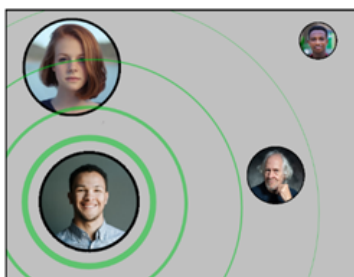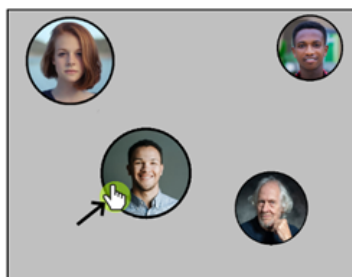# *Hybrid Conference Platform Guidance*
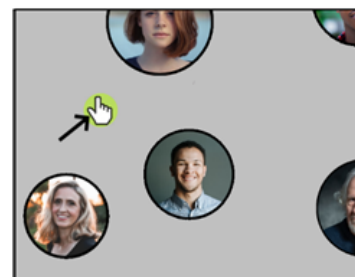
Virtual Rooms for Workshops, Lightning Talks and Conversation – *Spatial Chat*
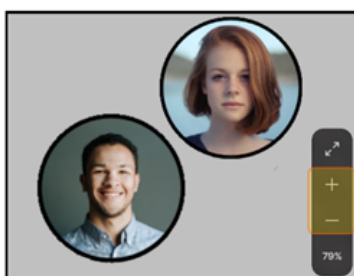

You can speak to people near you, but people further away get smaller and quieter.
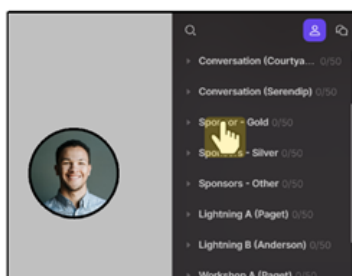

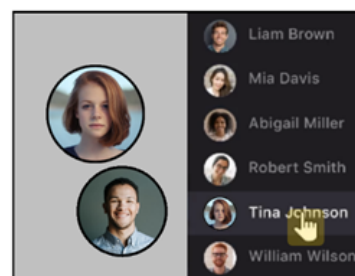Click your own image or initial and then drag to move yourself around the room.

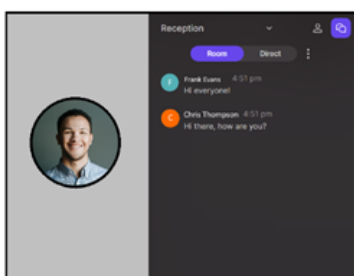Click on an empty spot in the room and then drag to move the room around you.

Use the +/- button (or use the mouse wheel, touchpad or touchscreen) to zoom.
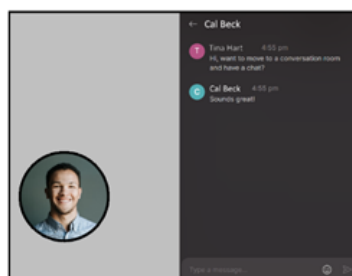

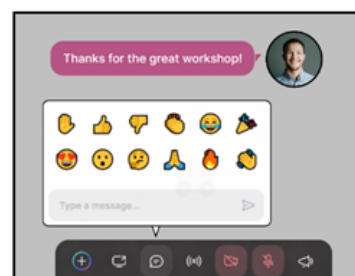Click on the name of a room in the right-hand sidebar to go to that room.

Click on another person's name in the sidebar to move next to them.
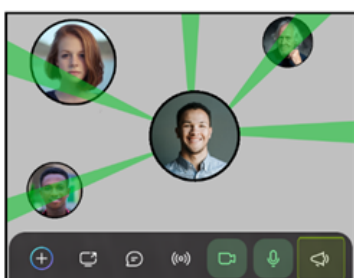

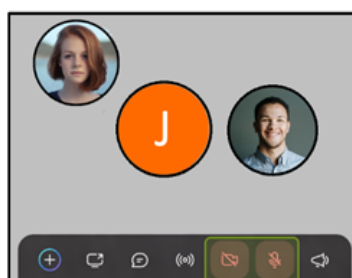Your room has a chat function in the right-hand sidebar.

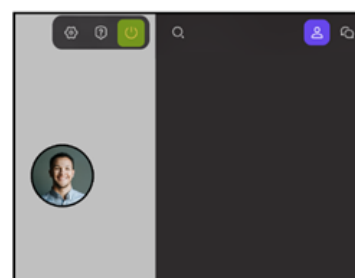You can also chat privately with another person in the room.

Send ephemeral pop-up messages or emoji via the menu bar.

Click the megaphone at the right of the menu to be heard by everyone in the room, not just those nearby (if enabled).

These buttons on the menu bar will switch on/off your webcam and mute/unmute your microphone.

Click on the power icon in the top right to exit. Or just close the tab in the browser window.