

Instructions for Presenting at COSS on Gather

OVERVIEW: Think of the virtual Gather space as the ‘onsite’ conference location (serving as different rooms around campus), where you can bump into colleagues and friends, have chance encounters with other conference attendees, and strike up conversations with your fellow researchers, just like you would at COSS during an in-person event on Concordia’s campus.

PREVIEW: The COSS Gather space will be available Sunday-Tuesday, April 11-13 prior to COSS and open to all attendees and presenters to check out the space. There will be office hours hosted by the COSS committee and library staff to answer questions or help navigate the site (see below). We suggest that you visit Gather prior to the first poster session on COSS day (April 14) so that you are comfortable using and navigating the space during actual sessions.

COSS 2021 on Gather “Office Hours”

Find us at the Gather Info Desk
(you may browse the space on your own anytime)

Sunday, April 11

1:00-3:00 pm

5:00-6:00 pm

Monday, April 12

9:45 am – 2:00 pm

5:00-6:00 pm

9:00-10:00 pm

Tuesday, April 13

9:00-10:30 am

12:30-2:00 pm

7:00-9:00 pm

POSTER SESSIONS: Arrive at least 5 minutes early to your assigned poster session. The Gather room and presentation number for your presentation is listed on the [schedule online](#). Presenters should stand on the rugs to the left and right of the poster. The ovals around your poster indicate spaces where attendees can stand and hear and see you present. All of the ovals and the presenters’ rugs are in a private space, so everyone can see and hear everyone else in that space. Once attendees get near your poster, a preview of the poster image will pop up in the lower portion of their screen. They can press the x key to enlarge the poster. When you are presenting, you can also share your screen and move around your poster as needed.

CONCURRENT SESSIONS – CLASSIC & NANO: Arrive at least 5 minutes early to your assigned concurrent session. The Gather room and presentation number for your presentation is listed on the [schedule online](#). Presenters should sit in the chairs to the left and right of the thumbnail image for your presentation (looks like a poster on the floor between the chairs). The ovals around your chairs indicate spaces where attendees can stand and be able to see and hear you. All of the ovals and the presenters’ chairs are in a private space, so everyone can see and hear everyone else in that space. Once attendees get near your thumbnail image, a preview of the image will pop up in the lower portion of their screen. They can press the x key to enlarge the image if needed. When you are speaking with visitors, you can also share your screen if needed. Attendees are encouraged to preview your presentation on YouTube ahead of time, but some may not do that, so you may want to plan on giving a brief overview of your topic before taking questions.

CONCURRENT SESSIONS – PANEL: Arrive at least 5 minutes early to your assigned concurrent session panel room (listed on the online [COSS schedule](#)). You may want to post someone near the “portal” to your panel room to help visitors navigate the space prior to the start of your session. A few minutes before your session starts, open the Zoom meeting you set up from the Zoom app (outside of Gather). When people enter your panel room, they will be able to launch the Zoom link for themselves (whilst staying in Gather) by pressing the x key.

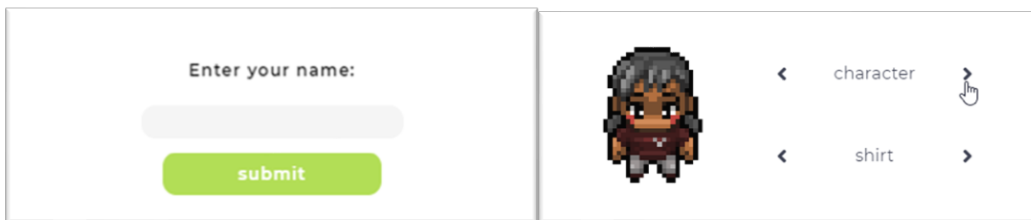
There is a message to this effect in each panel room. When you are in the Zoom discussion, you will have all the usual features of Zoom. Once attendees leave your Zoom session, they will see a message to return to the Gather space. Attendees are encouraged to preview your presentation on YouTube ahead of time, but some may not do that, so you may want to plan on giving a brief overview of your topic before getting into your discussion.

HOW TO USE GATHER: (Instructions are also available for attendees on the COSS concise schedule webpage, along with a link to the instructional welcome video.)

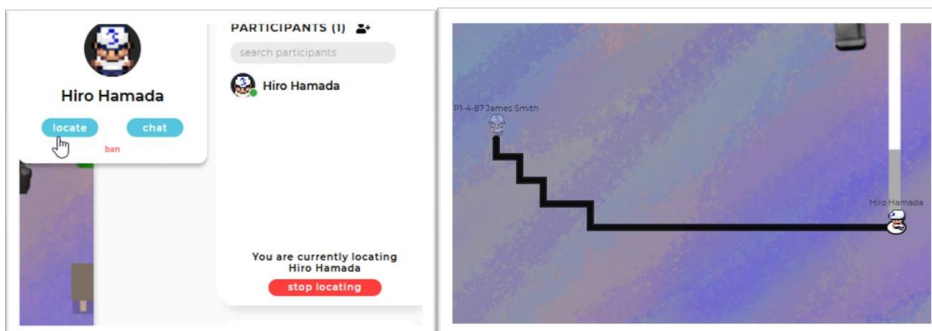
1. Using Chrome or Firefox, click on the link below to enter the space, and confirm that you wish to enter. **Link** for COSS 2021: <https://gather.town/i/HQHH64mh> **Password:** coss2021
2. Indicate that you are OK for gather.town to use your computer's microphone and camera.



3. Take a few moments to review the basic instructions for moving around the space (using your keyboard arrows). Some objects are impassible, just walk around them.
4. Enter your first and last name (you can customize this, but be professional).
5. You can also click on the avatar icon to change the look of your character



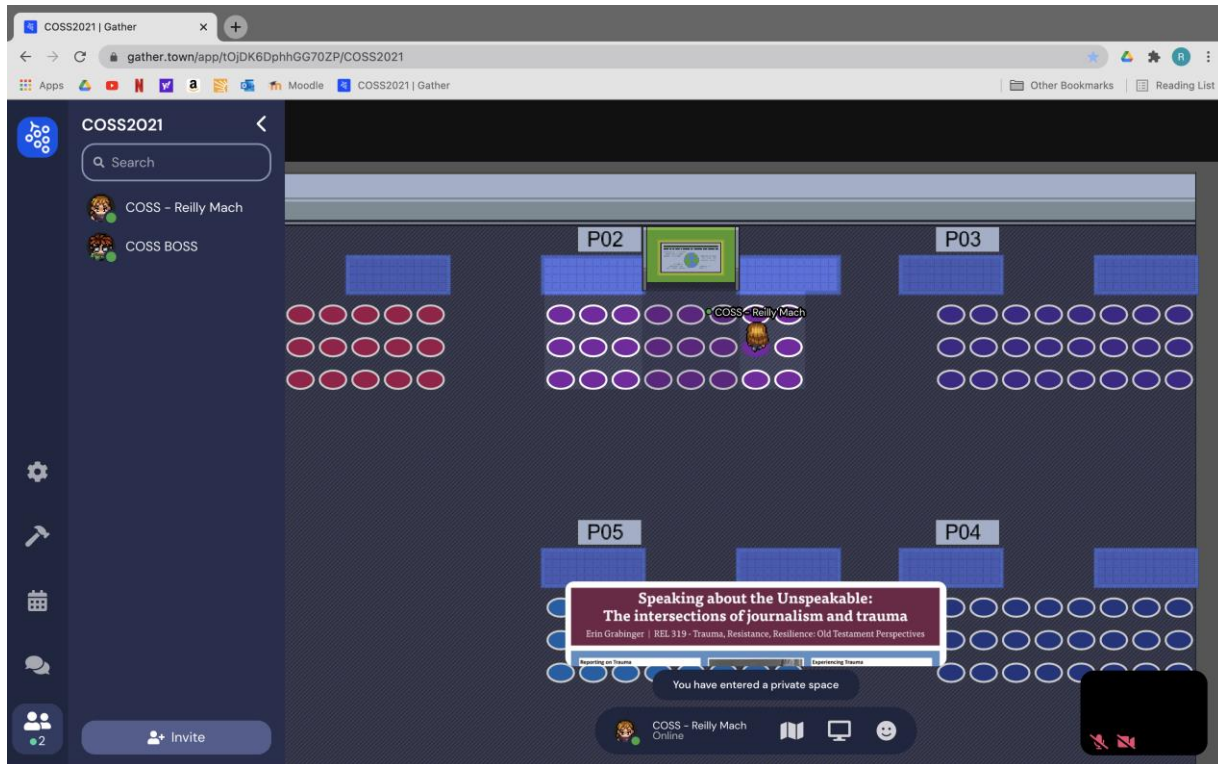
6. You will then see your name above your avatar, which you can now move around the space using the arrows on your keyboard.
 - a. Your microphone and video will automatically start sharing if you move within close proximity of another attendee's avatar.
 - b. If you wish to locate a specific individual, you can search for them in the search bar, click locate, and follow the route provided. You can also send a message using the chat on the left menu.



Private Spaces:

Private Space: When you step in a private space, (e.g. poster), a note will be shown at the bottom “You have entered a private space.” In that space you can only chat with the people who are in the same private space.

- All posters/concurrent sessions are private spaces, so you must be in the space to hear the presentation.
- The lightened area (seen in picture below) represents the private space; the dots are also useful to know the private space boundaries.



Gather Capacity: Gather can accommodate approximately 500 simultaneous users. We think that will be plenty of capacity, but if we exceed that number, visitors may experience some glitches. If for any reason you find yourself kicked out of from Gather, just re-enter. Keep Calm and Present On! 😊

We hope you enjoy presenting at COSS on Gather!