

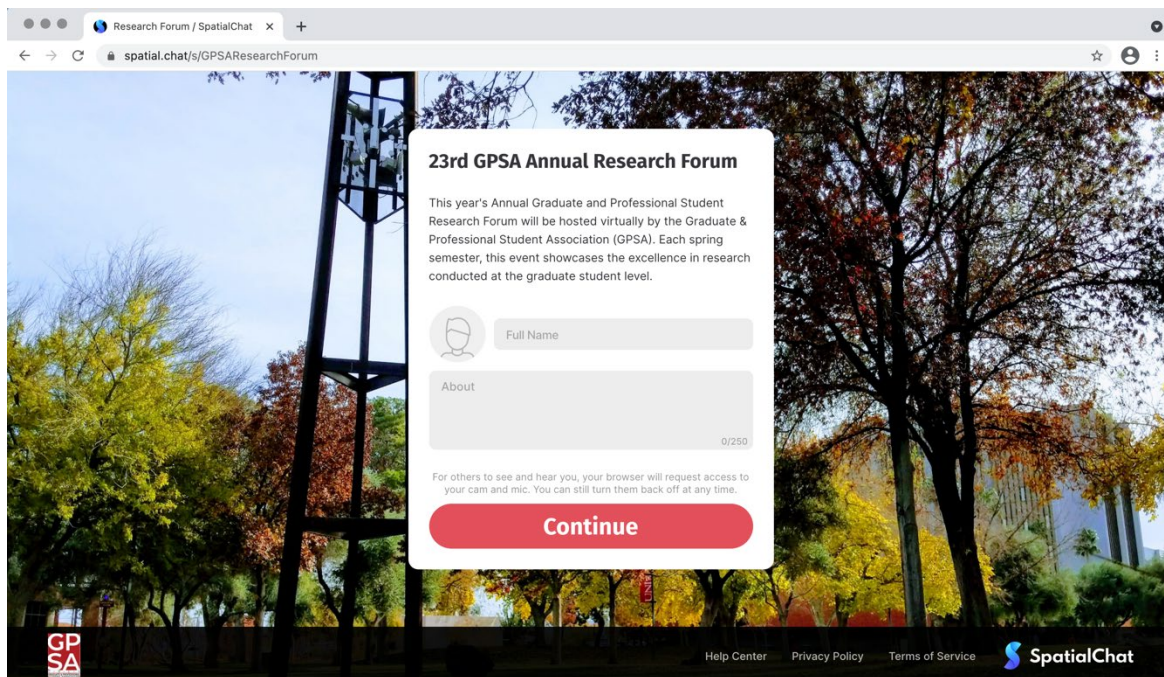
How to Join the 23rd GPSA Annual Research Forum via SpatialChat for Presenters

1. Access our space for the forum: <https://spatial.chat/s/GPSAResearchForum>

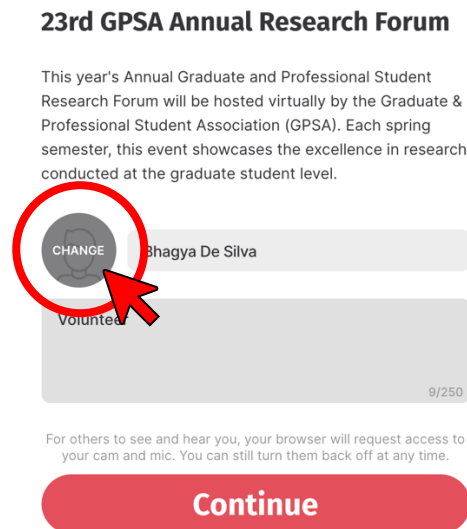
*the latest version of [Google Chrome](#) or [Firefox](#) are recommended browsers to use SpatialChat.

2. Sign-in with your full name (first and last name).

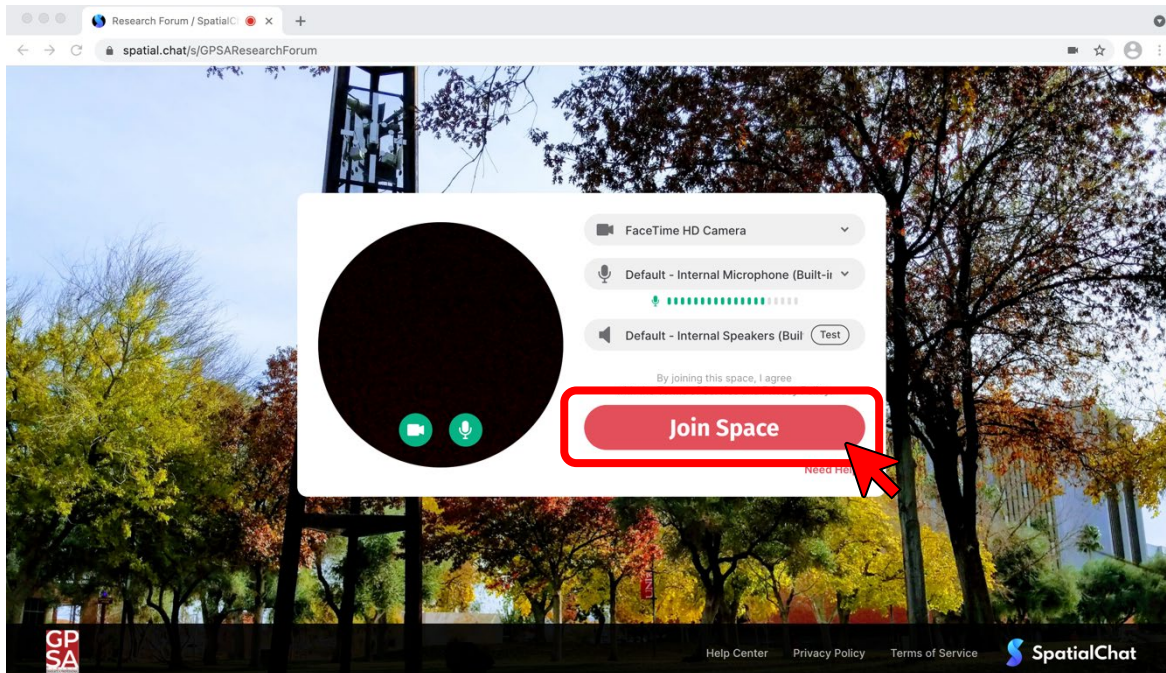
Please indicate your role for the research forum in the “About” section. Ex: Presenter, Judge, etc.



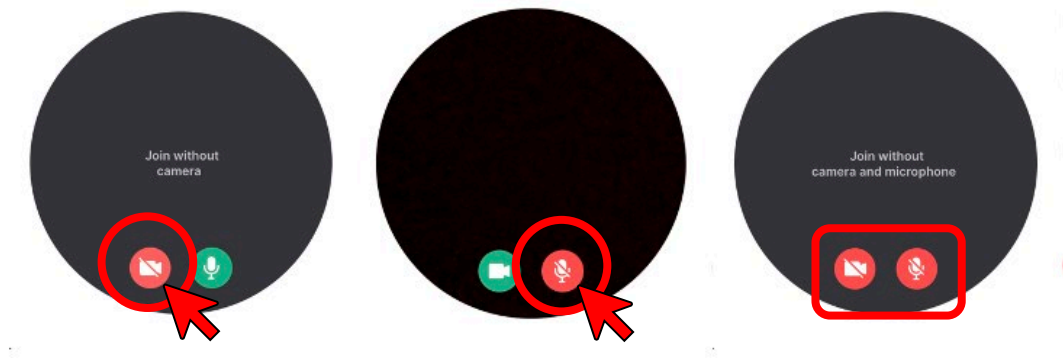
You may upload your photo if you would like by clicking on the button shown below:



3. Test your Camera & Microphone then click “Join Space:”

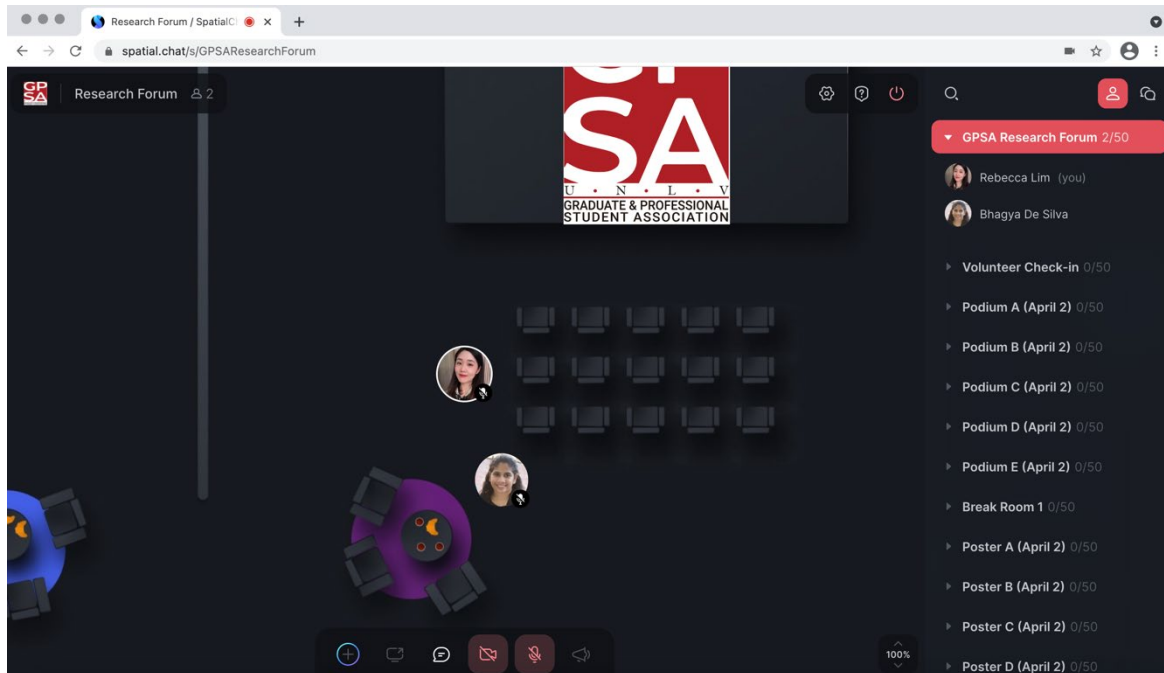


You may choose to join without camera, without microphone, or without both camera and microphone:



You can change the camera and microphone settings inside the virtual forum space later as well.

When you click on “Join Space,” You will be admitted to the main space/room for the GPSA Annual Forum as shown below:

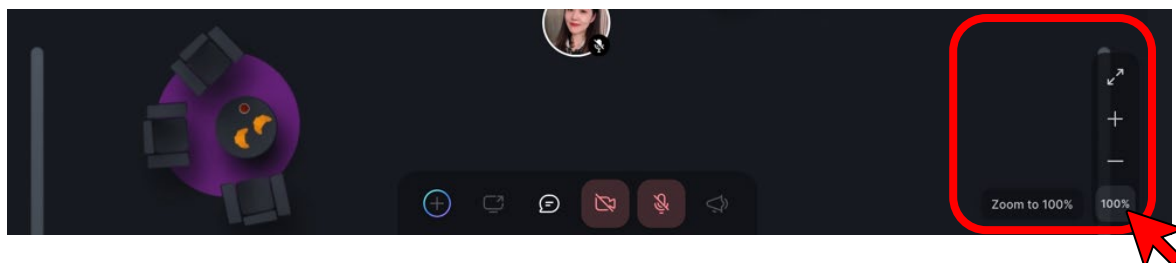



4. Basic Mouse Control inside the Space:

- A. Click and drag your photo to move around the room.
- B. Click and drag on an empty spot to move the area.
- C. Use the mouse wheel or touchpad to zoom in and out.

When you join any room in SpatialChat, the rooms may be zoomed in at 100% by default and crop out some parts of the space. **Please make sure to zoom out** to see the entire space.

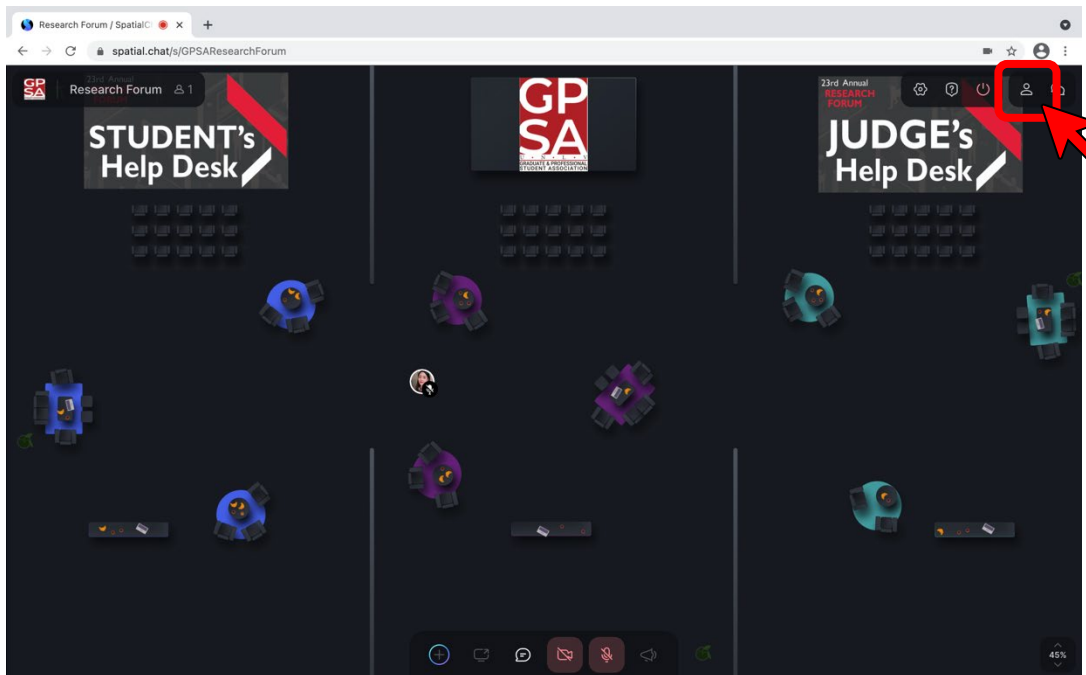
You can also zoom in and out by clicking on the percentage shown at the bottom right of the space:



Use the expand icon,  for full screen. Press ESC key to exit the full screen mode.

Plus sign will zoom in to the space, and minus sign will zoom out of the space.

You could also hide the list of rooms on the righthand side by clicking the human icon at the top right corner of the space (marked with a red box above) for a better view of the space as shown below:



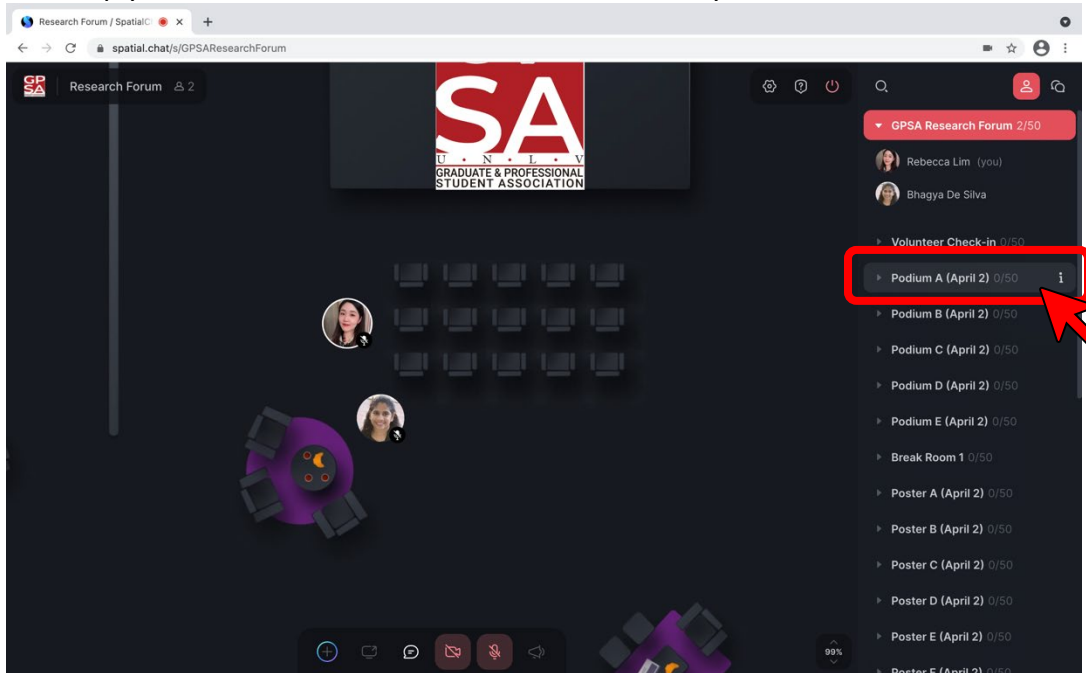
Clicking the human icon again will show the list again.

5. Help Desk:

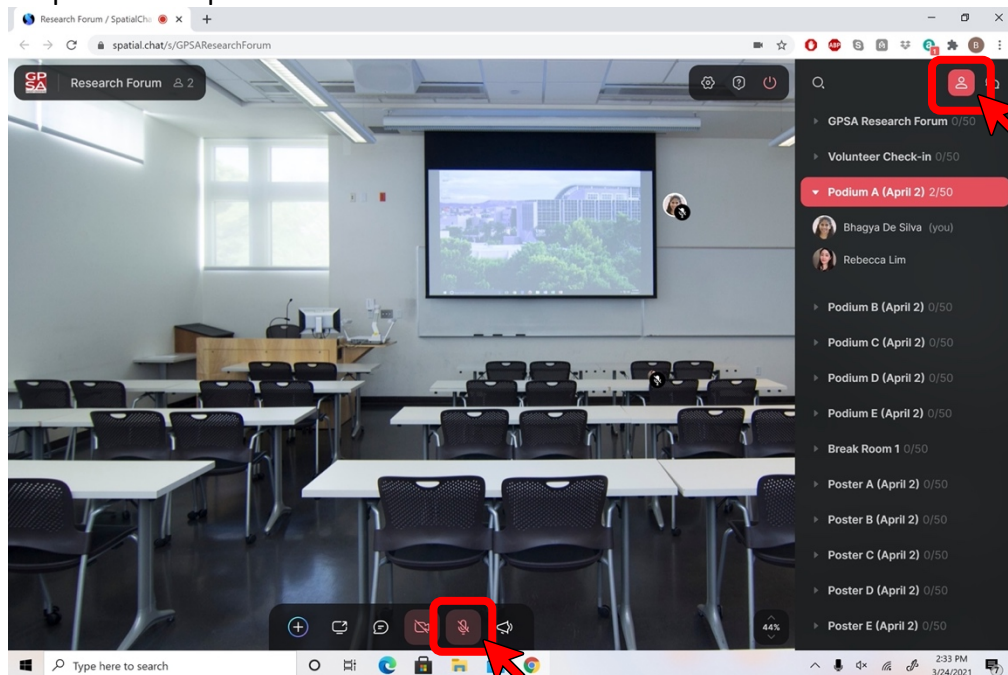
- A. Student's Help Desk is located on the left-hand side of the main space called, "GPSA Research Forum." You may have to hide the room list or zoom out to view the area.
- B. All presenters must check-in at the Student's Help Desk at least 10 minutes prior to their presentation(s).**
- C. There will be a room dedicated for volunteers called, "Volunteer Lounge." All volunteers must check-in at Volunteer Lounge by 8:30am.**
- D. Visit Help Desk for any technical assistance or for your session information.

6. How to Join the Presentation Session(s):

In order to join a presentation session, check the list of the rooms on the right-hand side of the space and simply click on the room, named with a session of your choice:



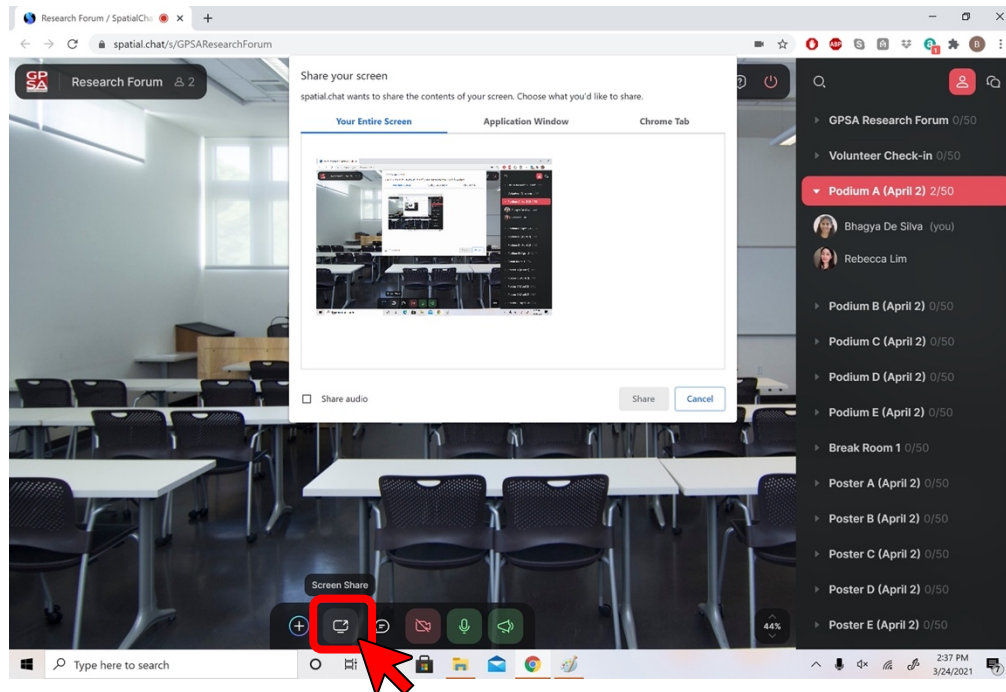
Make sure to turn (keep) your microphone off when you enter a presentation session until it is your turn to present or speak:



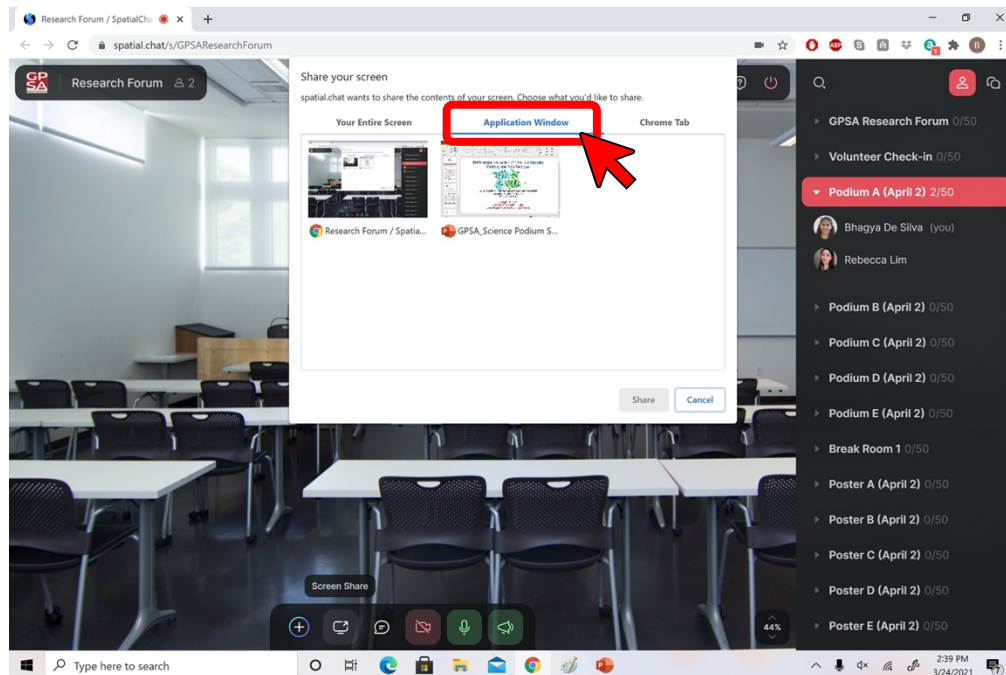
You may click on the human icon to hide the list of rooms/sessions on for a better view of the space.

7. Podium Presentation:

Podium Presenters are recommended to use “Share Screen” function:

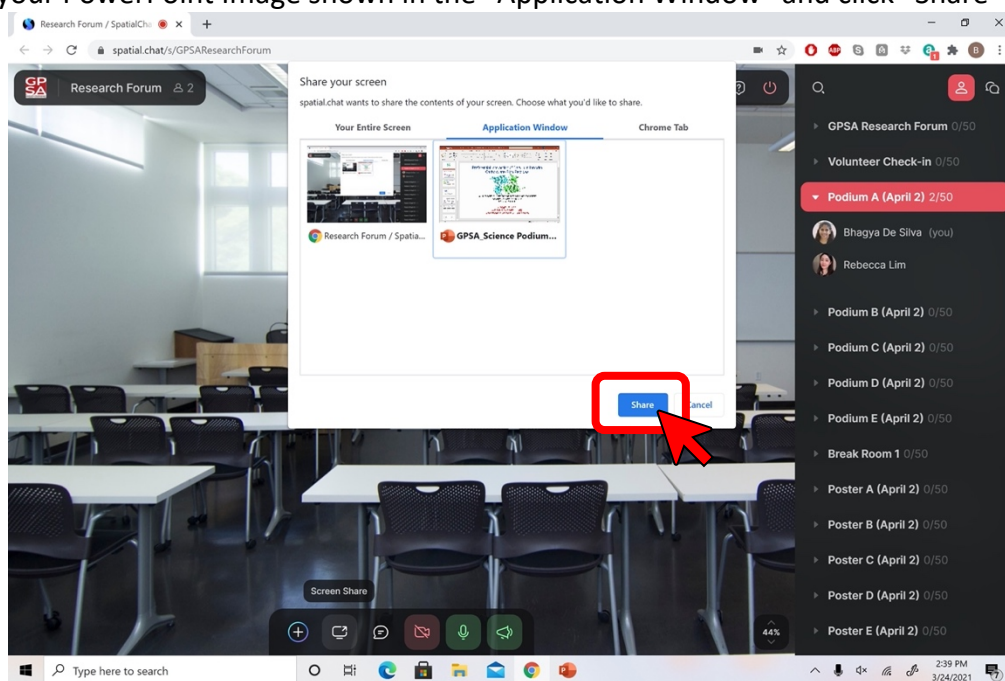


On the “Share your screen” pop-up window, choose “Application Window,” where you will see your PowerPoint slides:

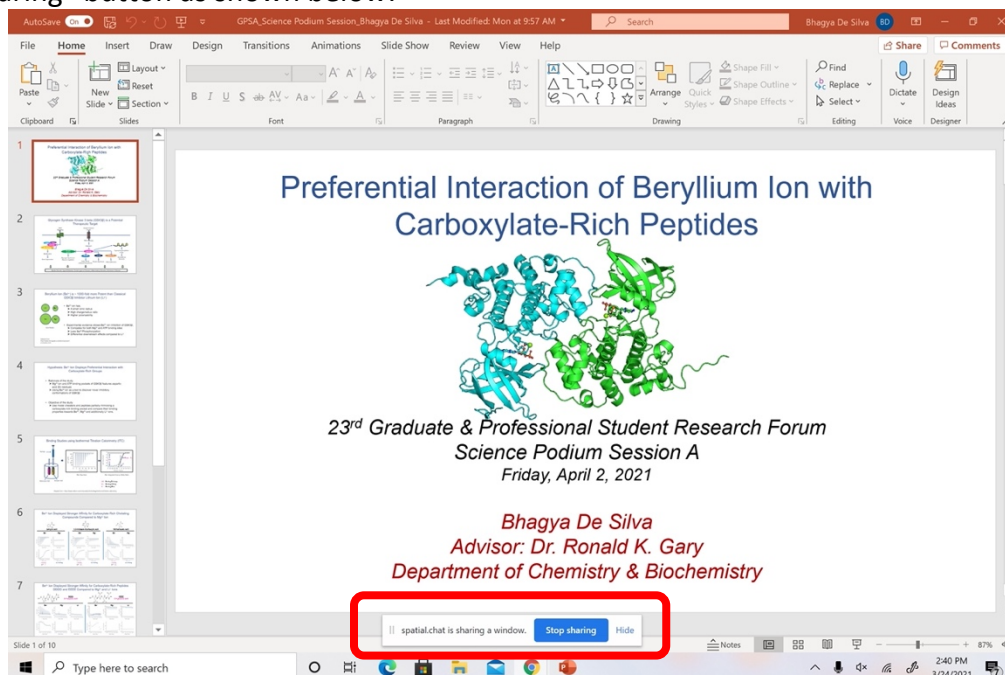


*Make sure to open your PowerPoint slides on your computer prior to using “Share Screen.”

Click on your PowerPoint Image shown in the “Application Window” and click “Share” button:

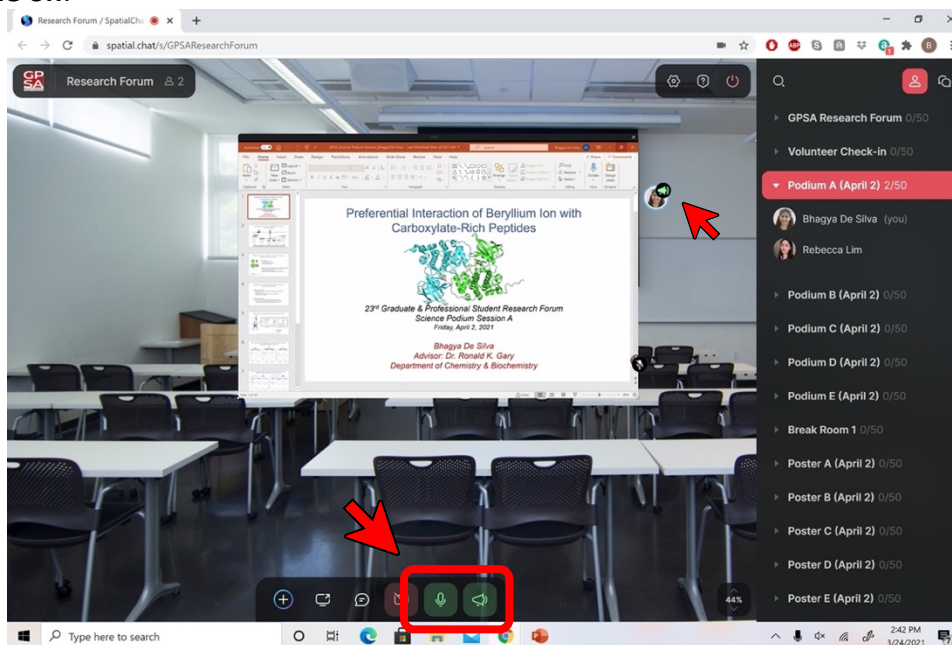


Your screen will switch to your PowerPoint. You should see the mini sharing status window with “Stop sharing” button as shown below:



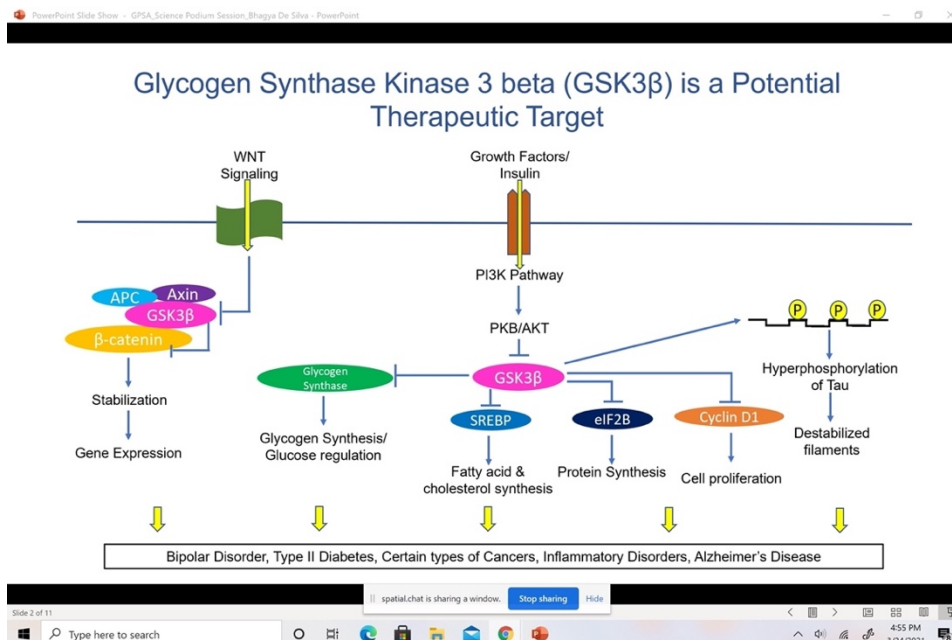
*We recommend presenters to keep the status window instead of hiding it. So, it will be easier for the presenters to stop sharing their slides once they are done.

Before you start your presentation, please come back to the SpatialChat to position your slides (click on the black color tab on the top of the presentation window & drag) on to the whiteboard provided in the presentation session background and **turn your microphone and megaphone on**:



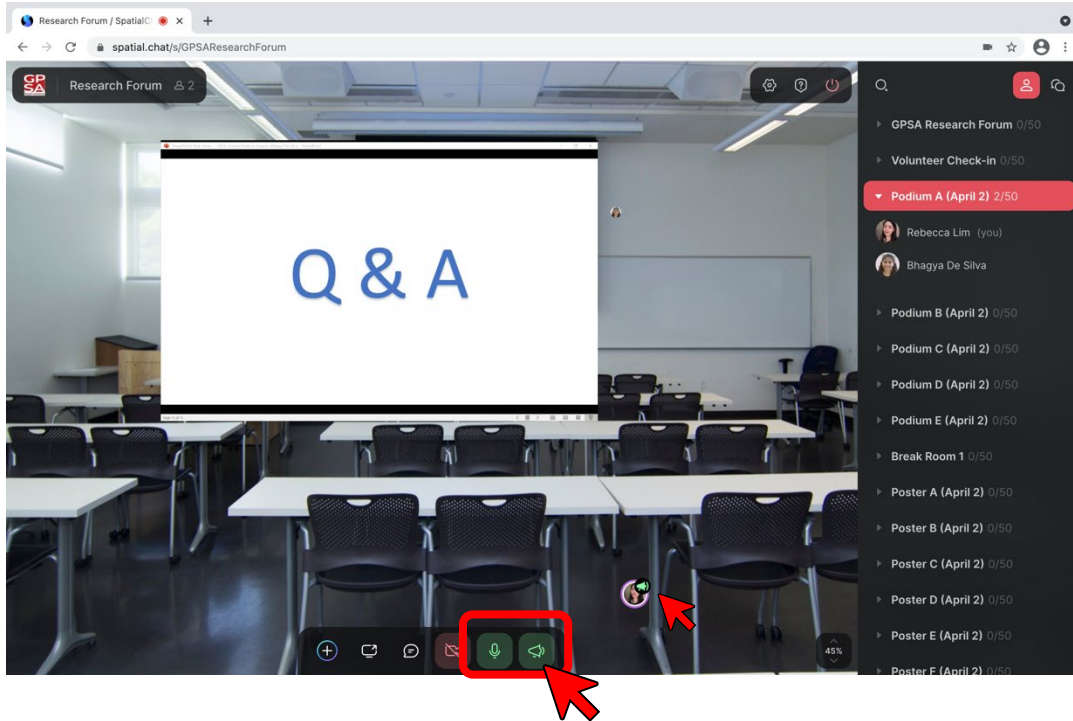
*Check if your page has the megaphone icon activated to make sure your megaphone is on. “**Megaphone**” allows you to speak to everyone in the room. “**Microphone**” allows you to communicate with people nearby only. It is important for a podium presenter to have their **megaphone** on. The audience and judges will not be able to hear the presentation otherwise.

After positioning your slides in the session room, switch back to your PowerPoint slides to start your presentation:

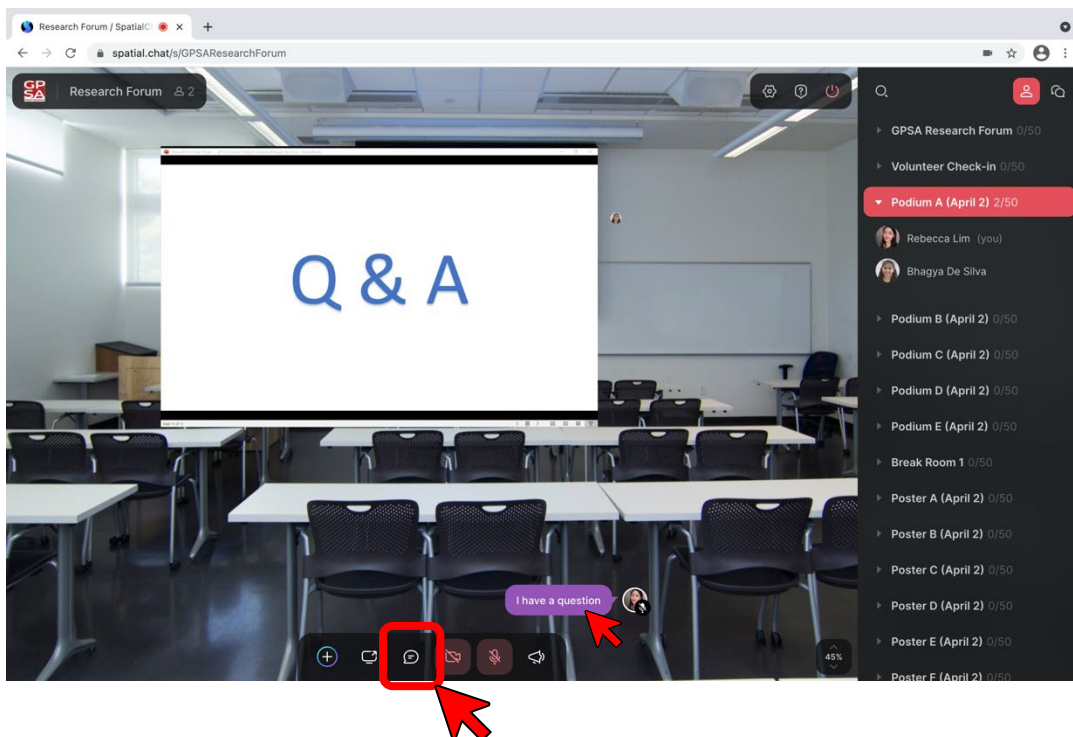


Remember to time your talk! Moderator will update the time for the audience and judges through chat, but the presenter will not be able to see the chat messages during their presentation. Once 10-minutes is up, the moderator will ask you to pause and move on to the Q&A Session.

For Q&A session, audience and/or judges can ask the presenter questions using megaphone:



Or using chat:

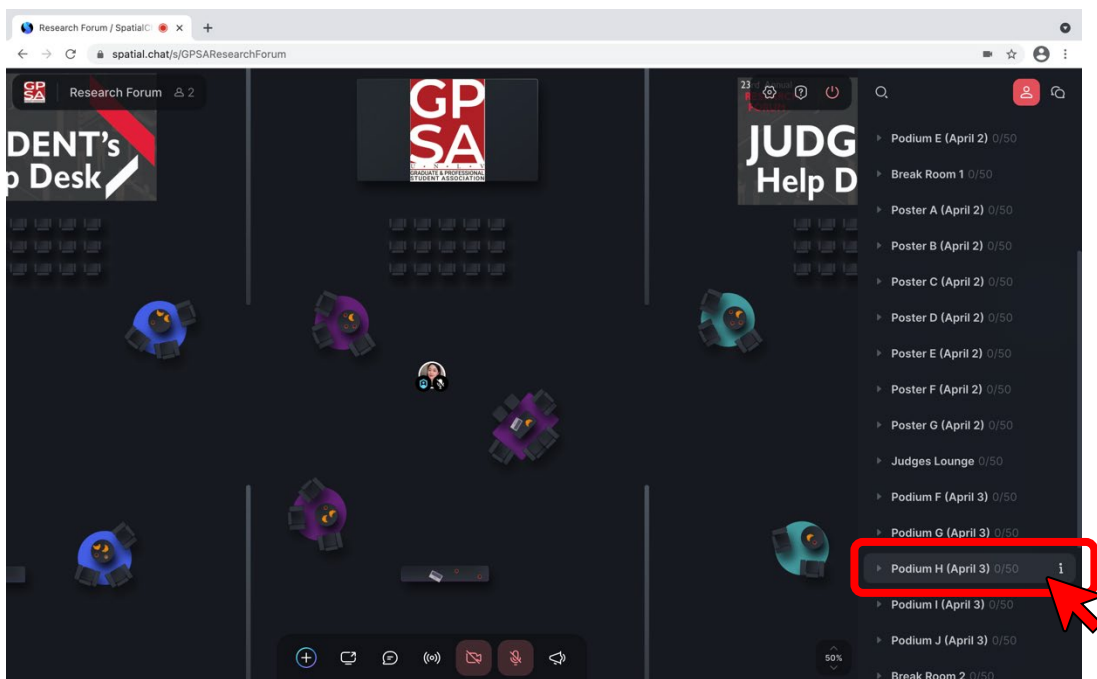


Assuming the presenter will still have their PowerPoint slides on, the moderator would have to read out loud the question asked as a chat message.

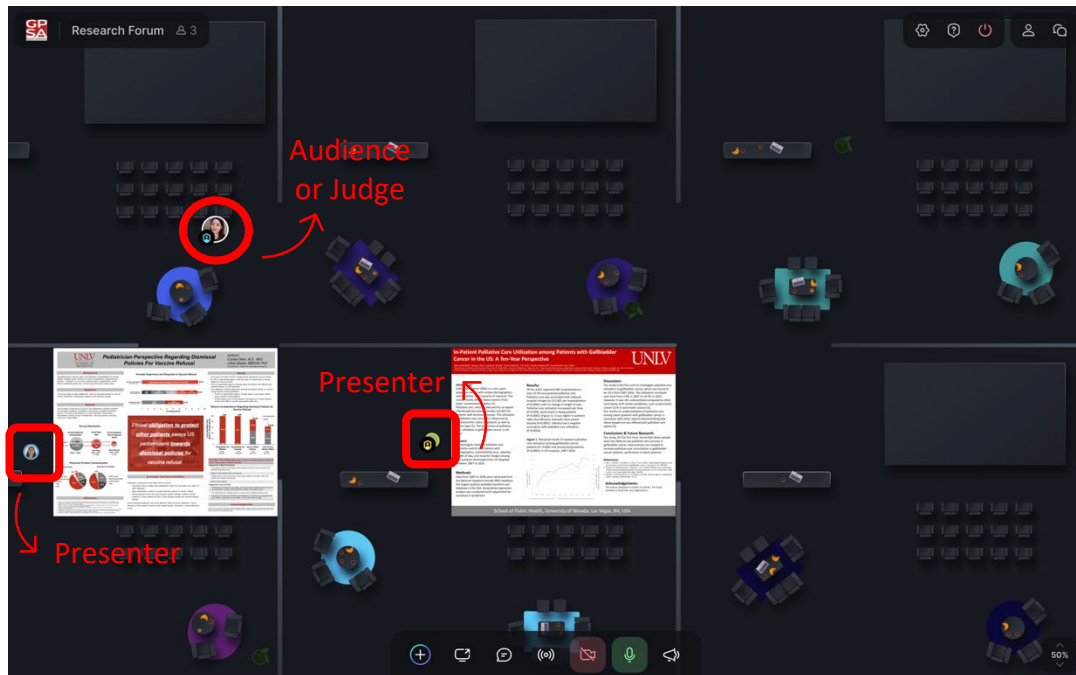
Once your presentation is finished, please “Stop sharing” your slides and mute your microphone for the next presenter.

8. Poster Presentation:

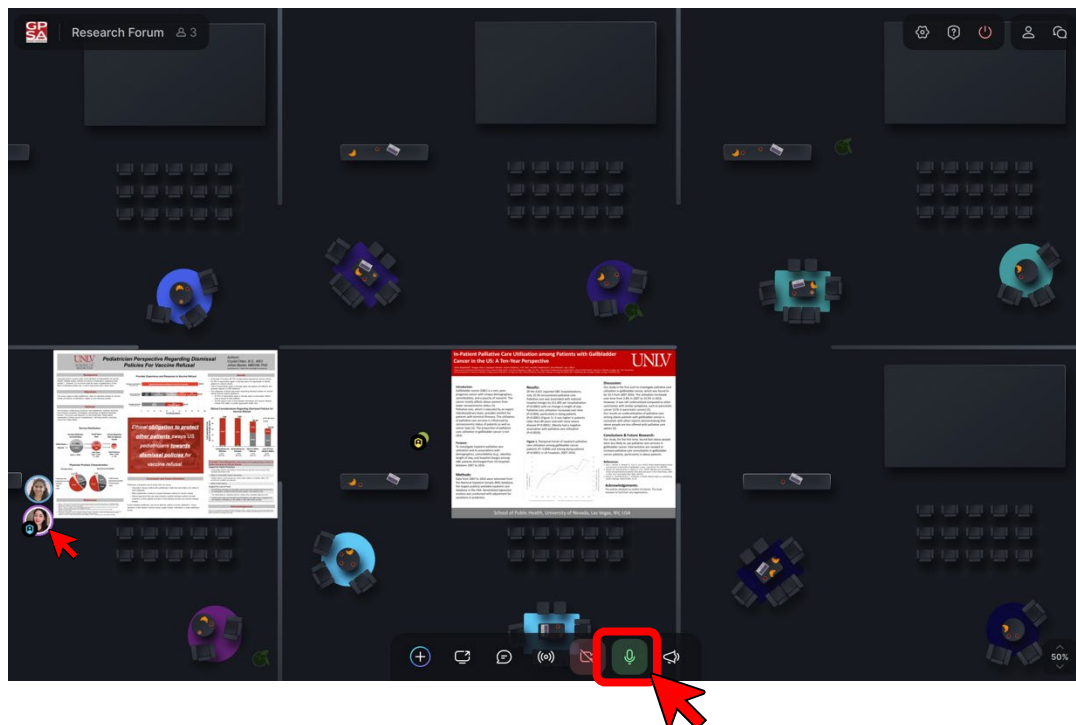
Click on the Poster Session you are assigned to join the poster presentation room:

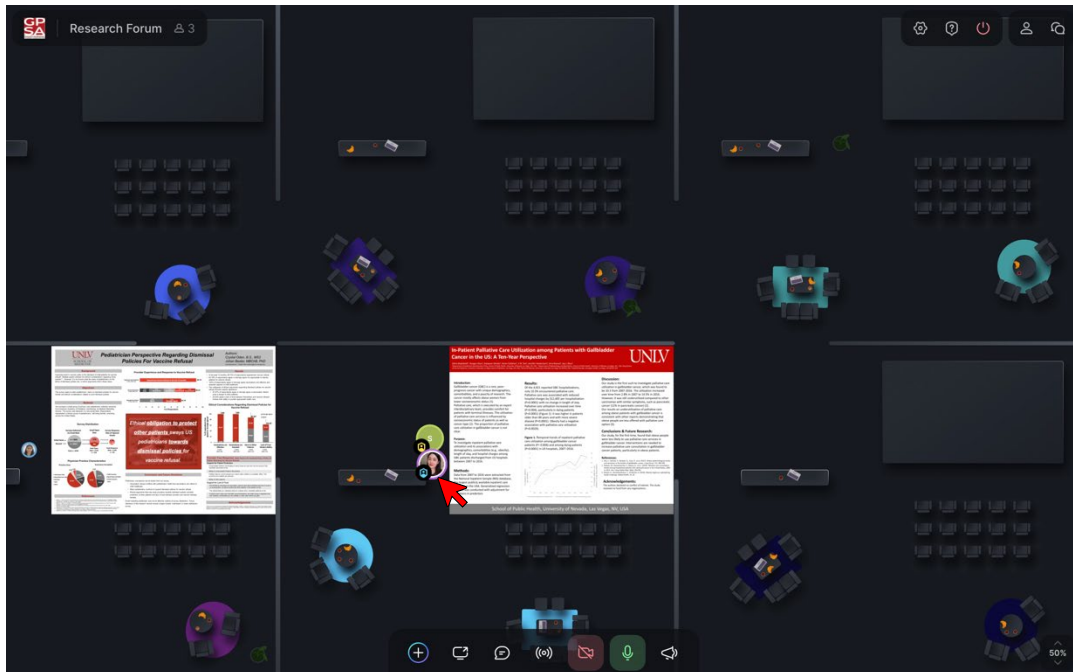


Your poster will be pinned in the room. You would just have to move your photo/icon next to your poster to get ready for the presentation:



For poster presentation, presenters will use **“microphone,”** and audience and judges will bring themselves close to the presenter:





Since audience and judges will not be able to see your mouse cursor, please remember to articulate the part of the poster you are addressing during your presentation.

All posters must be submitted by Wednesday 31, March at 4:00 PM to be pinned prior to the research forum. Late submission will not be accepted.

Thank you for viewing these guidelines!

We are excited and looking forward to your Podium/Poster presentations at the 23rd Annual GPSA Research Forum!
