MEETINGLAND

TECHNICAL PREREQUISITES

What you'll need

- A desktop computer or laptop with a webcam and audio input
- An up-to-date browser, we recommend to use Google Chrome
- Headphones / headset recommended
- Mobile devices do not have all necessary functions!
- No installation or setup needed

How Meetingland works

- Meetingland is based on the Gather-Technologie. This means you can chose your avatar freely and explore the space on your own, meet colleagues and just have small talk.
- Navigate with your cursor on your keyboard. Speak to people closeby or with people in the same private space.
- As soon as other participants are close, you see their webcam video and a converstion window opens up for individual chats or talks in groups.

YOUR FIRST STEPS IN MEETINGLAND

step 1)
enter name and chose avatar

- Change your avatar as you wish – e.g. as a snowman or rather super hero?
- This helps to break the ice between the participants and to create a light atmosphere.
- You can modify your avatar anytime during the event.
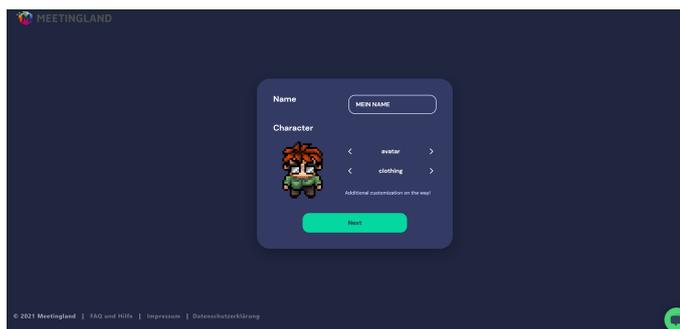
step 2)
webcam and microphone

- Please check your preview video if the webcam works or chose the corresponding device.
- It's important to allow your browser to access your camera! (see permissions).
- In case a pop-up window appears, please click „allow".
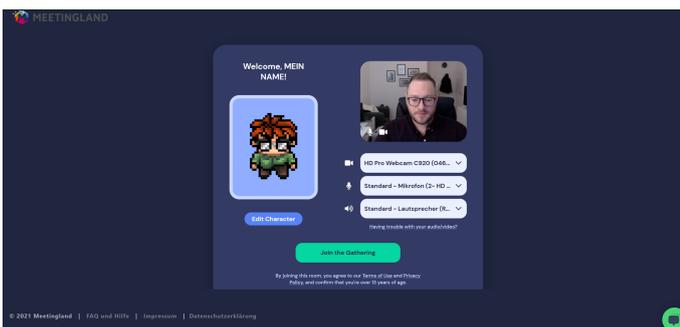
step 3)
### first orientation and navigation

- Use your arrow keys on the keyboard to move on the map.
- Should your avatar not move, click on the map with your mouse once and try again.

THE MOST IMPORTANT FUNCTIONS IN MEETINGLAND
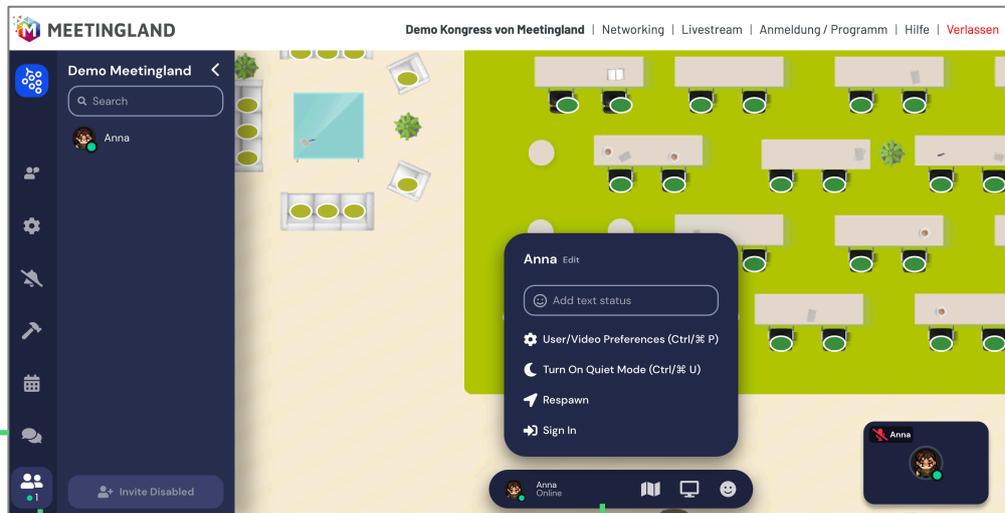
The **speech bubbles** open the **chat** window.

The button with the two persons opens the **list of participants.** When clicking on single participants you can locate them on map of follow them.

Click on your name to open the **options and settings.**
Here you can **change your name** or set a status that will be shown below your name.
The wheel-icon opens the **settings**, e.g. to adjust your camera and audio settings.
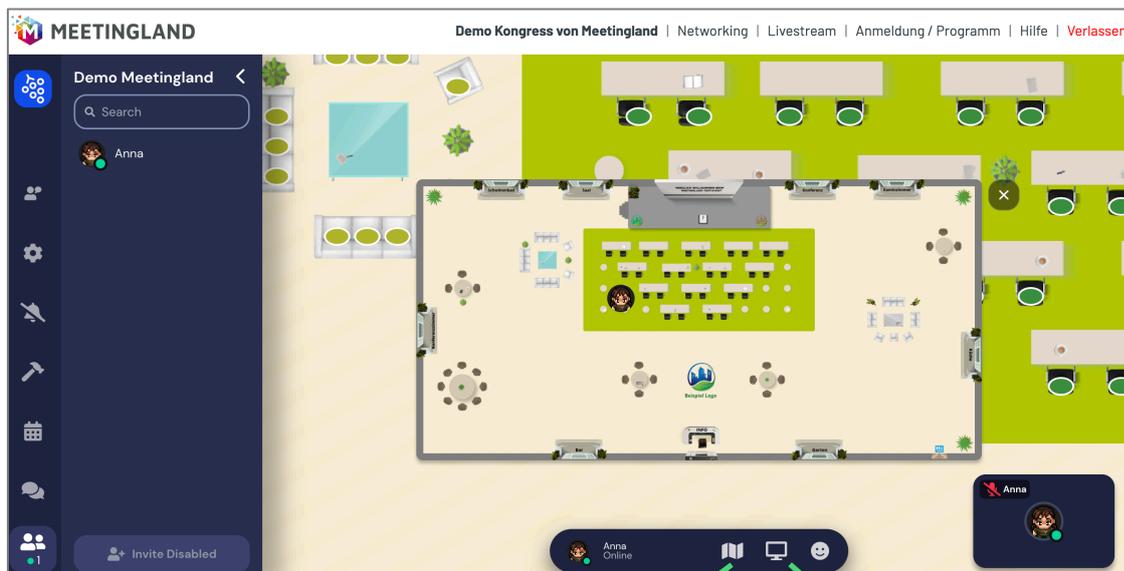
Click on the map-icon to view an image of the room you are currently in as a **mini map.** The x in the top right corner closes the mini map view.

On this icon you can **share your screen**, e.g. to show a presentation.