**Welcome to the virtual SnowHydro2022 !**

SnowHydro2022 will take place in our virtual convention center hosted on gather.town. This manual will briefly guide you through the essentials you will need to know to be comfortably attending the meeting. The only technical requirements are a web browser (preferentially Chrome or Firefox), a camera, and a microphone. We ask that you **use headphones** to avoid too much noise interference.

Gather.town will be the main venue to interact with your peers, but oral presentations will be hosted on an external zoom space. You can access this zoom space directly from within gather.town (see below). We recommend that you install the zoom desktop app to avoid conflicts with gather.town. The app is available on zoom website (https://zoom.us/).

Posters, icebreakers, and any kind of informal discussions will be on gather.town. You are encouraged to attend the icebreaker on **Monday 31st 16:30-18:00 CET** to familiarize yourself with the environment. There will be two guided tours on that occasion to show you around (17:00 and 17:30 CET).
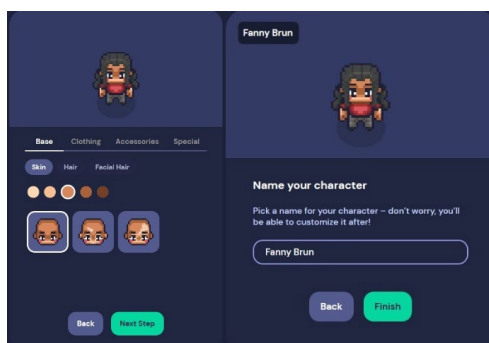
The links to access the SnowHydro2022 virtual convention center will be provided via registered email addresses.


**General tips and resources**

Gather.town has a comprehensive help center, feel free to have a look for a general overview: https://support.gather.town/help. In case of problems, it can often be resolved by refreshing your browser page (press F5), you will then restart from the start page.
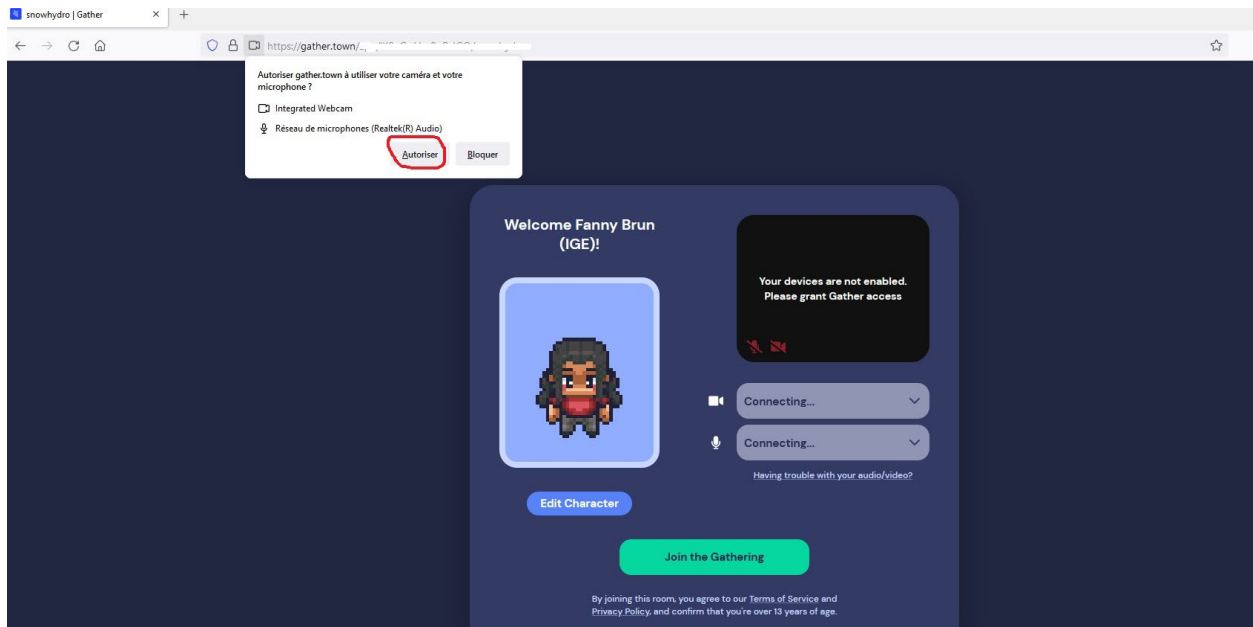

**Avatar**

Upon first login, you will be asked to create your own avatar. First, you can customize your avatar and name it on the following screen (please use first name followed by surname so your colleagues can easily find you) :
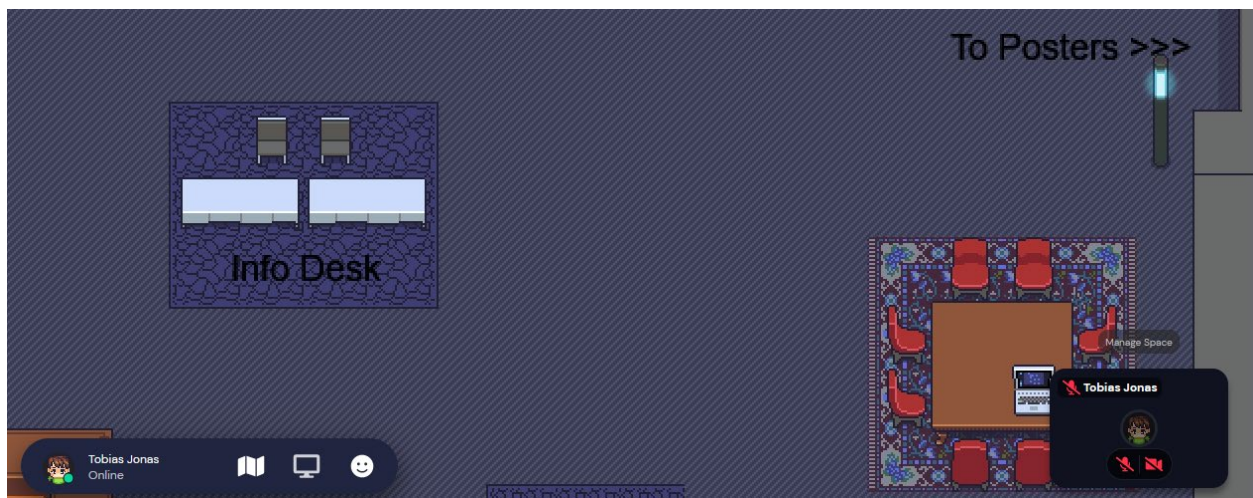
## Check your audio / video settings

On the connection screen, you can enable and check microphone and camera (see below). Also your browser will likely prompt you to allow gather.town access to your microphone and your camera. On most browsers, there is an icon next to the address bar:
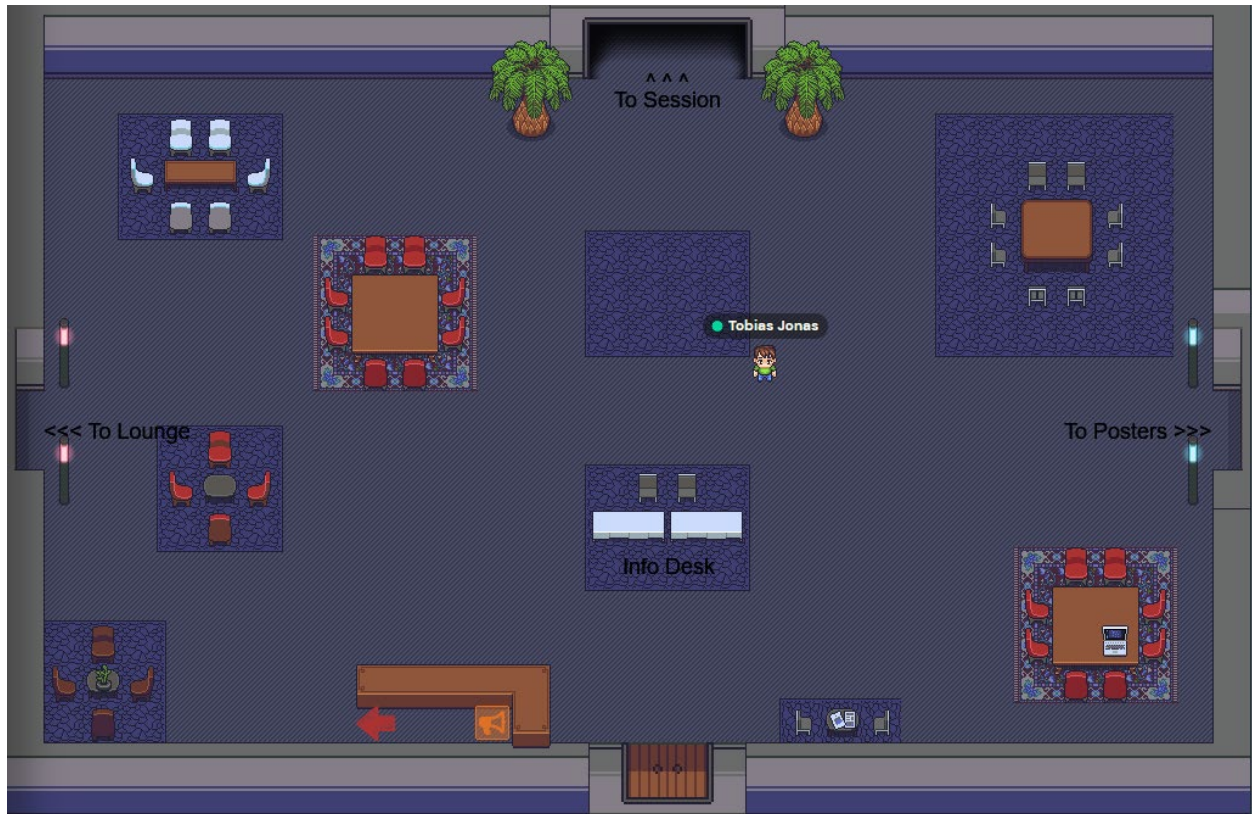


Once the access is granted, you can change the settings. If your camera / microphone does not work, check in the browser bar first, then please visit this link: https://support.gather.town/help/av-troubleshooting. Whilst in the convention center, you can temporarily set your video / audio in the window to the bottom right.
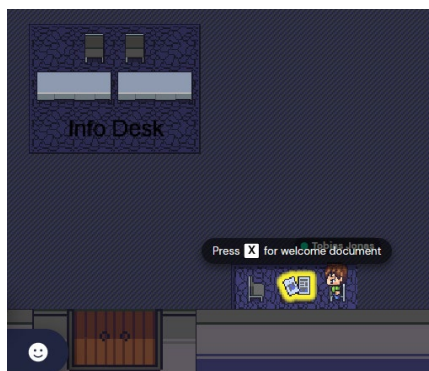
**Getting familiar with the place**

You are highly encouraged to start exploring the virtual convention center before the conference. Your entry point will be the main entrance hall shown below. The sessions will be in the main auditorium to the North, posters are on display in the poster hall to the right, and the lounge to the left will be the main space for discussions and chit-chat between the sessions. Please use the arrow keys to move around. The info desk in the entrance hall will be attended during hours marked in the program. This is where the SnowHydro2022 staff is available to answer your questions.



This manual is also available on the table to the right of the entrance door, go to the table and press [x] . This is also the way to access other interactive elements in the gather space.
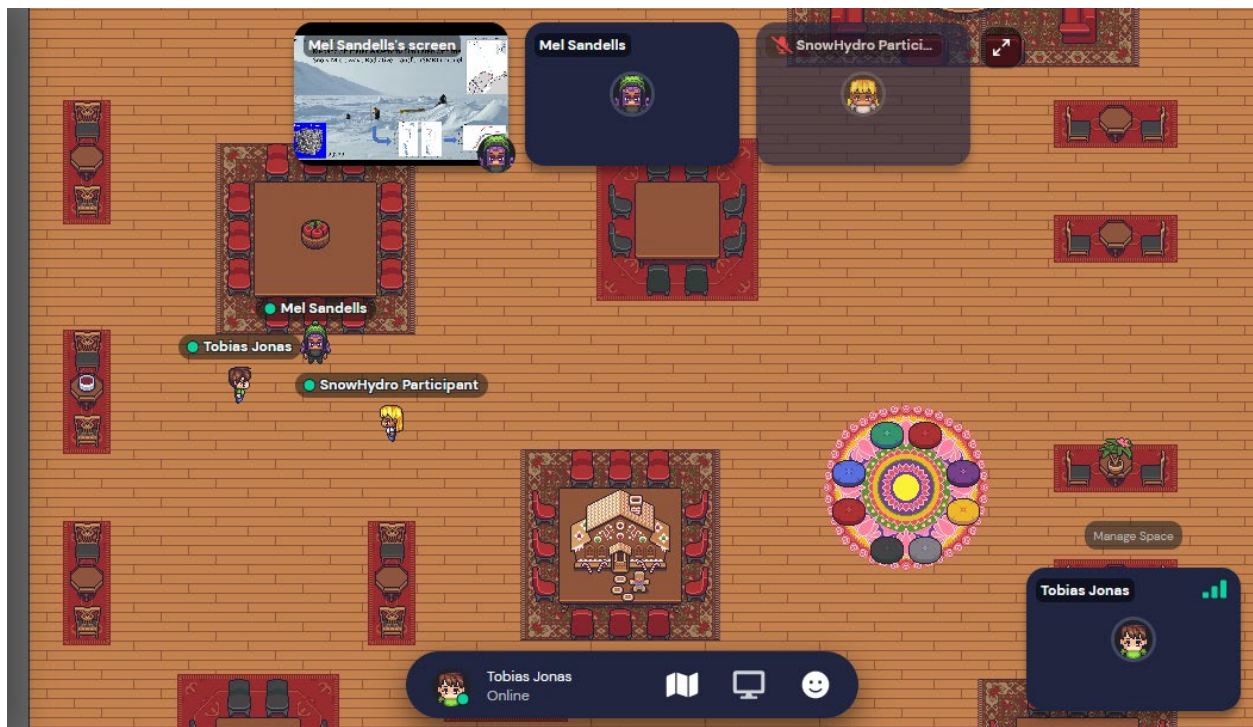
**Communicating with the others**

As you will quickly notice, you can "see" and "hear" other people when their avatar is close to yours. Their video / audio will be displayed in small windows at the top of your gather environment. While proximity is the general principle by which you can interact with others (just as in a real convention center), there are additional options:

Each table is surrounded by a "private space", which restricts your communication to only those people who are in the same private space. This facilitates focused communications without being disturbed by people passing by. Note that in a private space, the distance doesn't matter and everybody hears and sees everyone else. When you enter a private space, areas outside will turn darker, so that you can notice what is going on. Also the poster booths are defined as private spaces, as well as the bar in the North East of the lounge and all rugs/carpets. The bar in the South West of the lounge, however, is an open space.

Below is a screenshot of a situation with a three-way conversion. You can click on either of the three preview windows at the top of the screen if you wish to maximize them. Return to gather by using the [icon] collapse icon in the top right-hand corner. A shared screen is handled as a secondary video channel (see below). If you want to share documents or presentations with those around you, click the middle icon at the bottom of the screen [icon]. Note: in this example below the personal camera feeds were disabled. If enabled you see the video of the involved persons instead of their avatars. Please leave your cameras on if you can to maximize the conference feel!

In each of the rooms, there is an orange loudspeaker symbol behind a L-shaped desk that corresponds to a broadcast spot. It means that everybody in the room will hear and see you when you stand on this spot. Please do not enter the area behind the red arrow, it should be used by SnowHydro2022 staff for public announcements only.



**Interacting with objects**

When you get close to some objects you will be prompted to press [x]. This is especially useful when you are in front of a poster, which is your way to look at the poster. Further, when you are in the main auditorium, pressing [x] prompts you to switch to the zoom meeting for the oral sessions.

**Oral sessions (go to auditorium)**

The oral sessions will take place in zoom which you can switch to via the embedded zoom link that you can access from anywhere in the auditorium (press [x]). Whilst in zoom, your avatar in gather will become a ghost. Don't forget to mute yourself when you join the zoom meeting.
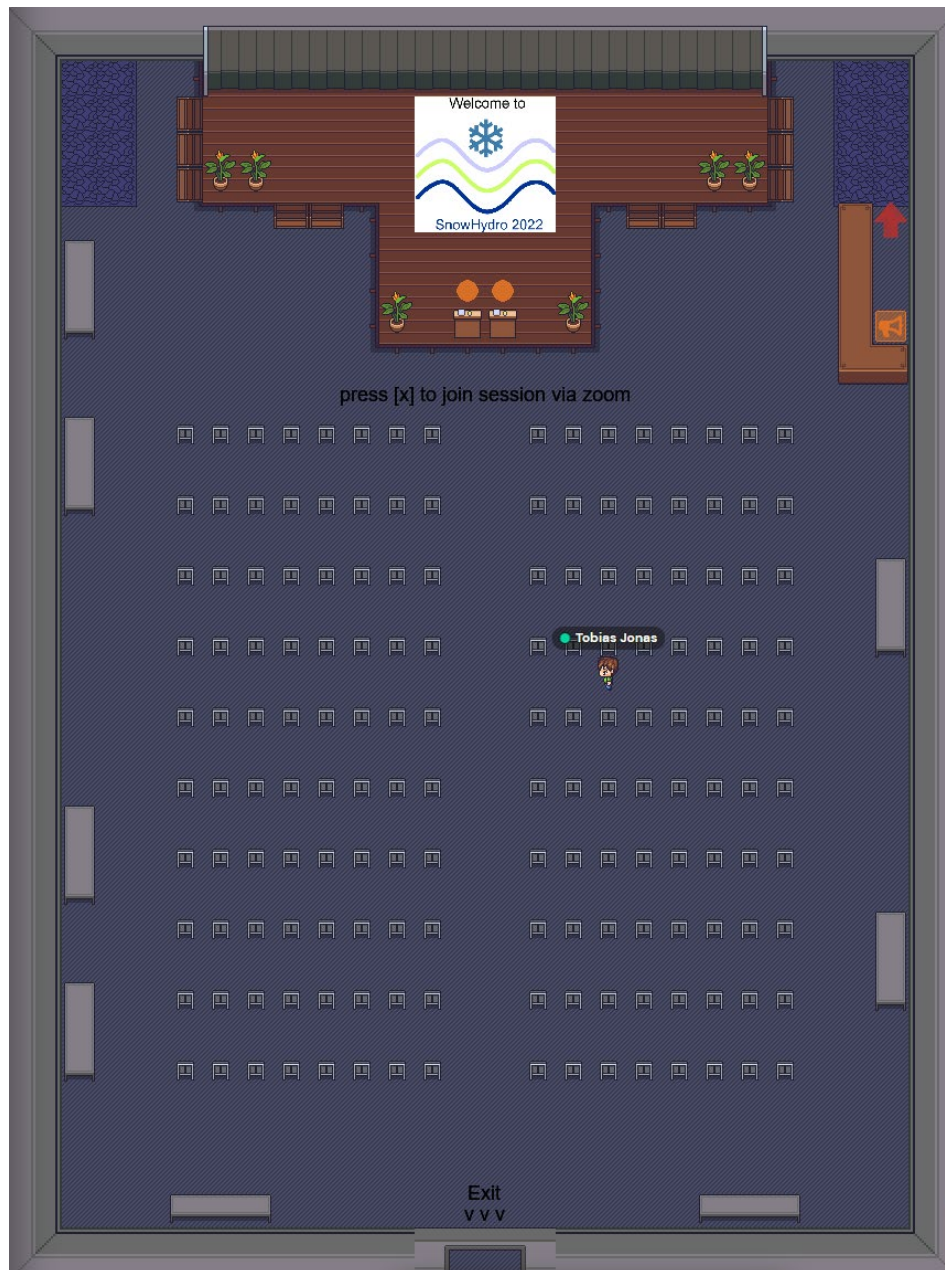
Sessions will be chaired by your conveners. The audience is asked to be muted during the talk. For questions please raise your hand, or type into the chat. The conveners may read your question from the chat, or ask you to temporarily unmute yourself for your question.

Presenters will be invited to share their screen in zoom so be familiar with your screen sharing procedure!

To present with Powerpoint, assuming you have only one screen attached to your computer

1 - open the powerpoint presentation in normal mode in your computer (editing mode)

2 - first maximize the powerpoint window, and then share your presentation in zoom by choosing  [entire screen], not the [powerpoint window].

3 - switch to presentation mode in powerpoint and start the talk.

This procedure may deviate if you have multiple screens or other presentation software.

To return to gather **please first close zoom** and only then press the green return button on your gather interface. This avoids multiple zoom instances to accumulate over time.

Re-enter

**Poster sessions (go to poster hall)**

The posters are sorted by an ID number listed in the program. Each poster has its own space. Poster # 1 is in the top left corner of the room, poster # 36 is in the lower right corner. Note that due to cancellations a few poster booths will be unused.

In the poster hall, go to the space in front of the selected poster. Press [x] to see the poster. The space in front of the poster is defined as private space to facilitate focussed discussion with the presenter and others in that space.

**Ice breaker event, discussions, and chit-chat (go to lounge)**

The lounge is your main room to gather and interact outside of the sessions. Just walk around, meet people, discuss the last session at a table, or hang out at the bar. Tables are associated with private spaces, so best if you choose a table that approximately fits the size of your group.



We are looking forward to meeting you at SnowHydro2022 and wish you all a successful meeting. Please swing by the front desk and say hi!