

Canadian Bioethics Society (CBS) GatherTown Instruction Sheet

We look forward to you joining us at the CBS Connect with Colleagues Events! We have created this document to assist you with your participation.

Platform

The event will be hosted on the virtual platform GatherTown. It does not require any application downloads.

Tips before getting started

1. GatherTown will only run on a computer through Chrome, Firefox or Safari. It will not run on a mobile device such as a phone or tablet.
2. GatherTown requires that no other software requiring computer camera or microphone access be in use.
3. GatherTown is set up to mirror a real reception space. You are free to move around the room, and in and out of conversations naturally.
4. We encourage the use of headphones for optimal sound quality.

Login Instructions

1. Click [here](#) to view a video on how to use GatherTown.
2. If you are new to the platform and wish to practice navigating, there is a [free demo](#) available on the GatherTown website.
3. Once logged in, follow the prompts to enter your name as you would like it to appear to others at the reception. **Please use your full name.**
4. Allow GatherTown to access your computer's microphone and webcam.
5. You will be asked to choose an avatar character that you will use to "walk" through the reception using your keyboard arrow keys.

Navigation Tips

1. Hold down "G" on your keyboard- This allows you to pass through others on your way around the space.
2. If you want to find a certain person in the room, right click on their name in the participant list and click "locate on map".
3. There might be situations where you get stuck between people or objects. Simply hold G and your character will become invisible allowing you to move past people or objects. While you hold G, your camera and mic will turn off.

Conversation Tips

1. Whenever you are close to someone, their video will pop up at the top of the screen. Whenever they speak, a green hotline will appear. As you walk away from them, their video fades and you are unable to hear them.
2. Each table is a 'private' area. You cannot interact with anyone in a table unless you step into the table.