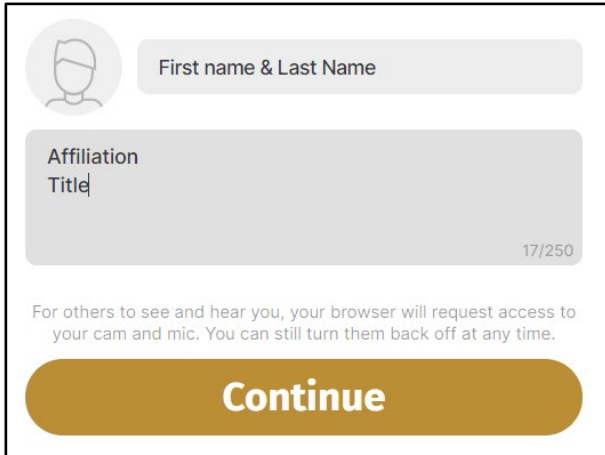


## How to join SpatialChat:

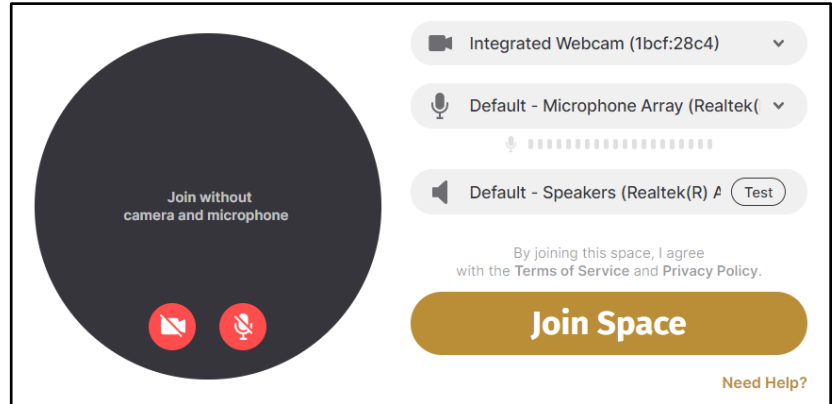
- When you click the SpatialChat link to join an event, you will type your first and last name in the top box (Pic 1)
- In the box below your name, please type your affiliation or company and your level or title or other information
- Click on continue and choose the microphone and camera settings to join space as shown in pic 2

Picture 1



A registration form for SpatialChat. It features a profile picture icon, a text input field for "First name & Last Name", and a larger text area for "Affiliation Title" with a character count of "17/250". Below the form is a disclaimer: "For others to see and hear you, your browser will request access to your cam and mic. You can still turn them back off at any time." At the bottom is a large orange "Continue" button.

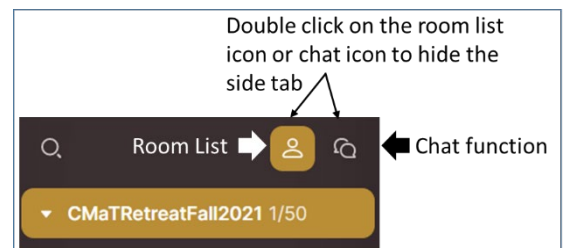
Picture 2



## Tips for Poster Session, Company Tables and Networking on Tue, Sep 29, 4:15-6:00pm (eastern) and Wed, Sep 30, 12:00-2:00pm (eastern)

### Tips for audience and presenters:

- When you enter SpatialChat, you will find yourself in the first open lobby, please use the +/- in the bottom right-hand corner to zoom out so you can see the entire room. You can also use your mouse/trackpad to zoom in/out to view the entire room.
- Locate your circle/ bubble and use your mouse to grab and drag next to other people's bubble. Move close to other people's bubble to interact with them.
- **Camera and microphone settings:**
  - You can hover your mouse at the bottom of the screen to see the menu bar and make sure that your camera and microphone are turned on.
  - You can also change your settings by clicking on the settings icon on the top right corner of your screen
- You can view the room list and chat icon on the right side of the screen. There are company booth rooms and poster session rooms.
- You can use the chat function to message everyone in a room or directly message someone
- Click on the room you would like to enter
- When you enter any room, you will see only a small part of the whole room. You should use the +/- in the bottom right-hand corner to zoom out and see the entire room. You can also use your mouse/trackpad to zoom in/out.
- In the poster session rooms, the name of the poster presenters and their corresponding poster will be spread out in the room
- You can only hear the people that are near you, so it is important for you to be near the poster presenter so you can hear them



- You can use a mouse wheel or click on the +/- in the bottom right hand corner to zoom in and out so that you view the details on the poster, you will need to click and drag to move the poster around when you are zoomed in
- Please try not to “stand” on top of the posters and try to huddle in the far corners of the room near the presenter names.

#### Tips for poster presenters:

- When creating your poster, you will need to make the font size bigger and include less detail than if you were making a poster to be printed
- Please move your circle near your name in the room
- Please introduce yourself so people know who is talking, say your name, institution, level and anything else that will help people know who you are and a little about you
- Remind those who come to talk to you that they can zoom in/out by using the +/- in the bottom right-hand corner of the screen or the mouse/ trackpad/wheel on their mouse
- While you are presenting, you will need to tell people what part of the poster they should look at, say things like “in the top right”
- If there isn’t anyone nearby to see your poster, you are welcome to visit with others in your room, but you should plan to stay in your room the entire hour that your poster is assigned to be on display
  - If you must leave your poster for any reason during your assigned hour, please use the Add Text feature to leave a message for anyone reviewing your poster. For example, “I had to step away to work on an experiment. Please email me at [name@gmail.com](mailto:name@gmail.com) with questions.” To do this, click on the + button on the bottom of the screen and select “Add Text.” Please make sure to move the box by your poster (but not on it) and leave SpatialChat open on your computer.



- You should visit the other poster rooms during the hour that you are not presenting
- Look for the staff with the yellow shield by their names for additional help in navigation this platform.

#### Tips for industry partners with company booth :

- For the company booth, company representatives can remain in their square with the company logos. You can move around in the room by dragging your bubble. There will be 3-4 companies in one room.
- CMaT Faculty, trainees and researchers can move inside the square to talk to the company representative.
- If you must leave your booth during your assigned hour, please use the Add Text feature to leave a message for anyone to contact you. For example, “I had to step away for a call” Please email me at [name@gmail.com](mailto:name@gmail.com) with questions.” To do this, click on the + button on the bottom of the screen and select “Add Text.” Please make sure to move the box by your booth (but not on it).