Welcome to Michigan AI Symposium 2021!

Hosted by Virtual Chair
Using the calendar

- Click the calendar icon in the lower left corner to see upcoming events.

- Open an event for more information, including the time and room location.

- Select “Locate” and follow the line that appears to the room for the event.

- Or select “Teleport” to go directly to the room.
Finding keynote talks

- Navigate your avatar from the lobby to the **Auditorium** doors, located directly north of the lobby entrance.

- Once there, navigate to a seat and press your “X” key to launch a separate window for Zoom.

- **Tip**: Both doors go to the same room. Make sure you don’t block a doorway!
Joining a Zoom talk

• Once in the plenary room, navigate your avatar to a seat and press your “X” key to launch the link to Zoom

• Click the link to open your Zoom app. When you are ready to rejoin the platform, leave the meeting and go back to the Gather tab. Press the green re-enter button

• Tip: The individual seats mute those around you. Make sure you step off your seat when you rejoin so you can talk to other attendees!
• Make your way to the **Poster Room**

• Once there, find a **directory** or look at the posters to see which speaker will be where. Step onto the carpet to talk with them, or use the “**nearby**” chat option while standing on the carpet to chat with others near you.

• Press your “**X**” key to open the poster PDF full screen.

• **Tip**: Standing on the conversation carpet mutes conversations happening outside of it--make sure you’re standing on the carpet!
Networking with others

- Find a table and take a seat to have private conversations--these tables mute those around you so you won’t hear background noise

- Find a two-top table for one on one conversations

- **Tip**: You have to sit on a chair for private conversations, so don’t fall off!
Asking for help

- **Walk** to a virtual **Help Desk** to discuss your question directly. The help desk will be located in the lobby.

- **Chat** one-on-one with a Helpdesk staff member by looking at the participant list and clicking on their name, then “message”. You can also **search** for the Helpdesk staff member using the search bar, found above the list of participants.

- **Raise your hand** by finding the hand emoji on the bottom toolbar, which will show on the participants list.