

## Manual for Audience (Virtual)

The online Poster and Demo! sessions will use the platform <https://spatial.chat>. This is an online communication tool based on an avatar. The following is a manual for presenters of Posters and Demo!.

1. It is recommended to listen to the sound with earphones or headphones. In addition, it is also recommended to use a cable for connecting to Internet.
2. Login to SpatialChat  
The URL of the virtual presentation rooms and password will be provided by the following URL and e-mail.

<https://www.ieee-gcce.org/2021/presentaion.html>

-

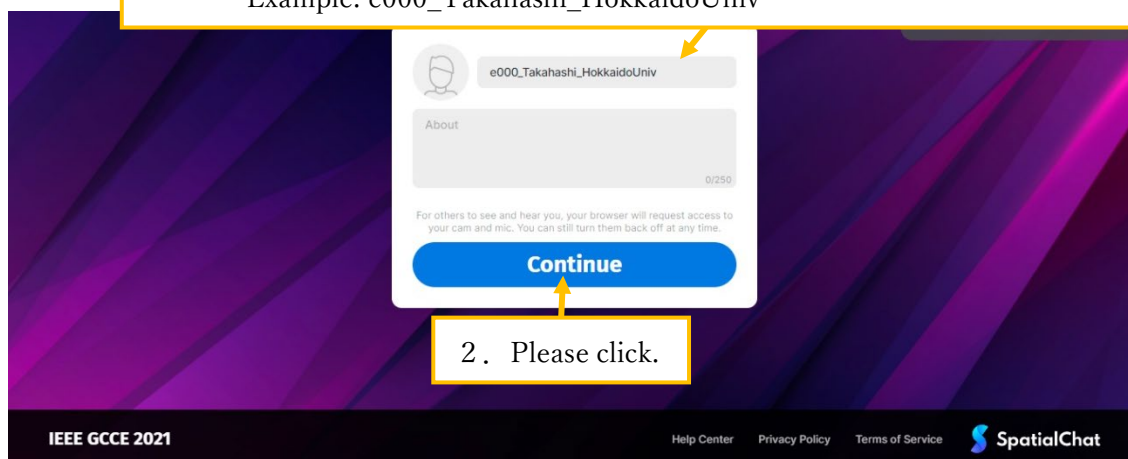
### 3. Register the avatar name

After clicking on the URL above, the following screen will appear.

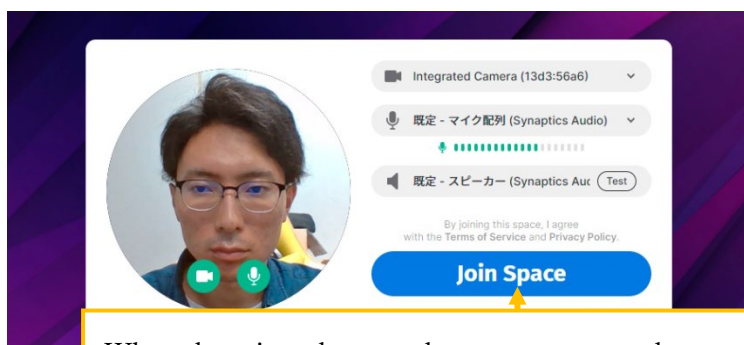
1. Follow the rules below to register your name.

Rule: Registration number\_Family name (\_Affiliation (additional))

Example: e000\_Takahashi\_HokkaidoUniv



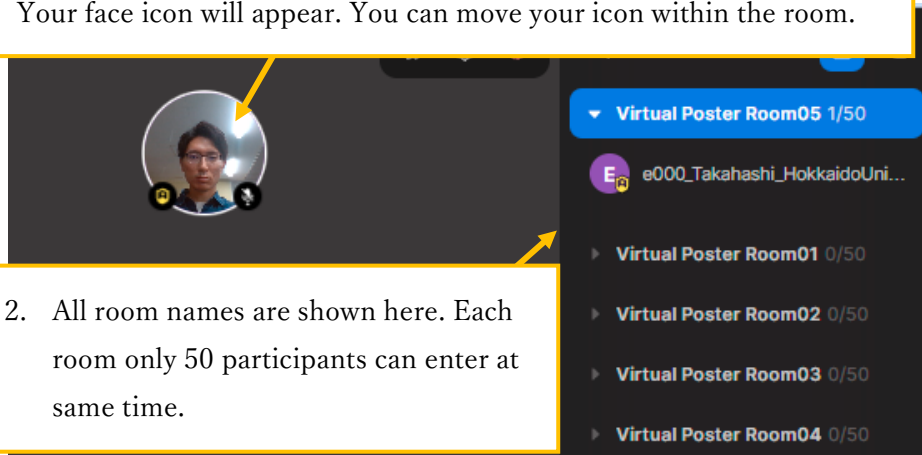
### 4. After click "Continue" the following screen will appear.



When the microphone and camera are turned on as shown in this screen, please click "Join Space".

5. The screen will change to the one shown below. Please enter the room to which you have been assigned.

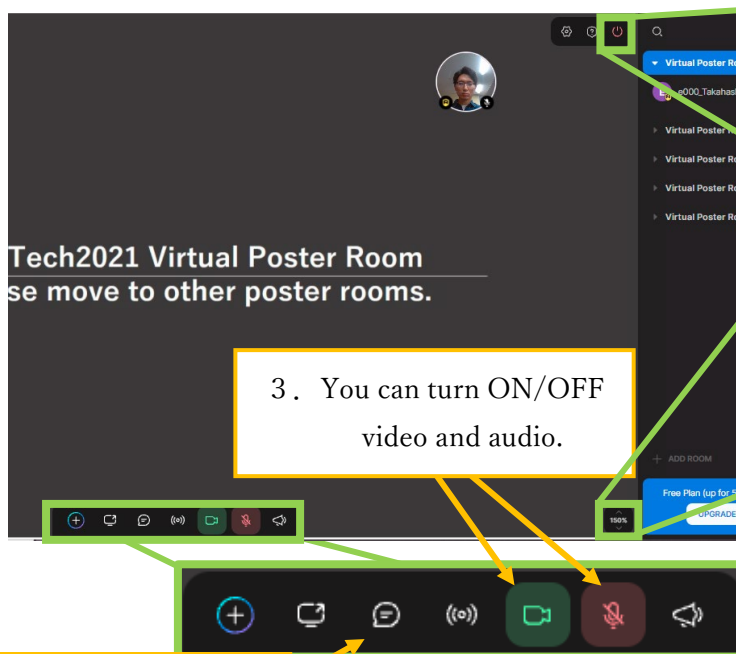
1. Your face icon will appear. You can move your icon within the room.



2. All room names are shown here. Each room only 50 participants can enter at same time.

3. Here you can see room names and whom are in each room. If you click room name you can go to that room.  
If you click the name you can directly go close to that person.

6. There are some functions that you can use.



1. Click when want to leave the room.

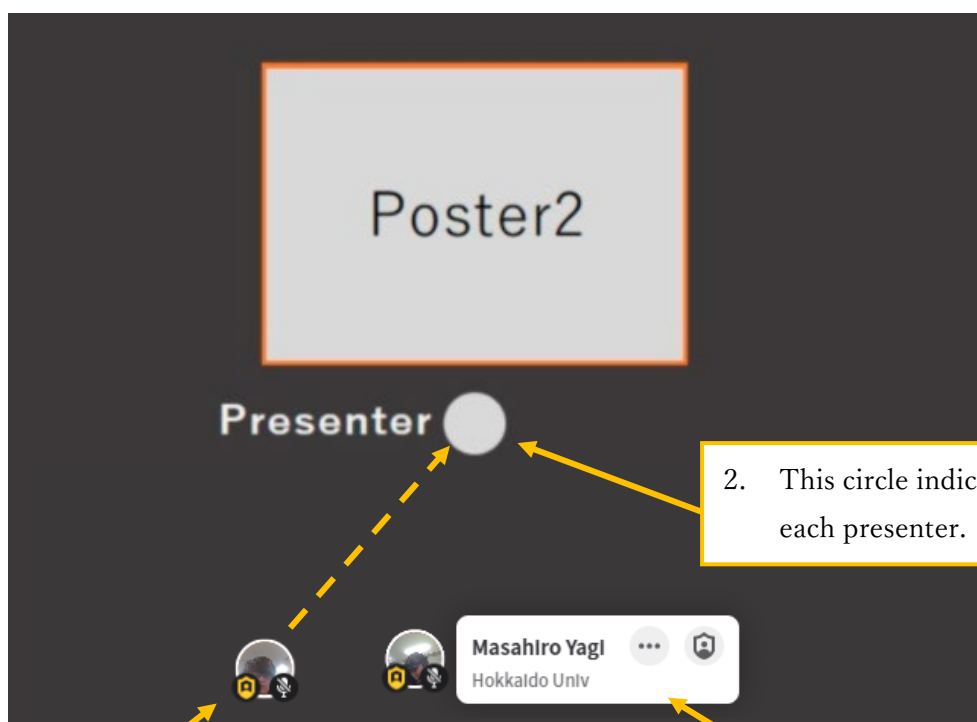
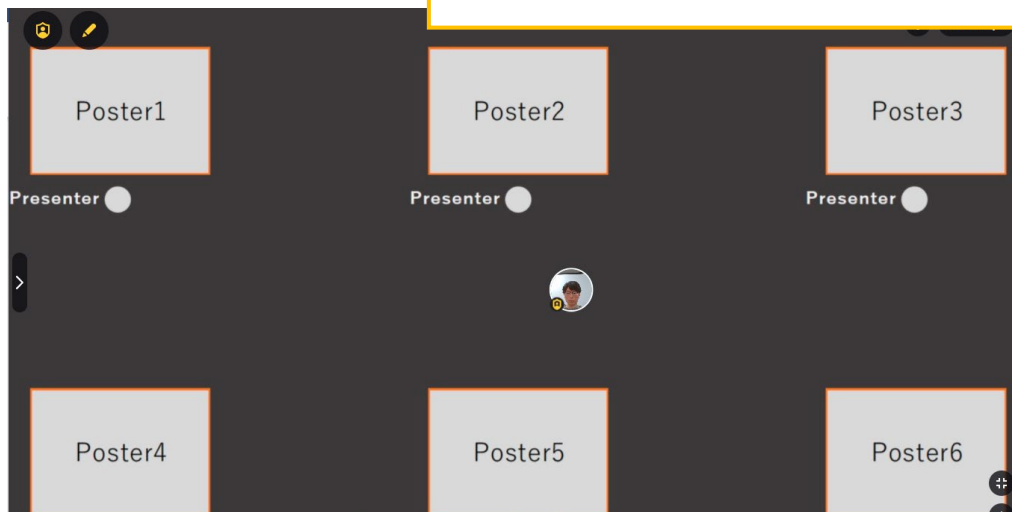
2. You can zoom in and out using the scroll button

3. You can turn ON/OFF video and audio.

4. Chat: though will be share to all peoples within your room.

## 7. Basic operation at Virtual Poster Room

1. There will be six posters in each virtual room.



2. This circle indicates position of each presenter.

3. To talk with another presenter, move your icon close to the presenter. When you are close to someone you can talk each other.

4. If you hover the mouse over any other person, you can see the person's affiliation info.

## 8. Basic operation at Virtual Demo!Room

1. One booth for Demo! will be allocated to each presenter.

2. A demo video and a poster will be placed in each virtual room.

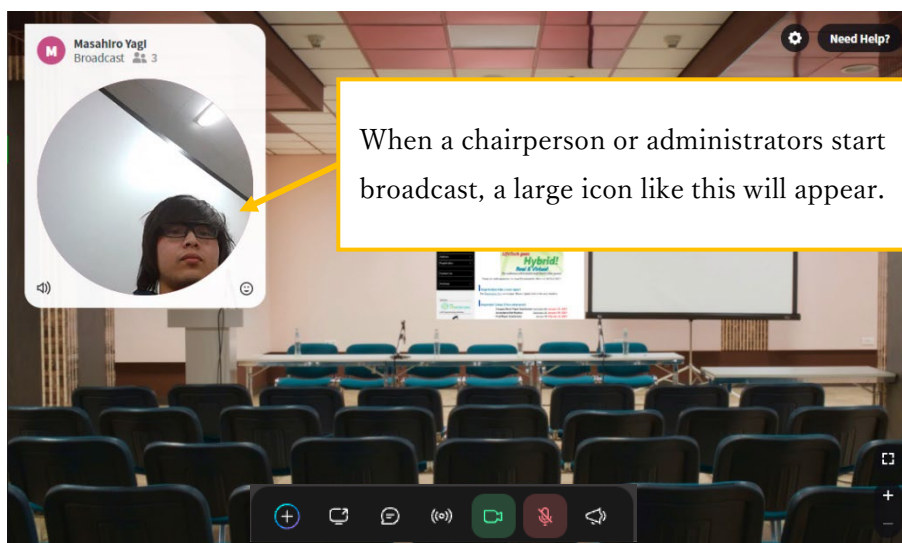


3. This circle indicates position of each presenter.

4. To talk with another presenter, move your icon close to the presenter. When you are close to someone you can talk each other.

5. If you hover the mouse over any other person, you can see the person's affiliation info.

## 9. Broadcast



When a chairperson or administrators start broadcast, a large icon like this will appear.