

## Manual for Poster & Demo/Presenters (Virtual)

The online Poster and Demo/ sessions will use the platform <https://spatial.chat>. This is an online communication tool based on an avatar. The following is a manual for presenters of Posters and Demo/.

1. It is recommended to listen to the sound with earphones or headphones. In addition, it is also recommended to use a cable for connecting to Internet.
2. If you are unfamiliar with SpatialChat, please join the practice session as shown below.
  - Virtual spaces for test are opened at 13: 00-14:00 and 17:00-18:00 on Monday, 8 March.
  - Staff will be available during above.
3. Login to SpatialChat  
Click on the following URL and enter password to login the virtual space:

### 【Poster】

URL: <https://spatial.chat/s/lifetech2021>

- Login password will be provided by e-mail.

### 【Demo】

URL: <https://spatial.chat/s/LifeTech2021Demo>

- Login password will be provided by e-mail.

Presenters are encouraged to login early to confirm the location of your poster and the operation of the system.

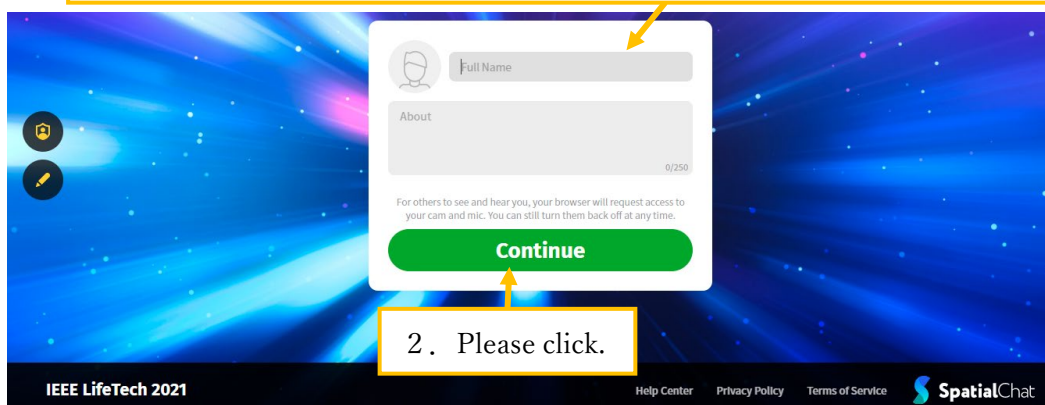
4. Register the avatar name

After clicking on the URL above, the following screen will appear.

1. Follow the rules below to register your name.

Rule: Registration number\_Family name (\_Affiliation (additional))

Example: e000\_Takahashi\_HokkaidoUniv



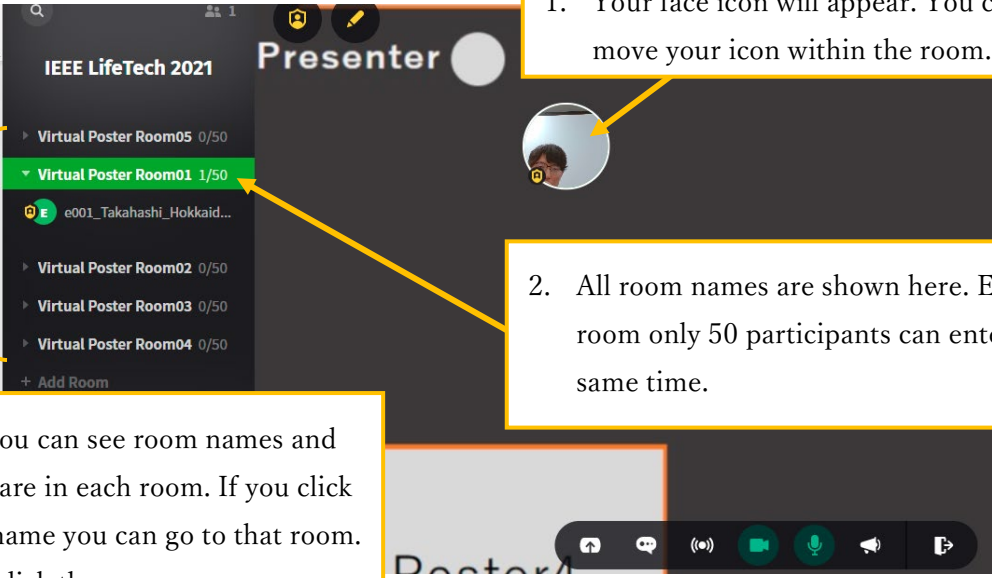
2. Please click.

5. After click "Continue" the following screen will appear.



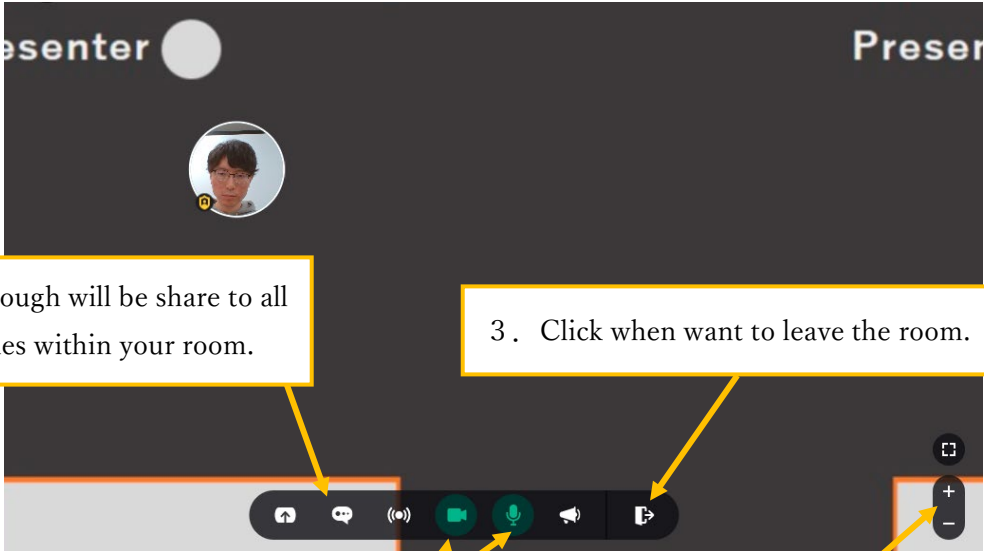
When the microphone and camera are turned on as shown in this screen, please click "Join Space".

6. The screen will change to the one shown below. Please enter the room to which you have been assigned.



The screenshot shows the 'IEEE LifeTech 2021 Presenter' interface. On the left, a list of rooms is displayed: 'Virtual Poster Room05 0/50', 'Virtual Poster Room01 1/50' (highlighted in green), 'Virtual Poster Room02 0/50', 'Virtual Poster Room03 0/50', 'Virtual Poster Room04 0/50', and '+ Add Room'. A participant's face icon is visible in the top right corner. A yellow callout box points to the face icon with the text: '1. Your face icon will appear. You can move your icon within the room.' Another yellow callout box points to the list of rooms with the text: '2. All room names are shown here. Each room only 50 participants can enter at same time.' A third yellow callout box points to the 'Virtual Poster Room01' entry with the text: '3. Here you can see room names and whom are in each room. If you click room name you can go to that room. If you click the name you can directly go close to that person.'

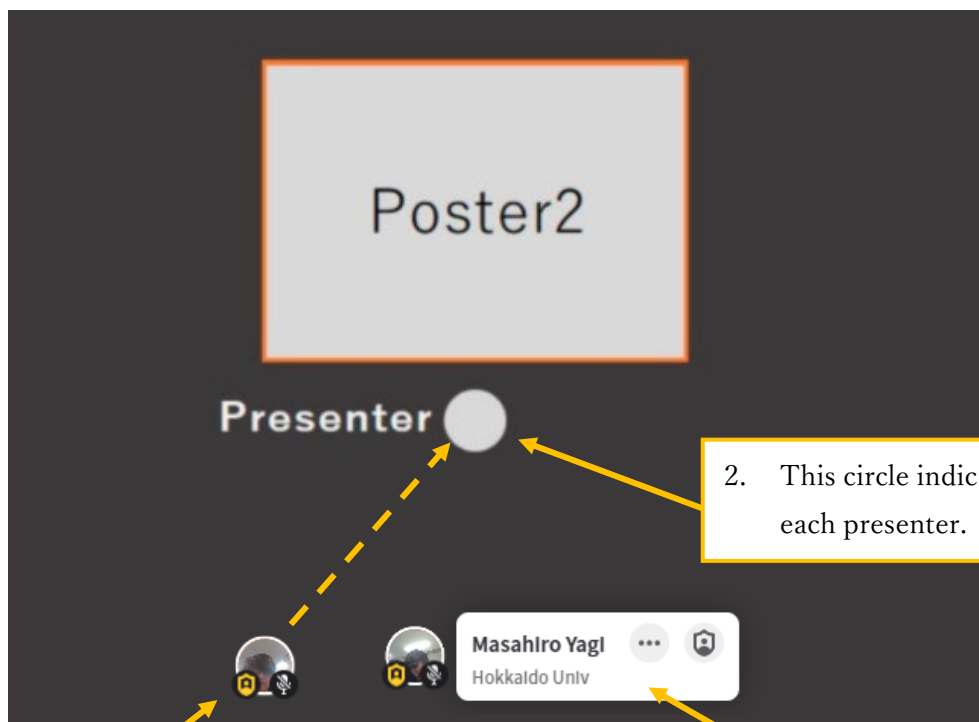
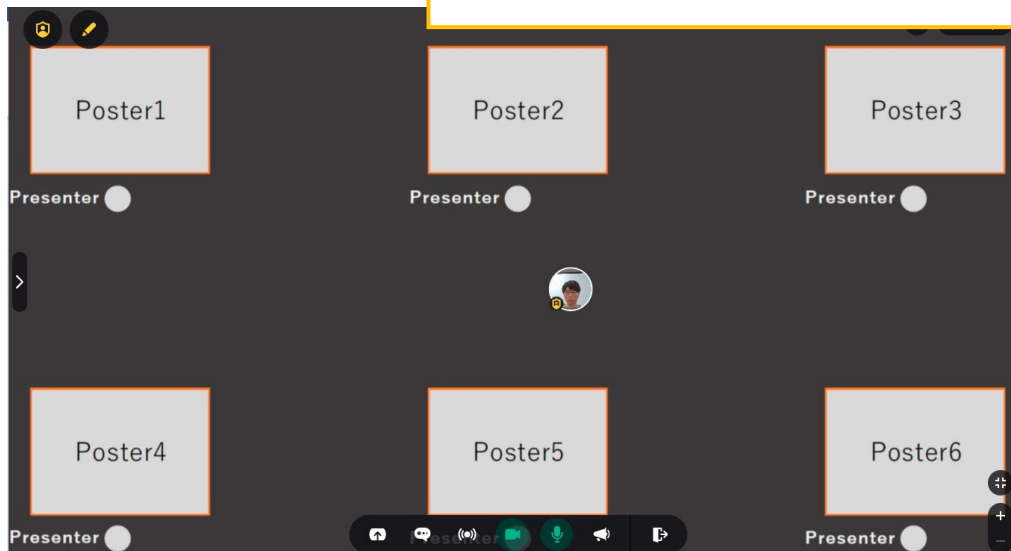
7. There are some functions that you can use.



The screenshot shows the bottom control bar of the 'IEEE LifeTech 2021 Presenter' interface. It includes icons for chat, video, audio, and a zoom control. A yellow callout box points to the chat icon with the text: '1. Chat: though will be share to all peoples within your room.' Another yellow callout box points to the video and audio icons with the text: '2. You can turn ON/OFF video and audio.' A third yellow callout box points to the zoom control with the text: '3. Click when want to leave the room.' A fourth yellow callout box points to the zoom control with the text: '4. If click you can zoom in 「+」 and zoom out your screen.'

## 8. Basic operation at Virtual Poster Room

1. There will be six posters in each virtual room.



2. This circle indicates position of each presenter.

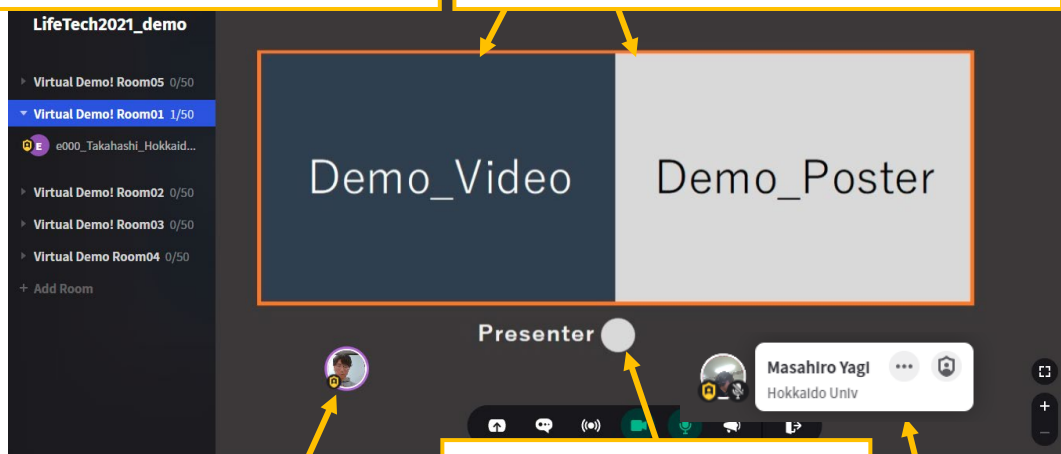
3. To talk with another presenter, move your icon close to the presenter. When you are close to someone you can talk each other.

4. If you hover the mouse over any other person, you can see the person's affiliation info.

## 9. Basic operation at Virtual Demo!Room

1. One booth for Demo! will be allocated to each presenter.

2. A demo video and a poster will be placed in each virtual room.

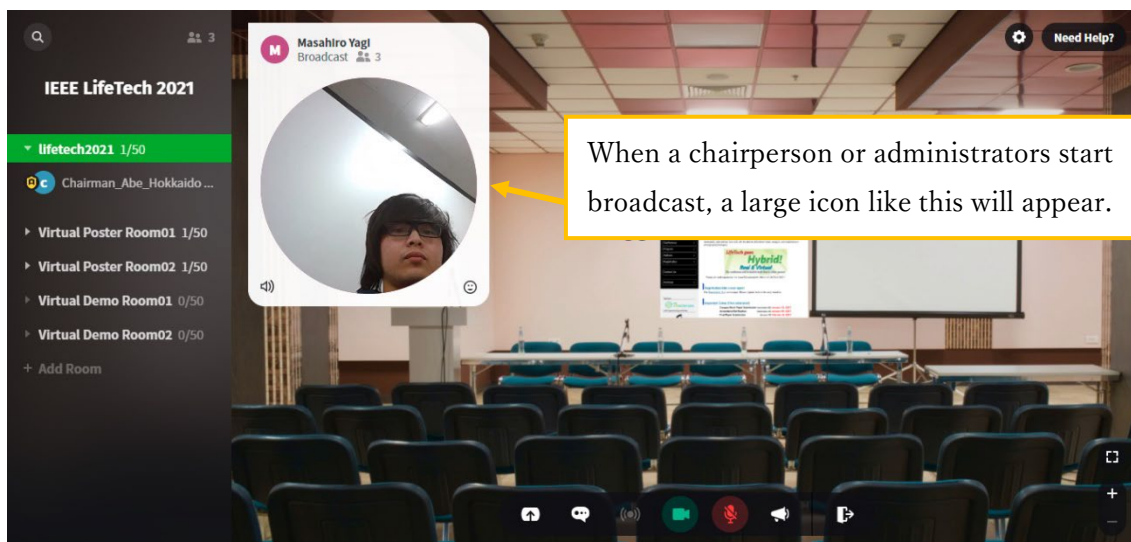


3. This circle indicates position of each presenter.

4. To talk with another presenter, move your icon close to the presenter. When you are close to someone you can talk each other.

5. If you hover the mouse over any other person, you can see the person's affiliation info.

## 10. Broadcast



When a chairperson or administrators start broadcast, a large icon like this will appear.