Attendee’s Guidelines

The ACM SIGMETRICS 2021 conference will be held as a fully virtual event using Gather.town and Zoom Webinar. This document contains the following guidelines for utilizing the platform.

1. General Guideline
2. Speaker Guideline
3. Session Chair Guideline

Note: The online platform will be available on June 11. However, platform configuration may cause delay for your account to become active. Please retry later if you encounter any problem logging in. If the problem persists after a few attempts, please email sigmetrics21.platform@gmail.com with title "[Sigmetrics21] Platform login - Name@affiliation"

1. General Guideline

Sign in to Gather.town [available on Jun. 11.]

Open https://gather.town/signin, enter the email address provided during registration for SIGMETRICS 2021, press “Send magic link”. You should receive an email containing a link for signing in to Gather, follow the link and select “log in via this browser”. 
Set up the avatar

After signing in, open the URL https://gather.town/app/b9zLaR8U704YXZoX/SIGMETRICS2021 [available on Jun. 11.] in a mainstream web browser (e.g., Chrome, Safari or Edge). You can choose your virtual avatar here. Please name it with Firstname.Lastname@Affiliation, e.g., Longbo.Huang@Tsinghua

Please allow microphone and camera access by Gather.town if there is a pop-up window asking for the permission.

If you proceed with a wrong name, you can refresh the page and press “Edit Character” to set the name and avatar again.
Move in the virtual space

There is a short tutorial if it is the first time to enter a Gather.town space. In short, press the **arrow keys** to move in the virtual space. You can press the “**minimap**” button to view the entire map and the avatar’s current location.

There are quite a few interactive objects located across the meeting venue, when you get close to them, you will see a **pop-up bubble notification**, you can then press key “**x**” to interact with the object.
Join the Zoom webinar

The sessions will be in the four rooms located in the four corners of the start location, and they are named after famous landmarks of Beijing. For better live streaming stability and quality, all sessions will be held in Zoom webinars.

After entering a session room, you can see the “Press x to watch video”. You can then press “x” to start the Zoom webinar.

Once you press x, the following page appears.
After clicking the link, select “Join Meeting as an Attendee”. Then, type in your name and email address in accordance with the information provided during registration, then press “Register”.

If the information is correct, it will display “Webinar Registration Approved” and a link to start the Zoom client.
Ask questions during the talk

After joining the Zoom webinar, your role will be an "attendee", which is allowed to send text messages to the hosts and panelists (namely the session chairs, speakers and volunteers if necessary) and “raise hand” to signal the hosts to unmute you.

2. Speaker’s Guideline

A speaker should join the Zoom webinar **10 minutes before** his/her talk starts, to allow proper configuration of the Zoom setting and testing. The host will temporarily change the speaker’s role to **panelist**, so that the speaker can turn on his/her microphone and camera to answer questions, as in a normal Zoom meeting.

3. Session Chair’s Guideline

The session chair should join the Zoom webinar **10 minutes before** the session begins. His/her role will be adjusted to **co-host**.

Note that all the videos will be played by conference volunteers. Thus, the session chairs will only need to (i) introduce the speaker and (ii) host the Q&A.

During the QA, the session chairs can

**1. Allow an attendee to ask questions in voice with the following steps**
(i). Lower one’s hand
(ii). Give the permission to talk to an attendee

(iii). Once the attendee has no more questions, the chairs should remove the permission to talk

2. Read questions in text to the speaker