
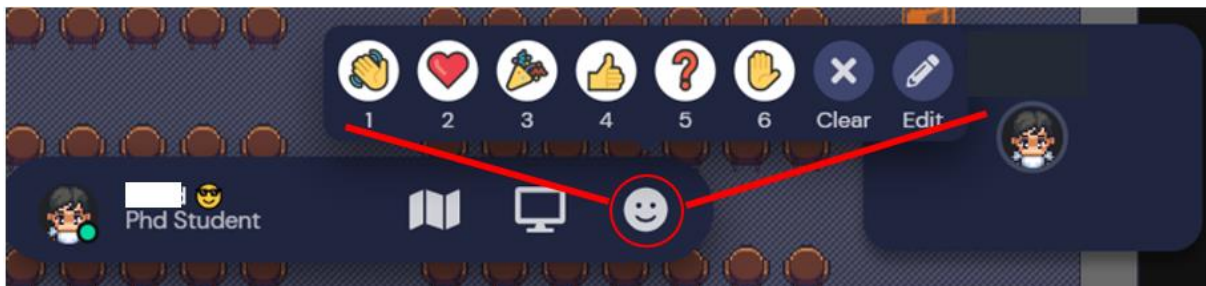


OzGrav Gather Town Instruction (Facilitator)



Running Parallel Session

- 1- You can use spotlight areas  to speak with everybody in the room. The spotlight feature is limited to 20 person at the same time, please, announce it before starting of the session. If participants need to use spotlight areas, they are able to inform you by using their emoji in their activity bar.



Please, note that only the number 6 (Hand) will stay for a long time and will appear in many places. The other emoji will disappear in few seconds. So, please ask the participants to use number 6 if they want to use spotlight areas.

- 2- In each parallel session, there is a stage with whiteboard. Please, be sure that speaker stand on spotlight area when using the whiteboard. For using the whiteboard please, read page 2.
- 3- There is a Q& A session in each stream which allows the participants to ask their questions or discuss about the topic. The facilitator may control the number of people in Q&A location and be sure to have always less than 20 people in area
- 4- The facilitator may stand in provided place.

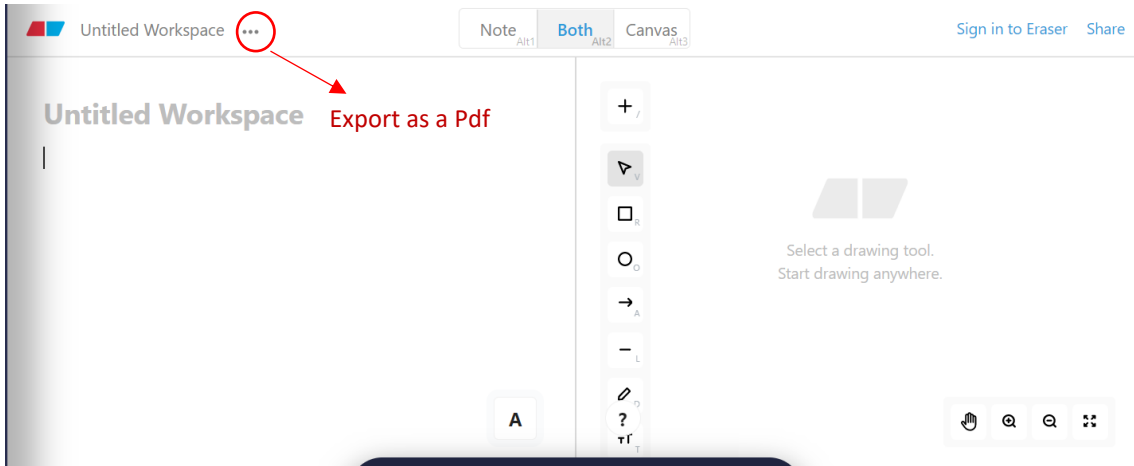


- Please, note that you will be able to share your screen with everybody in the room, only if you stand in spotlight area.

How to use Whiteboard

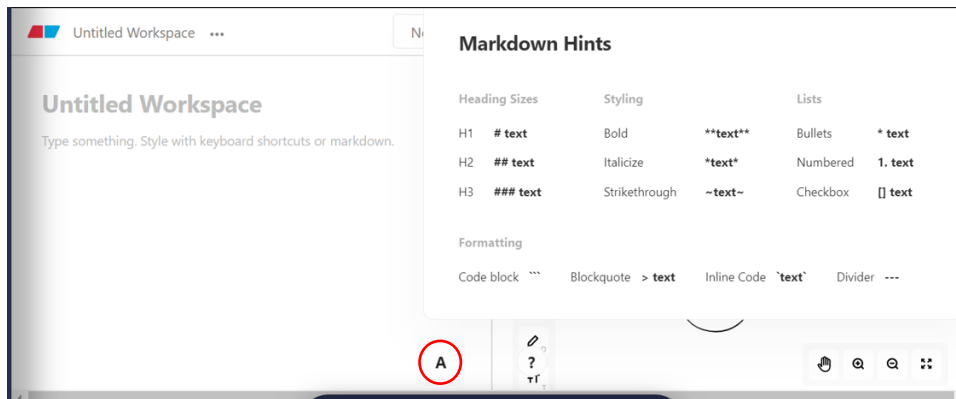
1- The whiteboard in gather town is powered by <http://tryeraser.com/>.

2- Press “x” to use the whiteboard. You will see this screen

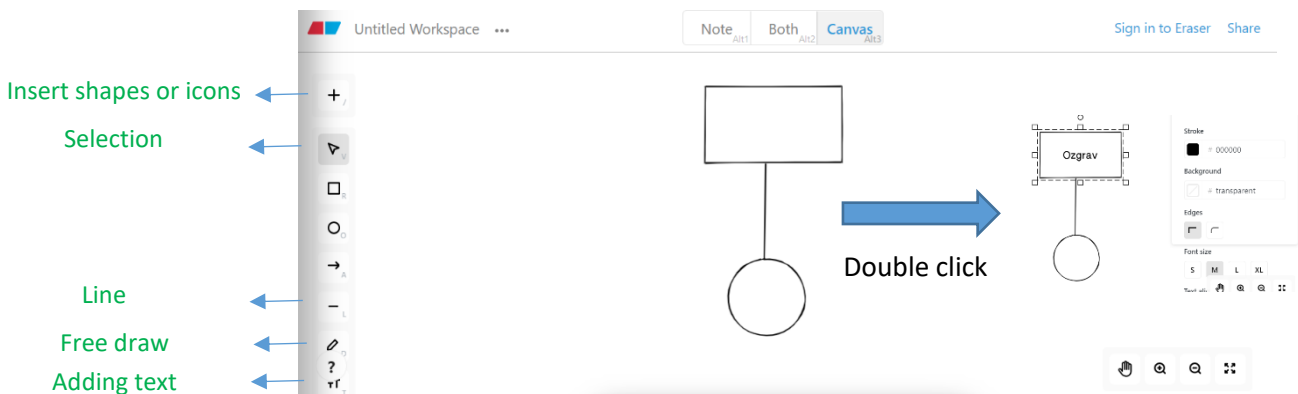


You can choose Note or Canvas or have both like above.

If you like to use **Note** option, there is “A” sign at the bottom right side. If you click on this sign, there are some hints for formatting your notes. Please note that always use space after “#” or “*”. E.g if you want to add bold format, you should right as follow ****space button text space button****.



In **Canvas** option, you may use left panel to draw your own chart or figure. By double click on symbols you are able to modify their style and formats or adding text to it.



For erasing your contents, please select your text and object and press “backspace” or “delete” button.

Enabling Screen Sharing in Mac

1. Go to **System Preferences**.
2. Select **Security and Privacy**.
3. Under *Privacy*, click **Screen recording**.
4. Provide permission for your browser or app.
5. A pop-up will appear asking you to quit the app or browser you are using and log in again with the new setting.

If the problem still exist

Unable to share screen after enabling permissions

Sometimes you may be unable to share your screen even after enabling the necessary permissions mentioned above. This is due to a [bug](#) that exists in the Google Chrome browser. Please follow the steps below to share your screen when this happens.

1. Minimize your Google Chrome window (exit fullscreen).
2. Click **Start sharing**, then select **Entire screen** or **Application**.
3. Select the screen or application you want to share and click **Share**.