EJEA Conference 2021 in Kagawa

Instructions for the Online Poster Session

1. Please check the accessibility to the SpatialChat website (the testing site will be effective until October 20th)

Recommended browsers for the SpatialChat websites. Difficulties may arise if using a smartphone.
・ Google Chrome
・ Firefox
・ Microsoft Edge
・ Safari
・ Opera
For further information, please also visit the following website:
https://help.spatial.chat/hc/ja/articles/360017769780

URL of the testing SpatialChat website: https://spatial.chat/s/wadaken
Password   ku1004   (effective until 20th Oct. 2021. Do not share this password with anyone).

If you find any difficulties in accessing the SpatialChat test website, please consult your system administrator.

2. Access to the live SpatialChat website of the Poster Session
URL of the live SpatialChat website: https://spatial.chat/s/ejea-kagawa
    Password will be announced separately.

Live Session Schedule
22 Oct 2021 9:15-9:30 (CEST), 12:00-12:15 (CEST)
23 Oct 2021 9:15-9:30 (CEST), 12:00-12:15 (CEST),
24 Oct 2021 9:15-9:30 (CEST), 12:00-12:15 (CEST),
The availability of the presenters will be announced in the chat box of the SpatialChat rooms.
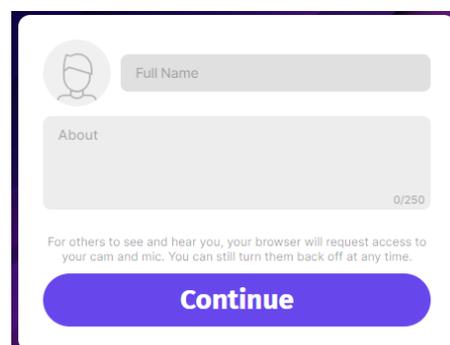
3. Logging in to the SpatialChat website

You will be first prompted on how you would like to be called. You can set your "Full Name" (include titles if you wish to be addressed that way) and your affiliation in the "About" box. Please follow the naming rules below.

> Poster presenter: [Poster No] SURNAME Middle and given name (Affiliation in short)
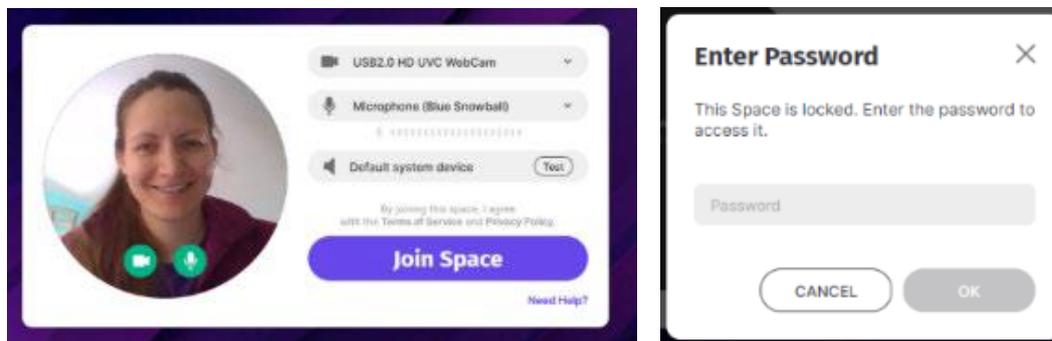>   ex. [P1] SETOUCHI Kaito (Shikoku U)
> Other participants: SURNAME Middle and given name (Affiliation in short)
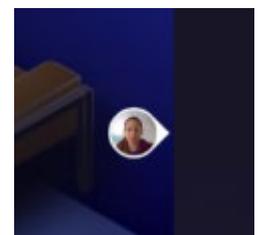>   ex. NAOSIMA Lemon (Umi Corp)

By clicking on the avatar area, you can choose a picture from your computer.

The next screen prompts you about access to your microphone and webcam settings. These can also be changed when you are inside the Spatial Chat room. When settings are ready, click "Join Space". The system may ask you to enter the password.

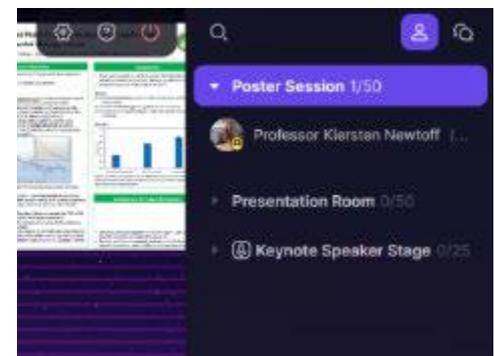## 4. Moving around the SpatialChat space (in a room and between rooms)

There are two ways moving around in this space: moving within a room and moving between rooms. To move within a room, click on your circle in the space and drag it to a new space. Please do not place your avatar on the poster images.

To zoom in and out, you can use the scroll wheel on your mouse to instantly change the zoom level. If you are not using a mouse, you can manually change your zoom level by clicking on the zoom bar in the lower right-hand corner.

There will be multiple rooms at the conference for those presenting posters. To move between rooms, click on the room name in the list on the right-hand side. If you do not see a list of rooms, click on the person icon in the top right corner of your screen.

5. Talking to others using the platform

Much like spaces in real life, you hear people who are closest to you and as you move further from them, you hear them less until you are out of earshot. SpatialChat replicates this as you move your circle closer and further away from others.

6. Using the chat feature

Please use the chat function by clicking the message icon at the bottom tools panel. You can also use emojis. The messages in the chat panel on the right will remain throughout the session.
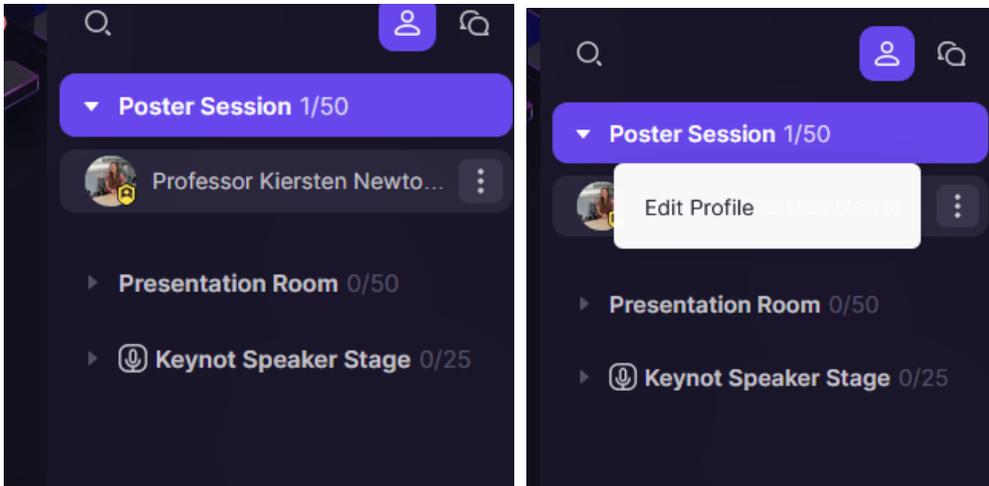
7. Leaving the room

When leaving the room, be sure to press the leave space button ⏻ at the top right before closing the window.

Appendix I. What to do when a problem occurs

Please close the window of the browser and re-access the SpatialChat website. If it does not work, please restart your PC or directly contact the webmaster.

Appendix II. Changing settings inside the SpatialChat rooms

If you would like to edit your profile details or change your profile picture, you can make changes after entering the Spatial Chat space. To change your profile details, move your cursor to your name in the participant's panel on the right. When you highlight your name, three vertical dots appear to the right of your name. Click on these dots and select "Edit Profile". The page of editing profile will be popped up.

Camera and microphone settings can also be accessed by moving cursor over those symbols at the bottom toolbar and selecting the three vertical dots that appear. After clicking the three dots, a pop-up page similar to the one when you first logged in will appear, allowing you to configure your devices.