2022 ASIA-PACIFIC SYMPOSIUM

Attendees / Delegates
Part 1- Guide to Join the Main Session

Accessing your Account

All you need to access your account is for your email address to be registered with the event, besides that, just follow the steps below.

Enter your Email

This <u>needs</u> to be the email that you registered with for the Event. If your email is not registered, contact the organiser at support@grip.events.

Enter the email address you provided when you registered for the event

E-mail

Continue

Enter the Badge ID you received in your welcome email when you registered for the event.

Badge / Registration ID

Claim Account

Request a reminder

Enter your Badge / Registration ID

As part of registring for the Event you'll have received a unique Registration or Badge ID enter it to claim your account.

Requesting a Reminder will send you an email with your ID (<u>check your spam folder</u>)!

Create a Password

You'll use this password moving forward to access your account on Grip. You can always reset it in case you forget it.

Please create a password for your account and use this password the next time you log in.

Password

Login

Networking

Connections and Meetings are a core element of a succesfull event experience. We've made this as easy as possible distilling it down to just 4 simple steps to get a calendar full of meetings:

● **Request**

Get recommendations, search and scroll throught lists to request meetings for a time and date that works for you.

● **Accept**

Receive incoming meeting requests via notifications or in your email and accept them to have them synced to your personal calendar.

● **Join**

Virtual Meetings can be joined 5 minutes before the scheduled start time. You can join the meeting from your email or the platform by clicking:

[🖥 **Open Virtual Meeting Room**]

● **Rate**

Give anonymous feedback on your meeting with "Good", "Bad" or "Didn't Happen" and give a reason for your rating to qualify your post-event follow-ups.

PRO TIP

To get the best recommendations of people to meet and increase the chances that people accept your meetings one element is absolutely crucial: complete your profile!

Add a profile image, fill out your summary and select your preferences in the event-specific questions.

MEETING DETAILS

Date

| 25th of February 2020 ⌄ |

Time

| 10:30 am - 11:00 am ⌄ |

Location

| Virtual Meeting Room ⌄ |

Message

| Write why you would like to meet? |

[**Request Meeting**]

Recommended for you

Daria Danilina
Visitor · London,UK · Booth 232
Summer Associate at Balderton Capital, MBA at London Business School, formerly Dropbox & HSBC

[Meet] [Interested] [Skip]

Potential Handshake
John is interested in meeting you

Looking to meet
Venture Capital, Automative Industry, Government Service Providers and Software Developers

Interested In
Artificial Intelligence, Multi Agent Systems and Natural Language Processing

Common Connections
Steffan Ellay, John Doe and Pablo Fernandez

Common Industry
Daria also works in Computer Software

Common connections

Besides being able to request meetings, mark people with "interested" or "skip". If someone is also interested in you, chat with them and grow your network!

To Join the Main Session

Click Event Agenda to select the session

You should be able to join the session when you enter to the page below

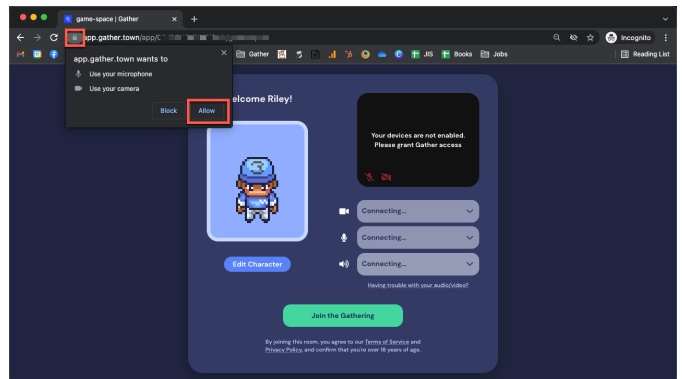# 2022 ASIA-PACIFIC SYMPOSIUM

Attendees / Delegates
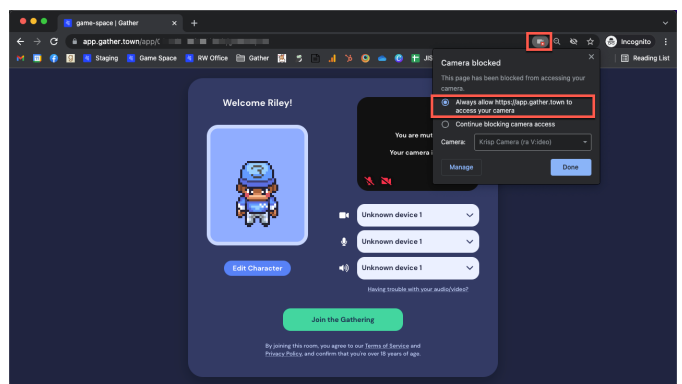Part 2 - Guide to Join Day 1 Evening
Session

Guide to Gather Town

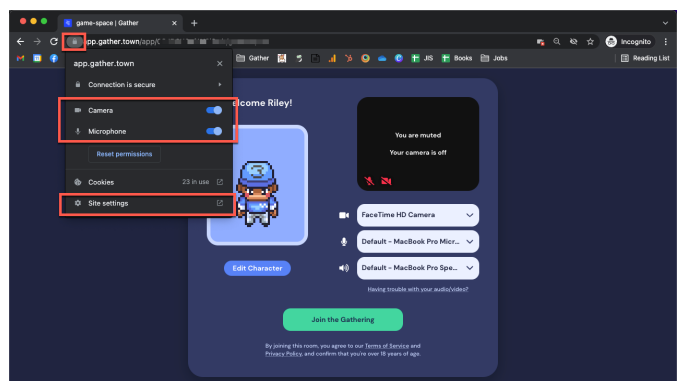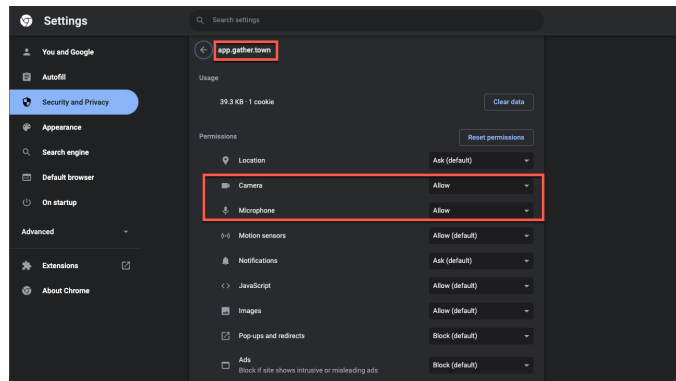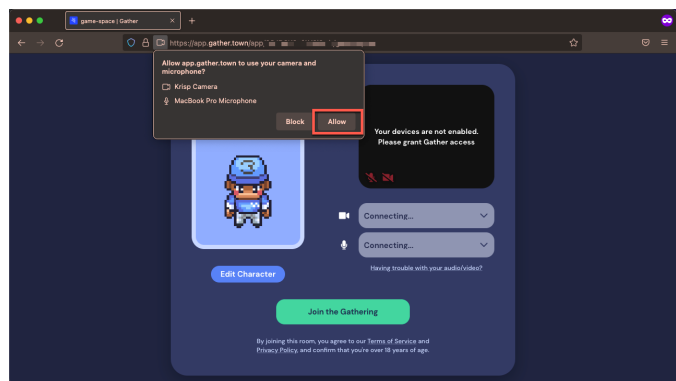| Chrome Settings	
When you first enter Gather in Chrome (or if you've cleared your Chrome history), you will see a pop-up asking for camera and microphone access permissions. Select Allow in order to provide the best experience in Gather.	
If you block Gather from accessing your camera or microphone in Chrome, you will see a camera icon in the upper right of your site address bar with a red "x" to indicate that you have denied the site access. You can select this icon to change your preferences.	
Select the option to allow Gather access to your camera. You may need to select the mic icon on your video preview to change permissions for the mic. Refresh the page for the changes to go into effect. You can view or change your permissions at any time by selecting the lock icon to the left of the URL. Toggle the Camera and Microphone on. If you do not see Camera and Microphone, select Site settings.	

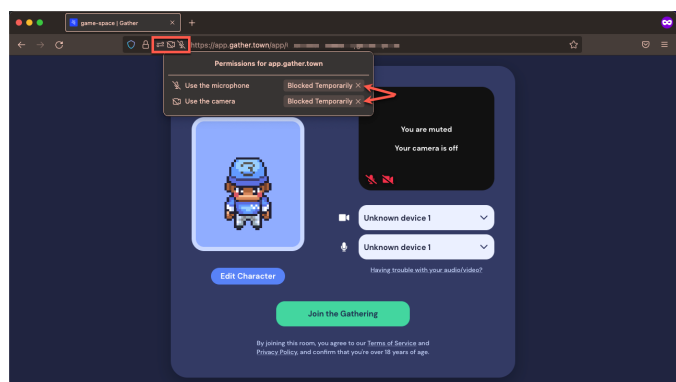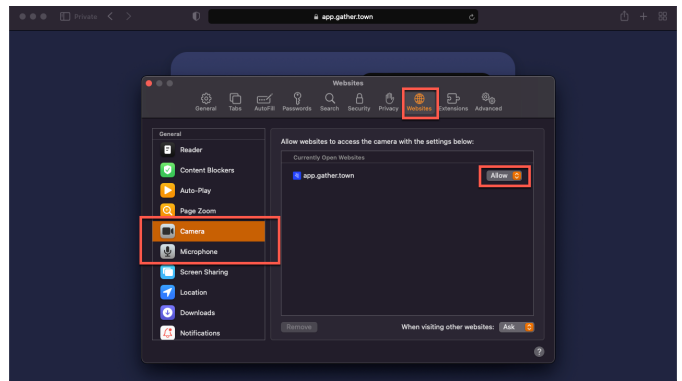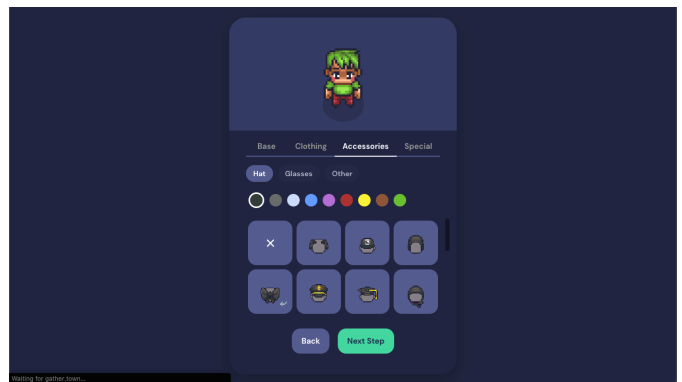|	
If you select Site settings, Chrome's Settings open to the Security and Privacy tab. The base Gather URL should appear at the top of the page (app.gather.town). Set the Microphone and Camera to Allow.	
Firefox Settings	
When you first enter Gather in Firefox (or if you've cleared your Firefox history), you will see a pop-up asking for camera and microphone access permissions. Select Allow to provide the best experience in Gather.	
If you block Gather from accessing your camera or microphone in Firefox, you will see camera and mic icons with slashes through them in the URL bar to indicate that you have denied the site access. You can select these to change your preferences.	
Safari (Beta)	
Safari (on desktop, not mobile) will prompt you for camera and microphone permissions when you first log into a space. ● If you select Don't Allow and want to change the setting, refresh the page and try again. ● If you select Never for This Website, you can change the setting in your Safari Preferences.	
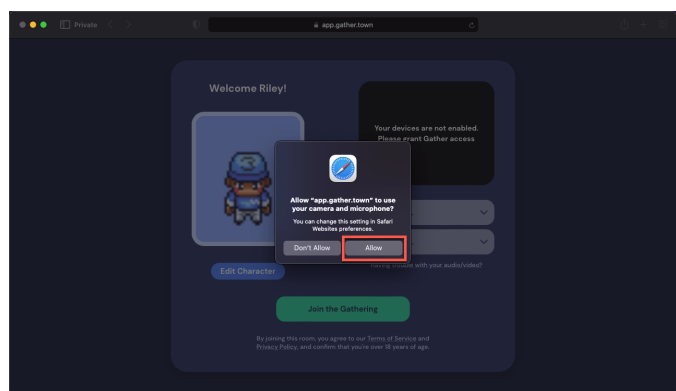
In the Safari menu, select Preferences, and select the Websites tab. Scroll down to Camera and Microphone. Find app.gather.town on the list of websites to the right, then set the drop down menu to Allow (or Ask, if you wish to be prompted every time).	
Customize Your Character	
The first step when you enter a Gather Space is choosing your avatar. Select options for your body, clothing, and accessories to create the perfect digital character that represents you!	
When you've picked the perfect details for your body, clothing, and accessories, select Next Step. Enter a name for your character.	
Choose Your A/V When you're satisfied with your character and name, select Finish. Give permission for Gather to use your mic and camera in your browser, then select your camera, mic, and speaker input/output. When you're ready to continue, select Join the Gathering.	
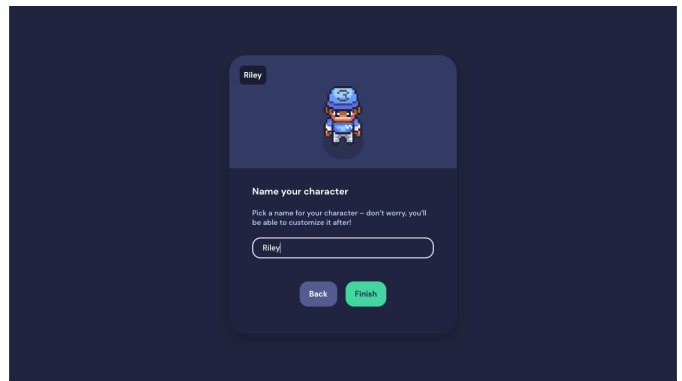
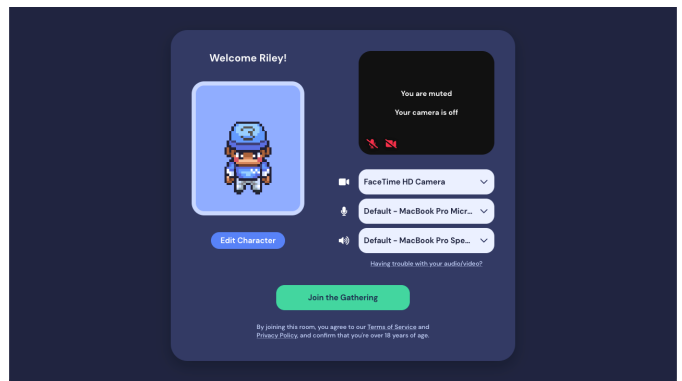## Tutorial Before Entering the Event Space

Before you enter the official SOA event space, you will have to go through a tutorial space and go through the following:
- How to Move (Arrow Keys or WASD)
- How to Mute and Unmute (Find the Microphone icon)
- How to Interact with Objects (Press key 'x' to activate objects)

Personal Menu in Navigation Bar

You can also change your name and character when you're in the Space. In the Navigation Bar, select your name. The Personal Menu opens. Select Change Character to open the Character Picker and change your character. To change your name, select Edit next to your name in your Personal Menu.
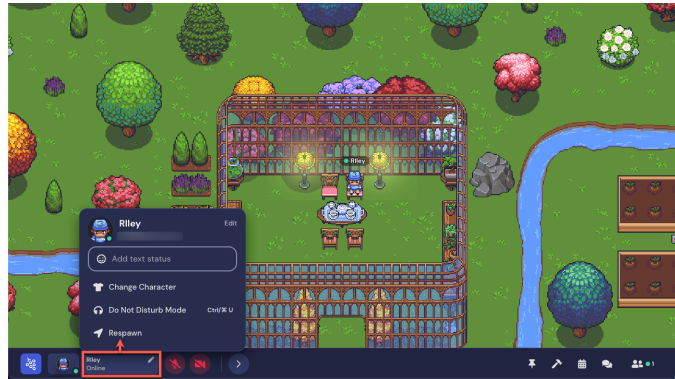
Find Others

To find someone on the Map, you can:
- View the Participants list
- Select a person's name, then choose to Locate on Map or Follow.
- Locate on Map will display a dynamic line that will lead you to wherever the person is.
- Follow will automatically move you in the Space to the person and will attach you to them so they can lead you through the Space.


You can also right click (or two-finger click) on anyone in the Space to open a context menu for that person. This menu lets you move to them, follow them, request to lead them, send them a message, or start a bubble. Messages will appear as private messages in the chat panel.

Interactive Objects

If you walk up to an object and see it glow yellow, the object is interactive. A message displays next to the interactive object that reads "Press x to interact." (It may display more specific text, depending on the type of object and whether the object has a custom prompt message.) Just press the "x" key to engage with the object.

You can close the interactive object by pressing the "x" key again or clicking the "x" at the top right of the window or iframe.
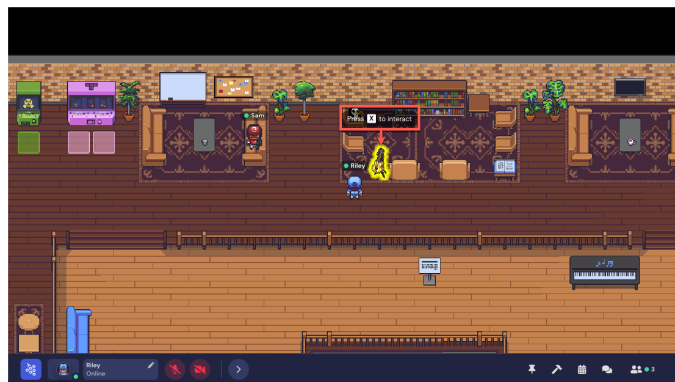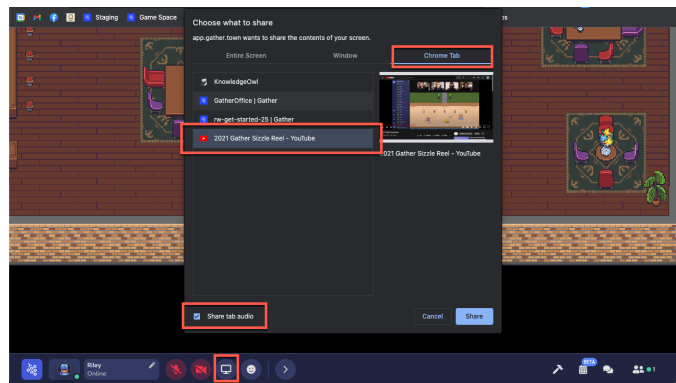
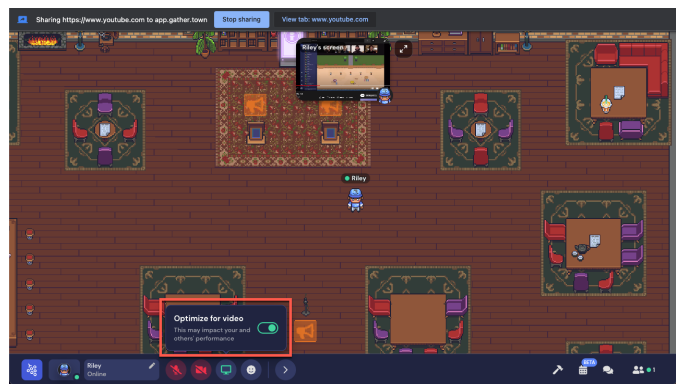| **Sharing Slides**	
To share a PowerPoint or slidedeck, select Screen share in the toolbar, and in your browser's screen sharing window, select Window. Then select the window that's showing the presentation. If you have multiple monitors, you can select the window that's displaying the fullscreen slideshow.	
Sharing Audio	
To share audio while screen sharing in Chrome, (1) select Screen share in the toolbar, (2) select Chrome tab in the Choose what to share window, and (3) select the Chrome tab that has the audio. Make sure Share tab audio is selected.	
Sharing Video	
If you are screen sharing media, you can toggle on Optimize for video. This changes your screen sharing to HD, which will provide a better viewing experience. However, this means you will be sharing more data, so it could cause performance issues for the person sharing or those watching.	
Interacting with Users	
Video Carousel	
You can scroll between videos manually by clicking the arrows to the left and right of the videos shown. This is called the video carousel.	
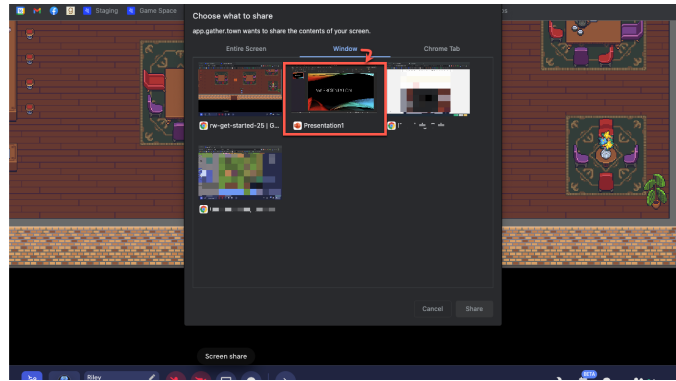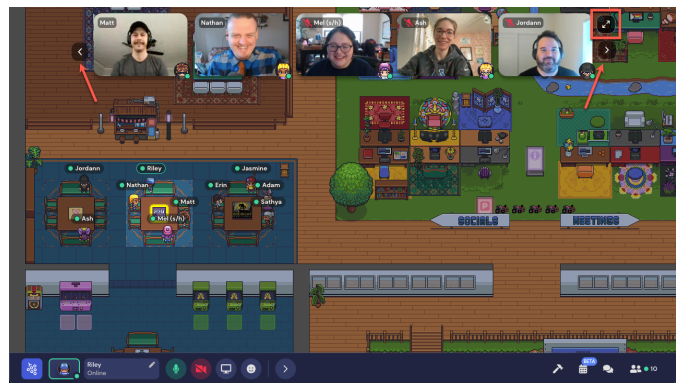
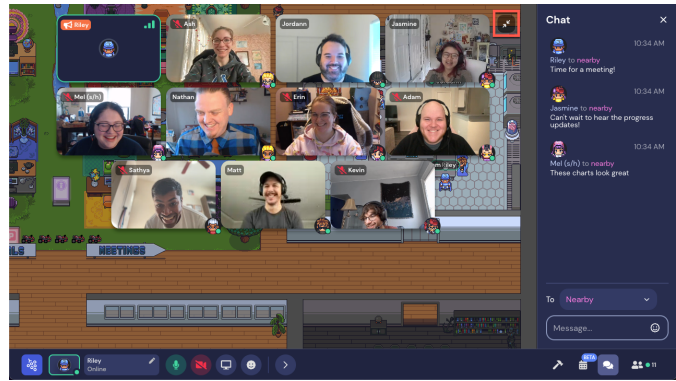| **Grid View**	
To increase the number of videos visible to you or to enlarge the videos you are currently seeing, you can enter grid view by selecting the expanding arrows icon. Grid view displays up to 16 videos / screen shares in a grid format. To exit grid view, select the collapsing arrows icon at the upper right of the grid.	

Enlarge a Video
To focus on one person's video (or screen share), click on that person's feed. The rest of the videos will display in a vertical row on the left of the screen. If the Build, Calendar, Chat, or Participants pane is open, collapse it for the largest view.

Muting Users	
To turn off another person's audio or video feed, just hover over their video feed and select the microphone or camera icon. Keep in mind this just stops their feed to you, not to anyone else. Note: If you turn off another person's audio or video for yourself, if they leave your range of conversation and return, it will reset the setting so that you will be able to see and hear them again.	

Troubleshooting Checklist

**Before opening Gather Town please take note of the following:**

- Switch to Chrome if you are not using it already.

- Close any other applications or browser tabs.

- Disable any unnecessary browser extensions (or use Incognito/Private mode in your browser).

- Disable VPN/firewall or ask your IT to whitelist Gather

Audio/Video Issues

- Check browser settings and permissions to allow microphone and camera.

- Close any other applications that use your mic or camera.

- Check system settings and permissions (Macs) to allow screen recording, microphone, and camera.

- Disconnect from external monitors.

- Turn on Original Audio (Settings > User > Audio & Video) to turn off Gather's audio processing, which includes echo reduction, automatic gain control, and noise filtering.

Reset Your Location

Occasionally there may be an issue with your current position due to map edits or other situations. The quickest way to resolve this is to try and respawn to a default spawn location in the Space. Select your name (the personal menu) in the toolbar, then select **Respawn.**
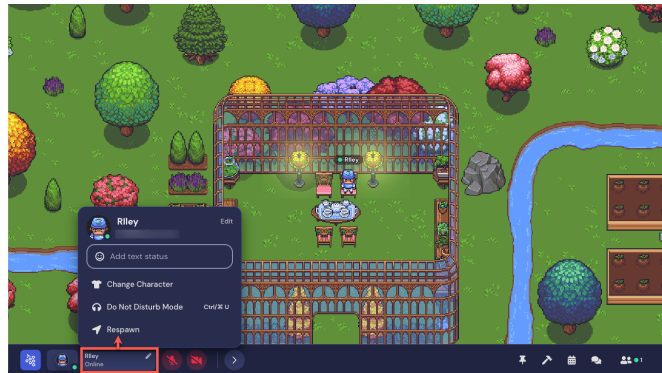
Try a Hard Refresh

A hard refresh in your browser is different from a regular refresh in that it also clears the webpage's cache. Doing this will not log you out of Gather or forget your position in the space, and cached files for other sites will not be affected

Use the following key combination to refresh the page:

- Chrome or Firefox for Windows: Press Ctrl+F5. If that doesn't work, try Shift+F5 or Ctrl+Shift+R.

- Chrome or Firefox for Mac: Press Shift+Command+R.

Tips and Reminders for Gather Town

Once you are in the event space, please keep in mind these reminders:

- If you encounter any technical difficulty, refresh your webpage, or come to the Information Desk for further assistance.

- For optimal experience, please use headphones (and also to prevent unnecessary echo)

- To make your character do a dance, press "z"!

Please gather at the SOA wooden stage at 17:15 (HKT) for the welcome ceremony!

Please meet our Platinum, Gold, and Silver sponsors at the SPONSORS ROOM

Platinum Sponsor   Moody's Analytics

Gold Sponsor   Partner Re

Gold Sponsor   Swiss Re

Silver Sponsor   HSBC Life

Thank you for the generous support from the above sponsors and our Media Creatives Partner:
Milliman

The platform will end at 19:00 (HKT) See you all!

SOA 2022 Gather Town Map

Main Lobby/Reception Area	
Information Desk	

Main Stage	
Sponsors Room	