

## Manual for Audience (Virtual)

The online Poster 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.

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

Click on the following URL and enter password to login the virtual space:

### 【Poster】

URL: <https://app.spatial.chat/s/gcce2022-POS-V>

- Login password will be provided by e-mail.

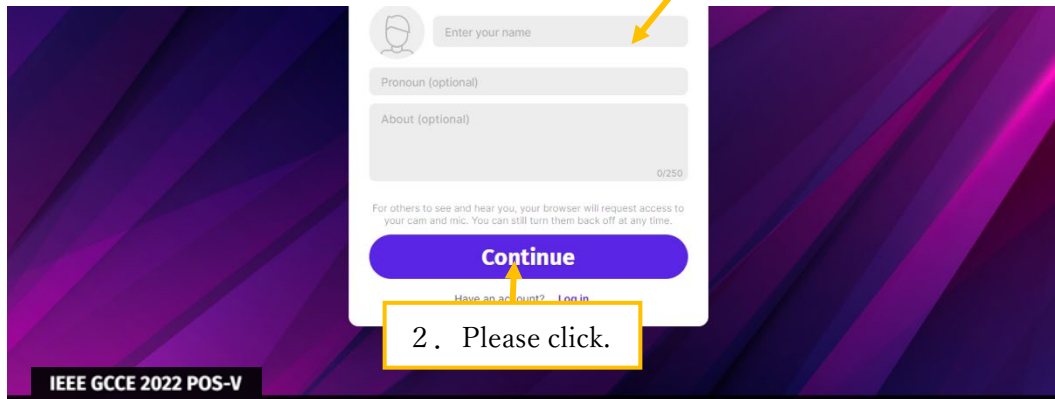
### 3. Register the avatar name

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



The image shows a registration form for IEEE GCCE 2022 POS-V. The form is centered on a purple background. It includes a profile icon placeholder, a text input field for "Enter your name", a text input field for "Pronoun (optional)", and a text input field for "About (optional)". Below these fields is a character count "0/250". A blue "Continue" button is at the bottom of the form. Below the button is a link "Have an account? Login". A yellow box with the text "2. Please click." points to the "Continue" button. The text "IEEE GCCE 2022 POS-V" is visible in the bottom left corner.

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



The image shows a "Join Space" screen for IEEE GCCE 2022 POS-V. It features a circular video feed of a person wearing a face mask. To the right of the video feed are three dropdown menus: "Integrated Camera (13d3:56a6)", "既定 - マイク配列 (Synaptics Audio)", and "既定 - スピーカー (Synaptics Auc)". Below these menus is a "Test" button. A blue "Join Space" button is at the bottom. A yellow box with the text "When the microphone and camera are turned on as shown in this screen, please click 'Join Space'." points to the "Join Space" button. The text "IEEE GCCE 2022 POS-V" is visible in the bottom left corner.

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

The screenshot shows a virtual poster session interface. On the left, a 'Presenter' icon is visible. In the center, a banner reads 'This room is test room for virtual Poster (Virtual)'. On the right, a list of rooms is shown: 'Practice room POS-01 0/5', 'Practice room POS-02 1/5' (highlighted in purple), and 'Practice room POS-03 0/5'. Below the rooms, a participant's name 'E e000\_Takahashi\_HokkaidoUniv (...)' is listed. Three numbered callouts provide instructions: 1. Points to the 'Presenter' icon, stating 'Your face icon will appear. You can move your icon within the room.' 2. Points to the room list, stating 'All room names are shown here. Each room only 50 participants can enter at same time.' 3. Points to the participant name, stating '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 name you can directly go close to that person.'

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 name you can directly go close to that person.

6. There are some functions that you can use.

The image shows a screenshot of the SpatialChat web interface. At the top, the header includes the SpatialChat logo, the text "IEEE GCCE 2022 practice space for POS-V", and a "Presenter" role indicator. A banner in the center reads "This room is test room for virtual Poster (Virtual)". Below this, a document titled "Manual for Poster (Virtual)" is displayed. Four yellow callout boxes with arrows point to specific UI elements: 1. Points to a chat icon in the bottom toolbar. 2. Points to the video and audio toggle icons in the bottom toolbar. 3. Points to the 'E' (exit) icon in the top right toolbar. 4. Points to the zoom in (+) and zoom out (-) icons in the bottom right corner.

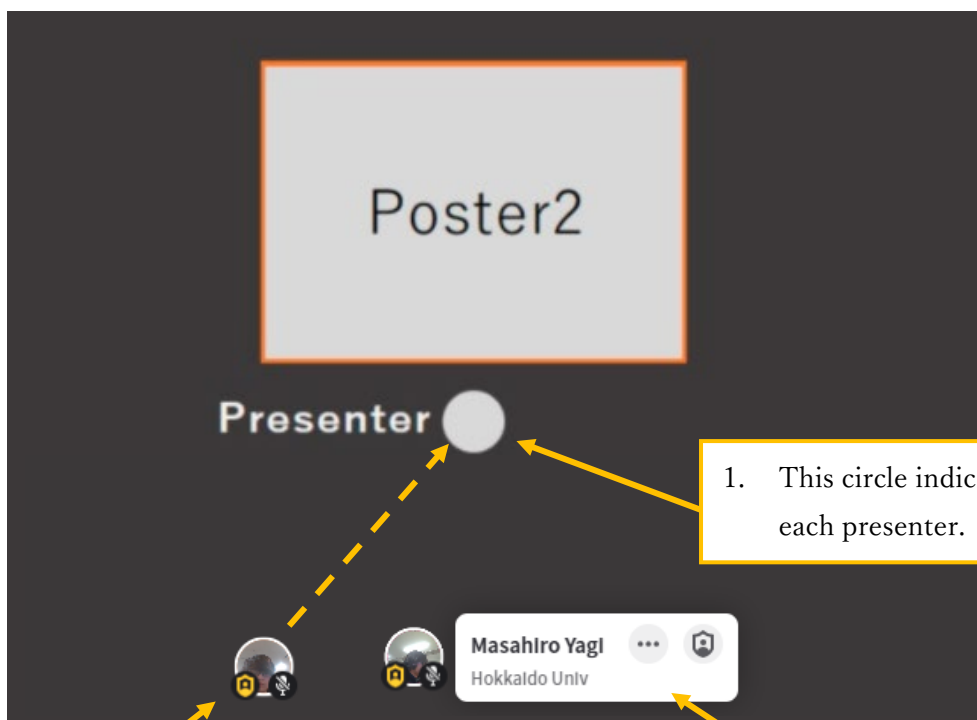
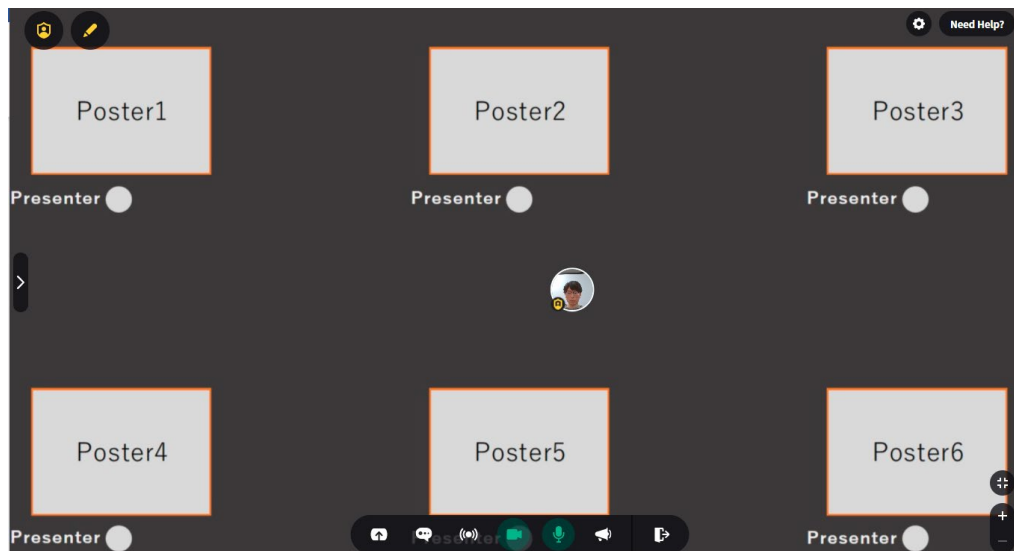
1. Chat: you can share to all people within your room.

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

3. Click when want to leave the room.

4. If click you can zoom in 「+」 and zoom out your screen.

## 7. Basic operation at Virtual Poster Room



1. This circle indicates position of each presenter.

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

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

## 8. Broadcast

