Gather Instructions for NeuroFest

Welcome to Gather, a virtual meeting space designed to enable online events. Please follow the instructions below for the best experience.

Note: The first time you access Gather, you will go through Steps 1-8. This is the verification process so that only registered participants can use our space. For future logins, you will already be approved. We highly recommend practicing and accessing Gather before the event!

Signing In for the First Time

1. Using Chrome or Firefox, click on this link to enter the space: http://bit.ly/NeuroFestGather

   This is an access protected space on Gather. To continue, you must create an account with your email:

   Sign In

   If you want all your account/data to be deleted after the duration of the event, check this box (will delete all data associated with this account):

Note: You need to login with the same email address that you used to register for the event. Only registered emails will be able to access our Gather space.
2. Fill in your email address that you used to register for the event. Click on “send magic link”

3. Check your email for a message from Gather (login@mail.gather.town). Click on the link to sign in to Gather.

4. You will be prompted to finish signing in via Browser or Desktop App. Click on Browser.

5. You will then see the message below. Enter your email address again and hit Submit:

6. You will then see the message that you are signed in:
7. Depending on the browser you use, you may do one of the following actions to enter Gather:

Option 1: Go to the top of the page and click on Launch Gather:

Option 2: Close the existing tab and return to the first Gather tab:

8. At the bottom of your screen, choose the button to “enter space”. Now you are approved to enter the space!

After the initial verification process, each time you enter the Gather space

1. Enter your name and select which camera and microphone you want Gather to use.
2. Also, you may be prompted by your browser to allow Gather to use your computer’s microphone and camera. Select Allow.

3. Click on “Join the Gathering” to enter the space

4. You will see your name above your avatar, which you can now move around the space using the arrows on your keyboard.
   a. Your microphone and video will automatically start sharing if you move within close proximity of another attendee’s avatar

5. Next, you can personalize your avatar, name and other preferences in the settings bar by clicking the avatar icon, located in the toolbar at the bottom of your screen.

6. To see a mini map of the space, click on the map icon

7. Click on the smiley face icon to raise your hand for help or to react:

8. Your video will be in the bottom right corner of your screen.
a. When your microphone logo is red, you are muted. Click on the logo to unmute.
b. When your video logo is red, your video feed is off. Click on the logo to turn on the video.

Visiting the Interactive Booths

1. To get to the booths, follow the yellow arrows on landing space to navigate to the booths.

2. To use the interactive booths, walk on to the colorful carpet space and you will automatically be part of the conversation. If someone is sharing their screen for a booth, you can press ‘X’ on your keyboard to see it. To stop seeing screen share, press ‘X’ again.
3. Click on the chat icon to ask a question to everyone, nearby participants, or a specific individual.

4. If you get lost on the map, click on your name in the settings bar, and select Reset Position to return you to the center of the map.
5. To locate another participant, click on the logo in the bottom left corner and type in their name.

6. At any time you need assistance, click on the smiley face icon and select the hand. One of our helpful student volunteers will find you and be happy to assist!