**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 functionality
  - No installation or setup needed

- **How Meetingland works**
  - Meetingland is based on the Gather Technologies. This means you can choose 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 conversation 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.