where to go.