# QWG2021 ZOOM INSTRUCTIONS

The workshop will be hosted using a Zoom Meeting via the link:

https://ucdavis.zoom.us/j/94094320463

The breakout session will be hosted in Gather.Town via the link:

https://gather.town/app/mURudIoJ90pNZav5/qwg2021

Both links will be password protected and the passwords will be sent to everyone who has registered.

The workshop sessions and the mid-session coffee breaks will be held in the Zoom room while the breakout sessions at the end of the morning and afternoon talks will be held in Gather.Town. Instructions for navigating in Gather.Town are given at the end of this document.

**During a session please keep your microphone muted and video off unless you are asking a question, giving a presentation, or chairing/hosting a session.**

**For a congenial and welcoming atmosphere, the QWG 2021 participants are asked to follow the American Physical Society's Code of Conduct.**
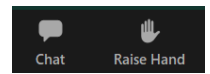
## Asking a Question

To ask a question please use the raise hand feature of Zoom that can be found using the reactions icon or in order versions of Zoom in the participant list. At the end of the presentation, the Chair will call on people to ask their questions to the speaker, in the order that the hands were raised. Alternatively, once the presentation is finished questions can be put in chat and the Chair can ask these questions to the speaker. We ask participants to not publicly chat during question time so the Chair can see any questions.

## Giving a Talk

Speakers will be asked to share their screen and control their own slides. To make this possible in a Zoom meeting, speakers in a given session will be promoted to co-hosts. In order to facilitate this promotion, speakers should identify themselves to the session hosts by raising their hand when they enter the Zoom room prior to their session. If there are technical issues the Chair can show and advance the slides. Please upload your slides to indico so the Chair has access well before the session. Please keep your presentation and questions within the allotted time – 20 mins. As a guide, talks should be 15+5 mins.

To share your screen first click on the green "Share Screen" button in the Zoom control panel and then select the application or screen you would like to share. Please put your presentation in full-screen mode. Speakers are welcome to test the share screen feature 10 mins before the start of the session.

## Chairing a Session

The session chair and speakers will be elevated to co-hosts. The Chair will lead the session by introducing the speakers and inviting them to share their screen and start their presentation. After the presentation, as time allows, the Chair will call on participants who have their hands raised to ask their questions and read questions from the chat. Questions should be left for the end of the presentation.

At the end of each session, the chairs should encourage participants to go to Gather.Town for open discussion.

When leaving the session as co-host please select **"Leave Meeting"** rather than **"End"** which would end the entire Zoom meeting.

# ZOOM NAVIGATION FOR THE 2021 QWG VIRTUAL MEETING

After joining the zoom conference, please check that you are muted when you are not speaking.
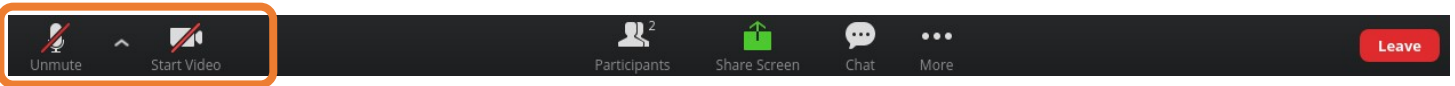


To "raise your hand" to ask questions during the session, select the "raise hand" button. Depending on your zoom version, this will appear by clicking on either "Participants" or "Reactions" in the control bar:
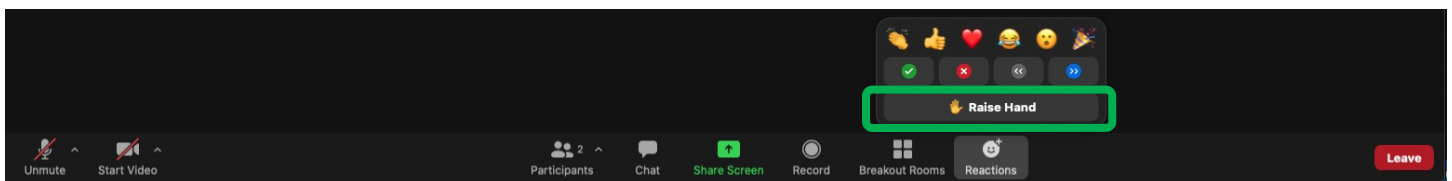


In older zoom versions, click on "Participants", and then on "raise hand" in the pop-up window
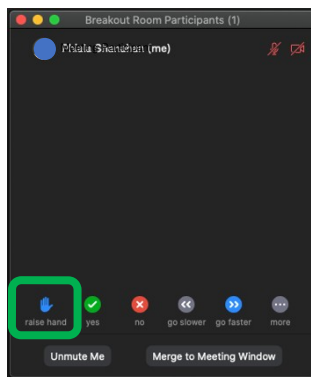
In newer zoom versions, click on "Reactions", and then on "raise hand" in the pop-up window above
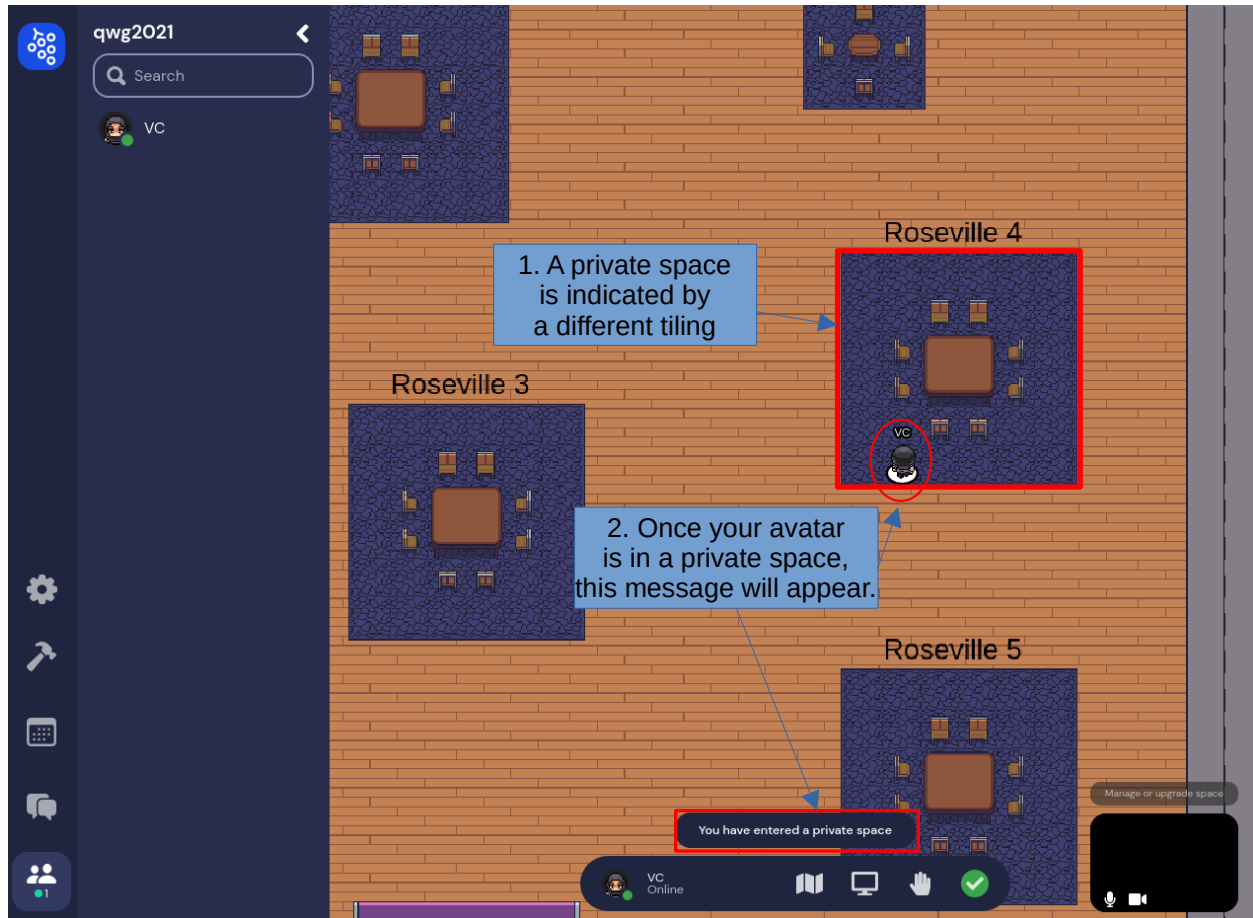
# 1 Gather.Town Quick Start

- Use Chrome or Firefox. Safari will not work.

- Enter the Breakout Room using this link: https://gather.town/app/mURudIoJ90pNZav5/qwg2021 (Please give browser permission for audio and video)

- We have reserved a premium bandwidth from Mar 10 to Mar 21. You may go to the Gather. Town site for private discussion during the sessions as well, or even continue beyond the specified end times listed on indico's timetable. You are welcome to check out the site ahead of time.

- To ensure there is enough server resource for every participant, do not join the Breakout Room on more than one devices.

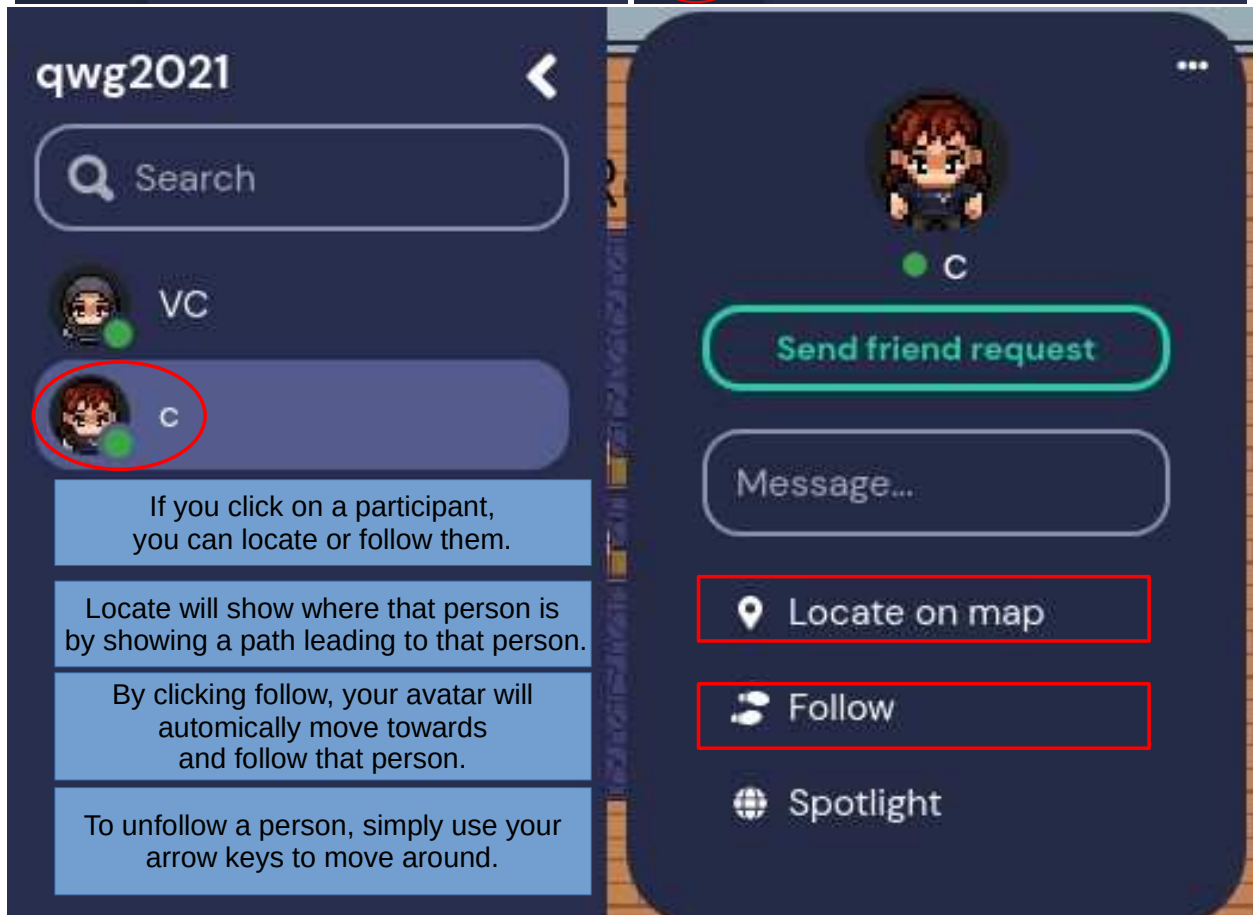- Enter your name when prompted. You will arrive in a space that looks like this.



- Navigate the space and move your avatar using arrow keys

- If the arrow keys are not working, click anywhere in the space and try again.

# 2   Interactions

- You will only be able to see and hear people either "near" you or in the same private space.

- If you walk away, you will no longer see/hear them.

- Each square table is a private space. Anyone around a table can only interact with others around the same table.

- If you are stuck in between people, use the 'g' key to hop over other avatars.

# 3   Additional features

You will be able to chat with people nearby, everyone, or a specific person

Nearby

Everyone

c

To   Everyone

Message...

---

qwg2O21

Search

VC

c

You can see or search participants in the room

---

qwg2O21

Search

VC

c

If you click on a participant, you can locate or follow them.

Locate will show where that person is by showing a path leading to that person.

By clicking follow, your avatar will automically move towards and follow that person.

To unfollow a person, simply use your arrow keys to move around.

c

Send friend request

Message...

Locate on map

Follow

Spotlight

# 4    Making announcements

- If you are in the podium area, you will be able to broadcast your message.



The podium is for broadcasting purpose only. Anyone will be able to hear you if your avatar is in this area.
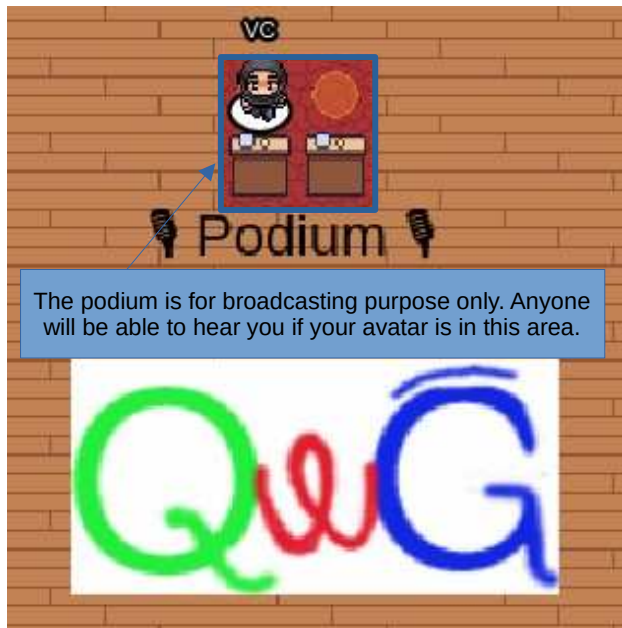
# 5    Technical difficulties

- Refreshing will fix most things.
- Check the Audio and Video settings to see if you are using the right inputs.
- Make sure you gave your browser permission to acess your video and audio devices.



3 You can configure your video and audio settings here.

2. You may reset your position if you are stuck

1. Click on your name to access the menu

4. Within the video and audio settings, You can change your name, switch to a different camera, Microphone, or speaker.
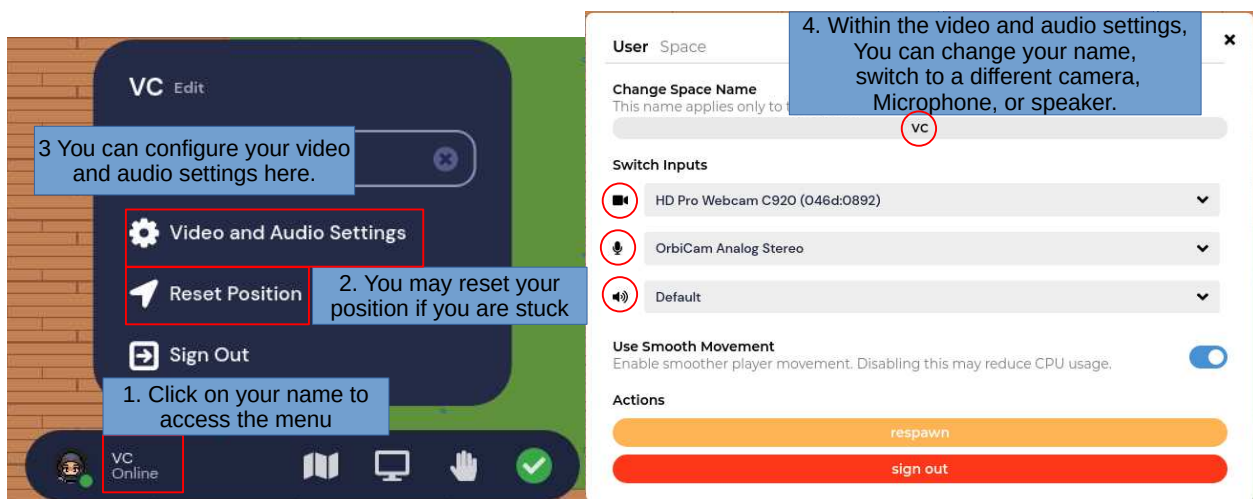
# 6    Using a phone or a tablet

- You can access the site using a mobile device. However, you won't be able to
- turn your video on,
- access the menus and settings.