


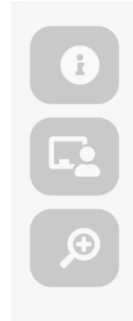
## Information for Poster Presenters and Attendees

- I. Enter GatherTown
  - a. See the instructions in “GatherTown\_ISSP\_guide.pdf”.
  - b. PLEASE WEAR HEADPHONES.
  - c. Materials are also available through the interactive schedules that were sent to you. The quality and speed may be better there, and you will have more video controls than in GatherTown.

### FOR PRESENTERS

- II. Live session time slots
  - a. Your poster location can be found in “Sessions.pdf”.
  - b. There are two timeslots for live interaction.
  - c. For example, the early one on Monday is 7:30 AM-8:30 AM, and the later one is 11:15 AM-12:15 PM (both EST (UTC-5)).
  - d. If you cannot make both sessions, don’t worry; just do whichever one you can.
- III. Poster area
  - a. Your poster area will be in a room off of the main GatherTown room.
    - i. Odd numbered sessions are on the top, even on the bottom.
  - b. Posters are arranged by what is called “Session #” in the Session.pdf file.
  - c. First author names and “Paper ID” are in the lower right corner.
    - i. If you see any errors, let us know (issp2020@mailman.yale.edu).
  - d. Your Tour video is linked to a video icon outside the region of your poster.
    - i. This way, people can listen to it before entering the room.
    - ii. Multiple people can listen to it at once.
  - e. To present your poster where everyone sees just what you are seeing, you should try “Share screen.” Open your presentation on your computer; this document will appear in the list of possible shared screens when you use “share screen” from your menu (at the bottom of the screen). Choose only the screen you want to share, not the entire screen. Then, others should be able to see your presentation as you move through it, and see your cursor/pointer.
  - f. You can also share other windows, such as a Matlab demo or a video. Just open the application or file before you try to share screen in GatherTown.
  - g. Alternatively the poster itself is accessible to attendees when they hit “x” while standing in front of (or behind) the poster icon: 

- i. There is a small menu with three icons on the right side.
  - ii. The top one is a link to a Discord channel; click on it, then click on the URL shown below it. You will have to log into Discord to use it.
  - iii. The middle icon is a poster control icon. Initially, it is mostly grey; this allows you to use the “hand” tool to move the poster around. If you click on the icon, it turns darker; this allows you to place a temporary red circle wherever you click on the poster. (Attendees can do this too.)
  - iv. The bottom icon is a “magnify” icon; click once to enlarge, another time to enlarge more; click again to start decreasing the size. (There may be some posters where only one click is allowed.)
  - v. Each participant’s window shows just what they have scrolled to, not what you have scrolled to. This can be a bit confusing, so be sure to mention which section you are talking about.
- h. There is a shared whiteboard in every poster room. You and your audience can write and draw on it.
- i. You can create multiple pages (see top menu bar).
- i. Please check the Discord channel occasionally to see if questions have been posted while you were away.



#### FOR ATTENDEES

- IV. Poster rooms
- a. There are 10 poster rooms, 1 through 10, arranged around the outer edges of the main room, with odd numbered sessions on the top and even on the bottom.
  - b. Times when you can expect authors to be present are listed in Session.pdf and in the room label.
    - i. Authors may not be able to be at both sessions.
    - ii. Authors may be present at other times as well.
  - c. Posters are up 24 hours a day.
  - d. The schedule for that poster session is available immediately on entering the poster room.
    - i. Hit “x” to open the schedule as a Google doc.
    - ii. Hit command/control “f” to search.
  - e. Each poster has an area assigned, numbered 1-n for that poster session.
    - i. You can use the “minimap” on your personal menu to get an overview.
    - ii. Each area is sound isolated from other areas.
    - iii. There are no walls around this area, so you can just walk to the next area at any time.
  - f. The poster itself is accessible by standing next to it and hitting “x”:
    - i. See section III\_g for details.

- ii. You can access it whenever its icon is outlined in yellow, even if you are standing outside the gray (sound isolated) area.
- g. There is a shared whiteboard in every poster room, accessible by hitting “x”.
  - i. See section III\_h for details.
  - ii. You can access it whenever its icon is outlined in yellow, even if you are standing outside the gray (sound isolated) area.
- h. You can post questions in the Discord channel for a poster at any time.
  - i. See section III\_g for details.