I-PICTL SPACE

UPM
UNIVERSITI PUTRA MALAYSIA
BERILMU BERBAKTI

I-PICTL
2023

MANUAL BOOK

6TH INTERNATIONAL PUTRA INNOCREATIVE CARNIVAL IN TEACHING AND LEARNING 2023 (I-PICTL2023)

"Innovative Pedagogies for Resilient Education: Nurturing Tomorrow's Mind"

14-16 NOV 2023

VIRTUAL EVENT VIA
Gather

4 QUALITY EDUCATION

Centre For Academic Development And Leadership Excellence (CADe-Lead)

I-PICTL

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Welcome to I-PICTL SPACE

The I-PICTL2023 committee is delighted to welcome you to the International Putra Innocreative Carnival in Teaching and Learning (I-PICTL) 2023.

Time flies fast and I-PICTL2023 is around the corner! We want to make sure that you have everything you need before the event. This e-booklet is prepared as a guide for you to navigate through the I-PICTL website and I-PICTL Space to ensure a smooth e-conference experience.

1. I-PICTL2023 website: Contains all relevant and important information for I-PICTL2023. You can check the program schedule, important dates and important links to registration, abstract and poster submission.

1. I-PICTL Space: A virtual conference place designed specifically for I-PICTL2023 to experience a virtual meeting like no other! Here, you can walk from one hall to another to listen to talks (broadcasted from the ZOOM meeting), view posters as well as interact with nearby participants. Live poster sessions will be conducted similar to in-person presentations. Explore this beautiful space and have fun!

We believe that the I-PICTL2023 will give you some 'real' conference experience despite being conducted virtually. We wish you a memorable virtual experience, fruitful conference networking opportunity and have an enjoyable time at I-PICTL2023!

Regards,

I-PICTL2023 Committee

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INSTRUCTION FOR I-PICTL SPACE

Link to access I-PICTL SPACE:

1. **Supported browser for Gather**

   I-PICTL SPACE uses an app called Gather. To utilise the app fully, you have to be using a selected browser, i.e., Chrome or Firefox. Gather is not fully supported on Safari (apologies Mac users), nor supported on mobile devices (phones, tablets, etc).

2. **Install Gather software (optional)**

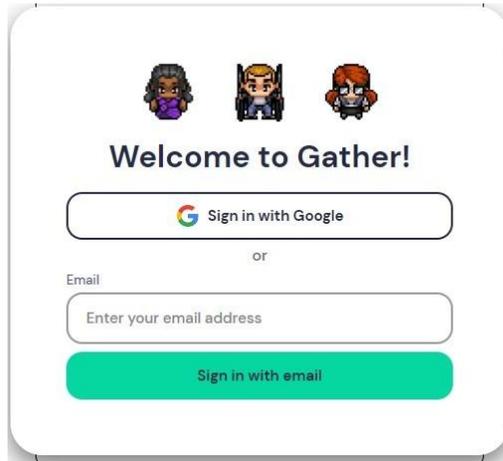   Alternatively, to using a browser, you can have the Gather app installed on your desktop for Mac or Windows. To install Gather, click on this link: https://www.gather.town/download

3. **Access to I-PICTL SPACE via website**

   To access I-PICTL SPACE through the I-PICTL2023 website, go to the Home page, where you will see the "I-PICTL SPACE" link. Click on the link.
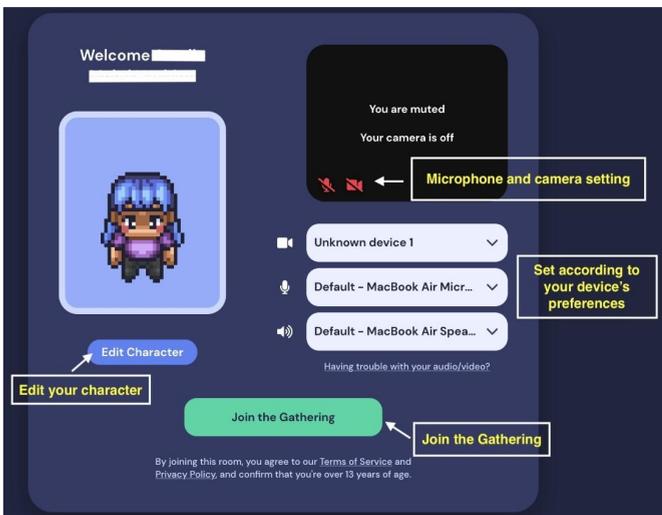
4. Signing into I-PICTL SPACE

1. To access I-PICTL SPACE, please visit the link https://bit.ly/I-PICTLSPACE A new window "Welcome to Gather!" will pop up to direct you to the Gather page. Enter your email address and click "Sign In."

2. Enter your email address that you used to register for I-PICTL2023. Only registered delegates will be able to access I-PICTL SPACE throughout the event.
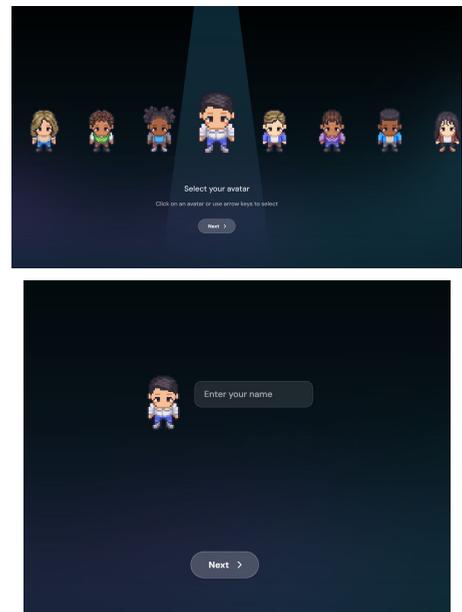

3. Welcome to Gather! You can edit your character manually by changing your avatar, clothing and accessories. Please **DO NOT** use white and red as the colour of clothing and accessories as these colours are reserved for certain roles. Note that your name and affiliation work as a name tag and cannot be changed. Once your avatar is customised, click "Join the Gathering."
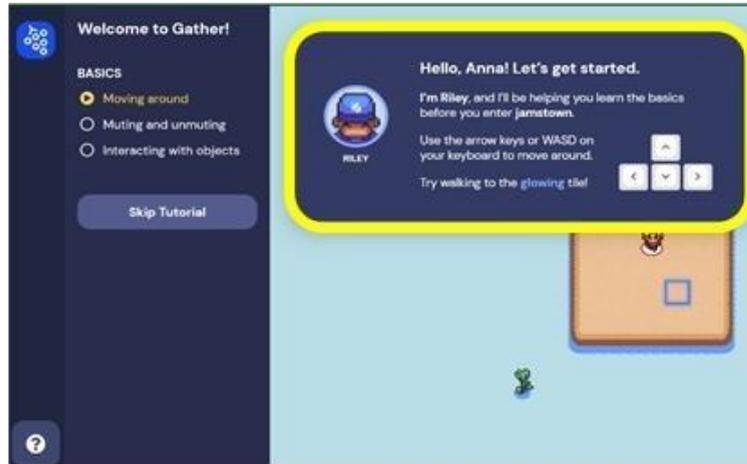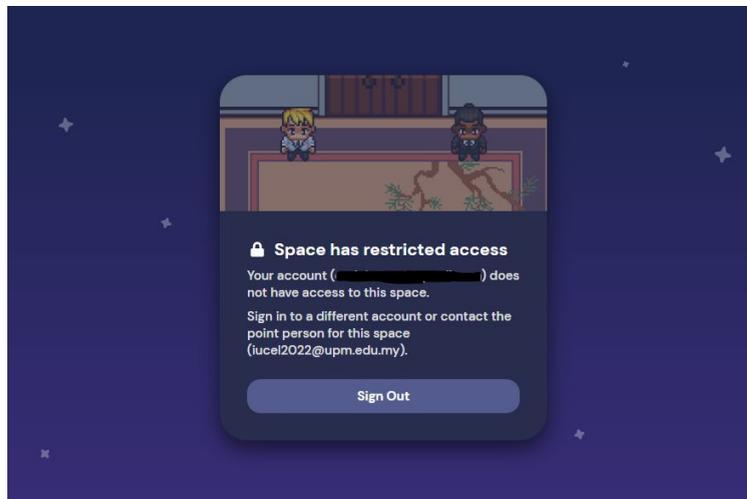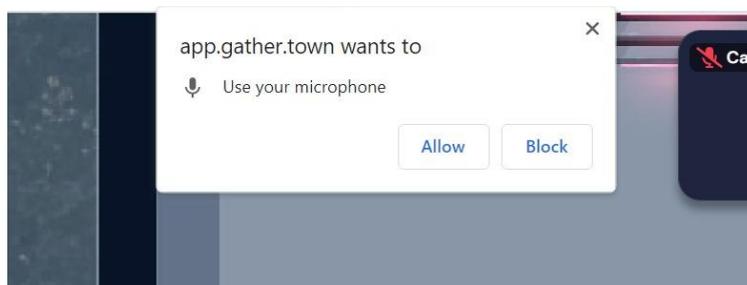
Version 1	Version 2

4. Upon first entry, you will be in the lobby. A window will open with the message "Welcome to Gather". It has a link to the Gather tutorial, which you can skip or watch, if you'd like. Take a few moments to review the general instructions for moving around the space (using your keyboard arrows). Next, enter the I-PICTL SPACE's door.

5. If you are not a registered participant, a notification that you do not have access will appear. Please contact I-PICTL Secretariat for further information (pictl@upm.edu.my).

6. Please ensure that you grant your browser access to your microphone and camera when you log into GatherTown for the first time.

5. Gather User Interface
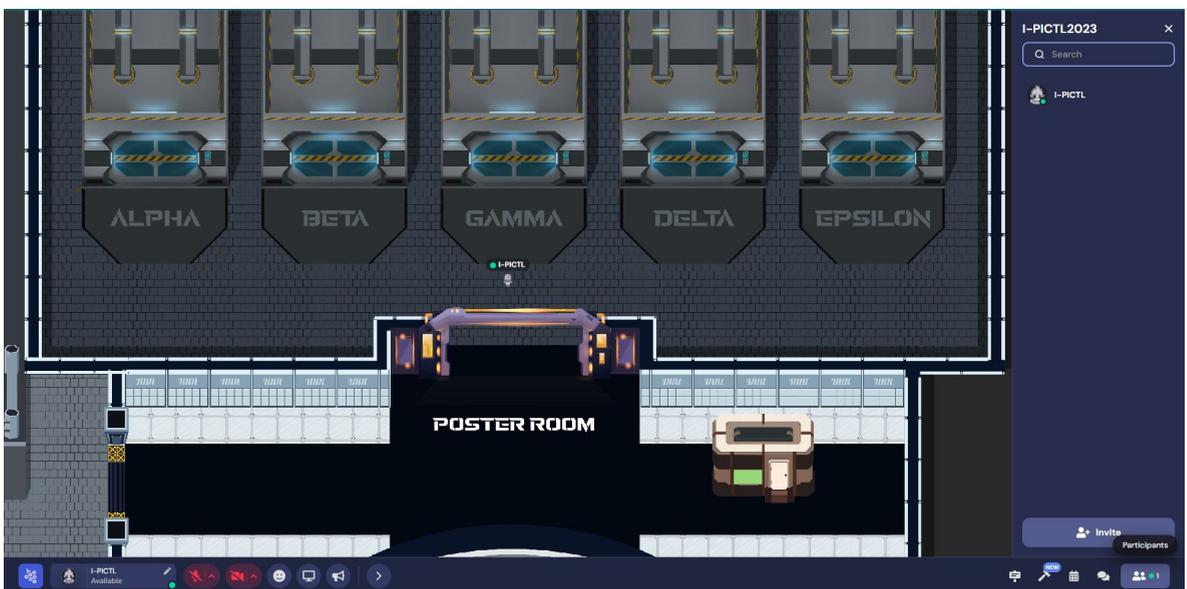
1. Gather.town icons/functions:

1. **Camera Video Display** – Preview your video feed. You can also pin your feed or expand your video.
2. **Avatar Settings** – Change your character and name, set your status, turn on quiet mode, and respawn (back to entrance).
3. **Share screen** – Turn screen share on/off.
4. **Minimap** – To view layout of the Space (Remote Work) or open mini heatmap to see where people are within the Space (Events).
5. **Participant Video** – The participant's video will pop up when you approach that participant.
6. **Grid Mode Expander** – Allows videos of you and other participants to pop up bigger than normal. (Grid mode only supports 9 videos at a time. If you are in conversation with more than 9 people, you will need to click the arrows to see the next page of videos).
7. **Info Board** – View pinned messages and announcements.
8. **Builder Mode** – Only for I-PICTL Space staff, so do not worry about this.
9. **Calendar** – View calendar events (Remote Work) or session schedule (Events).
10. **Chat** – You can chat globally with everyone in I-PICTL Space, or with those nearby. You can also select individual participants to have a private conversation.
11. **Participants** – View people in the Space. Select a name to open their info card to send them a message, follow them, request to lead them, or locate them on the Map.

2. Adjusting screen view and user interface

You can adjust your user interface to the size that you are comfortable with by zooming in (press "CTRL/⌘" and "+") and out (press "CTRL/⌘" and "-") from your browser.

Zooming in from the browser setting

Zooming out from the browser setting

You can also use this setting for a comfortable screen view during talks and poster presentations.

When zoomed in, the video/presentation screen frame will be adjusted to be smaller.
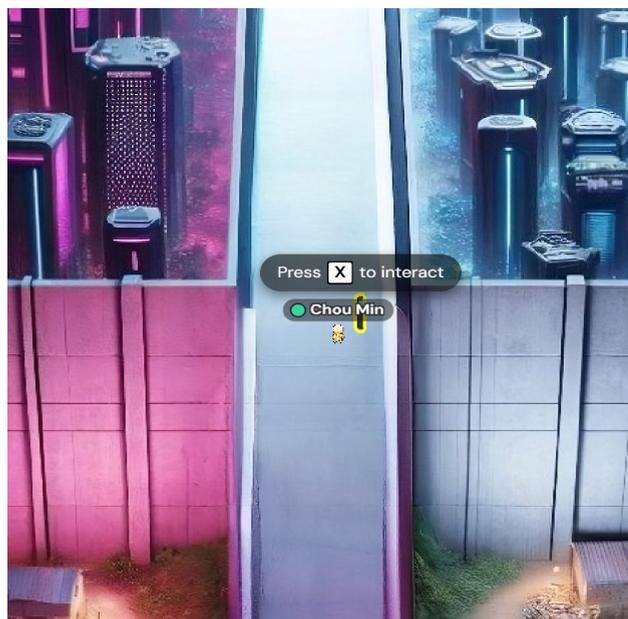

For an almost full screen view, you can zoom out using the browser setting.

6.   Navigating through I-PICTL SPACE

1.   Interact with objects

I-PICTL Town has objects scattered throughout the space that embeds useful information, including instructions, images, posters, links to websites, livestream pages, etc.
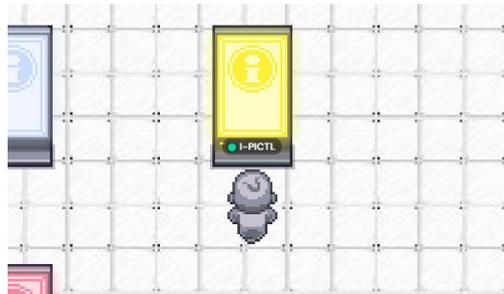
To interact with an object, move your avatar close to it. A yellow glow will appear. To open the embedded object, press "x".
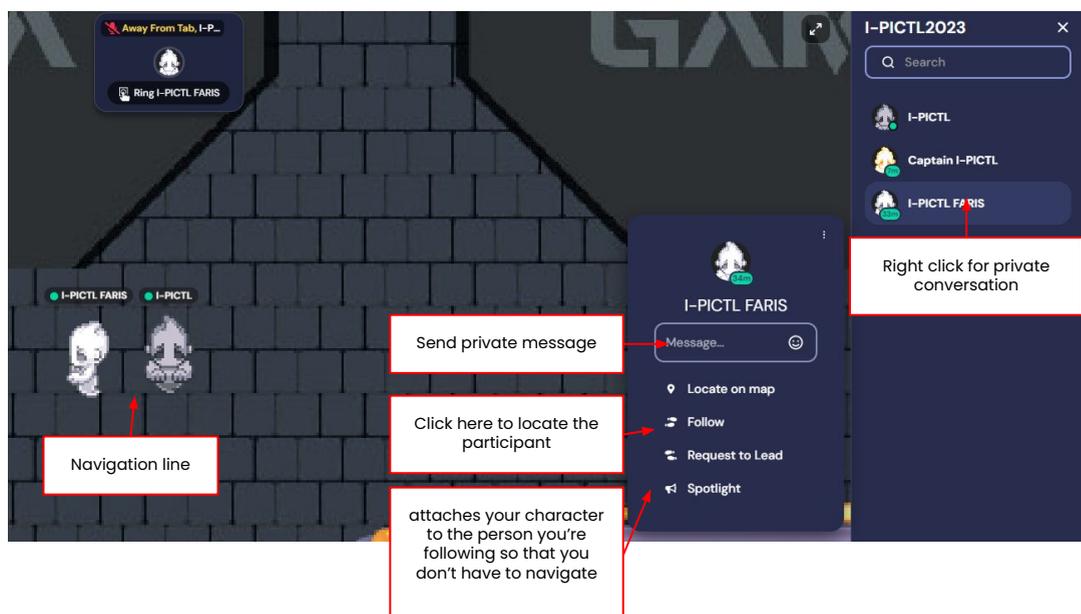
2. Interact with participants

You can interact live with other participants by either chatting or video calling. This works in several ways:

II. If you are in an open space, simply move your avatar closer to the person's avatar. The person will be able to see and hear you (make sure your microphone and video are on) when you are in proximity.

III. If you are in a private space (e.g., at tables, couch, room - indicated with a surrounding shade), you are able to interact with everyone in that space. This is handy for large group chats or meetings. Only participant(s) within the private space can hear you.

III. If you want to locate an attendee, click on the left panel to view participants. Right click to either direct message, locate or follow the participant to go to the person's location in I-PICTL Space. Choosing "follow" will allow your character to follow a specific participant around. This way, if you are walking around in an open space together, you will remain close and not risk cutting the audio/video conversation.

7. I-PICTL SPACE Map

I-PICTL SPACE has been built with specific spaces and functions in mind for I-PICTL2023. Each space or room is named and briefly described as follows:

1. Entrance

Your first entry point to I-PICTL SPACE. At the entrance, information about I-PICTL2023 will be displayed at the Information booth. Press "x" to view the general information about I-PICTL SPACE, hall layout, I-PICTL2023 program and poster session.
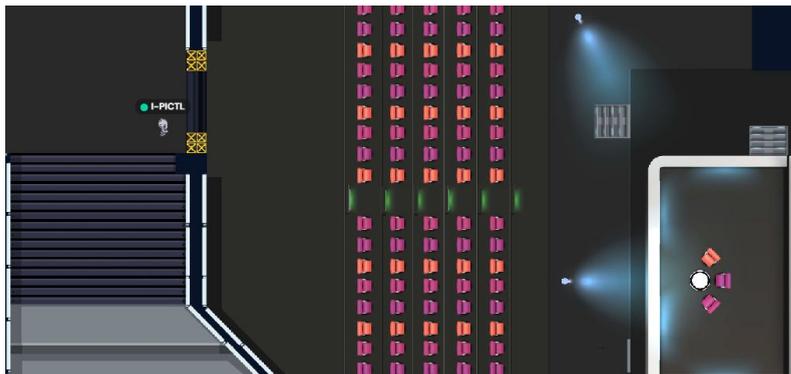
If you need help at any point, there will be dedicated I-PICTL2023 committee members in I-PICTL SPACE who can help you. Click on the participants list on the left panel and search for names that contain "I-PICTL2023 SECRETARIAT." Right click on the name to either give a direct message or "Follow" to chat live.

I-PICTL SPACE Entrance

2. Auditorium Station

The Zoom links for the keynote speech and webtalk can be obtained by pressing "x" at the Auditorium. This will redirect the participant to the Zoom platform.

Auditorium Station

3. Poster Halls

We have **FIVE (5)** poster rooms and each of them have between 6 to 10 zones which will be the place for live poster sessions at I-PICTL2023.

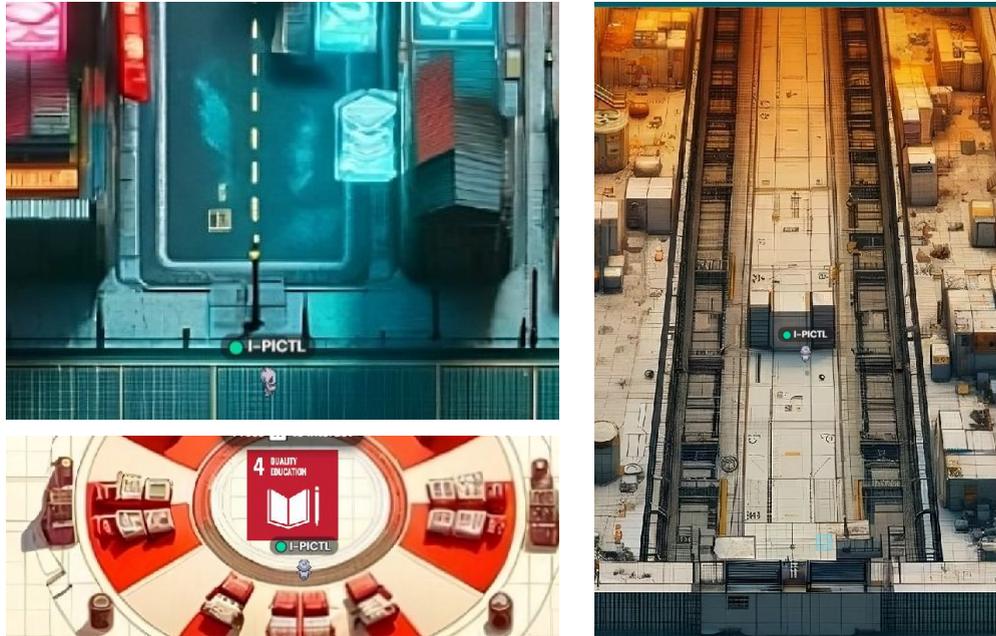
Poster Rooms

4. Sponsorship Station

Trade displays of our sponsor, PIXLR, is found here.

Exhibition Hall

5. SDG Station

For fun lovers, we have a 17 SDG Stations that allows you to explore with other Gather users real-time. Great for quick breaks.

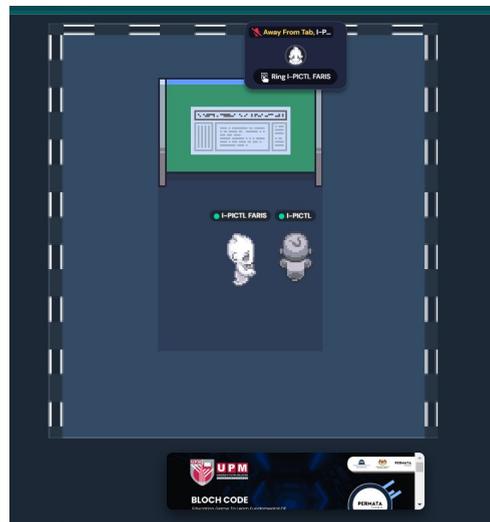SDG Station

8.   Poster in I-PICTL SPACE

1.   Poster display

Posters will be displayed in I-PICTL SPACE starting November 14, 2023.

To see the poster list and instructions for poster presenters or audience, press "x" at the specific objects displayed in the room.

Each poster board is labeled with a corresponding poster number. Move closer to the poster board; and a 'thumbnail' will appear at the bottom of your screen. Press "x" to view or stop viewing the poster.
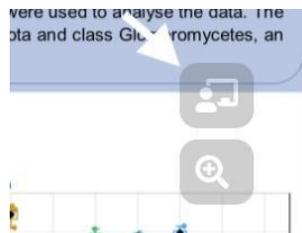

All participants must be in their own poster area according to the scheduled presentation time.

2.   Presenting a poster in I-PICTL Space

During the poster session, the presenter (avatar) can stand at the poster area. Only participants within the poster area (private space) can interact with each other.

After pressing "x" on the selected poster, the presenter or audience can use the "Presenter Mode" on the right-hand side to indicate specific areas of the poster that you are discussing. Everyone who has the image opened will see the location that you click on while in the "Presenter Mode".

9.   Etiquette during I-PICTL2023

All I-PICTL2023 participants must always adhere to a professional conduct throughout the symposium. The I-PICTL2023 committee will not tolerate any behaviour that is deemed inappropriate, including creating nuisance, as well as cyber bullying and harassment. Participants who behave in this manner will result in their immediate removal without warning or refund. To any participant experiencing such treatment, please inform any of the I-PICTL2023 committee members immediately for further action.

10. **Useful Tips for ZOOM Meeting and Gather**

1. **How to prevent echo**

There are three possible causes if you hear audio echo during your meeting.

- **Case 1:** Multiple computers with active audio in the same conference room.
  - Muting is not enough as the speaker is still on.
  - Kindly disconnect the computer audio from the other devices.
  - In your meeting controls, select "**More ···**"
  - Click "**Disconnect Audio**"

- **Case 2:** Participants have both telephone speakers and computers near to each other.
  - If another participant is too close to you and both of you have speakers on, leave an audio conference on one of the computers or hang up the telephone connections.

2. **Common Gather troubleshooting**

Gather town is not working!

- Ensure you are using a supported browser (Firefox or Chrome). Please note that mobile usage is not supported with Gather.
- Refresh your browser.

Audio/video is not working!

- Refresh your browser.
- If you are using a VPN, make sure to disable it.
- Ensure that your browser has been granted access to Gather town.
- Check that your mic and camera are turned on by clicking on icons on the bottom right side of your page.

Additional troubleshooting guide can be found at
https://gather.town/video-issues

11. **Fun Tricks on Gather Town**

- Want to change your appearance on Gather? Click the little character at the left side of the bottom toolbar to change!

- Want to show off funky moves? Hold control+Z to dance!

- Stuck in between a large crowd or avatars blocking your way? Hold control+G to walk through them.

- are you lost? Click the avatar name on the left side of the bottom toolbar and select respawn.

12.   Important contact and help information

I-PICTL Secretariat

Email : pictl@upm.edu.my
Website : http://i-pictl2023.upm.edu.my/

For immediate technical assistance during the event, please contact the Secretariats in I-PICTL SPACE or Zoom. They can be identified with the ""I-PICTL SECRETARIAT" below/next to their names.

We wish you a wonderful experience in I-PICTL2023!