

GUIDE FOR PARTICIPANTS



Welcome!

In this document we are presenting the main features of the virtual world, so that you can learn and work out how to move with your avatar as well as interact in the spaces set for the **NRC&NPD2021**.

Please, it is important that you read carefully this document.



TECHNICAL REQUIREMENTS

WINDOWS DEVICES: Windows 10 or superior. Additionally, you will have to install some complements needed to integrate the platform with different browsers..

Nowadays, supported browsers are the following:

- **Recommended:** Google Chrome (official extension “Native Messaging Host” which can be downloaded from the Chrome Store)
- Internet Explorer 7 or superior (complement ActiveX)
- Safari (complement NPAPI)

MAC OS DEVICES: OS X 10.15 (Catalina) or superior. In this system, the platform is a native app accessible and downloadable from Mac App Store, using usual procedure.

iOS DEVICES: iOS de 64bits. When using this system, the platform is a native app accessible and downloadable from App Store, using usual procedure.

ANDROID DEVICES: Android 5.0 or superior. When using this system, the platform is a native app accessible and downloadable from Google Play Store, using usual procedure.

We recommend Wi-Fi signal of speed of **15 Mb or more** in order to guarantee the virtual experience.

MINIMUM HARDWARE REQUIREMENTS

- CPU 2GHz
- RAM Memory of 4GB
- GPU (graphic card) Compatible with OpenGL® 3.2
- Sound card Compatible with DirectSound™

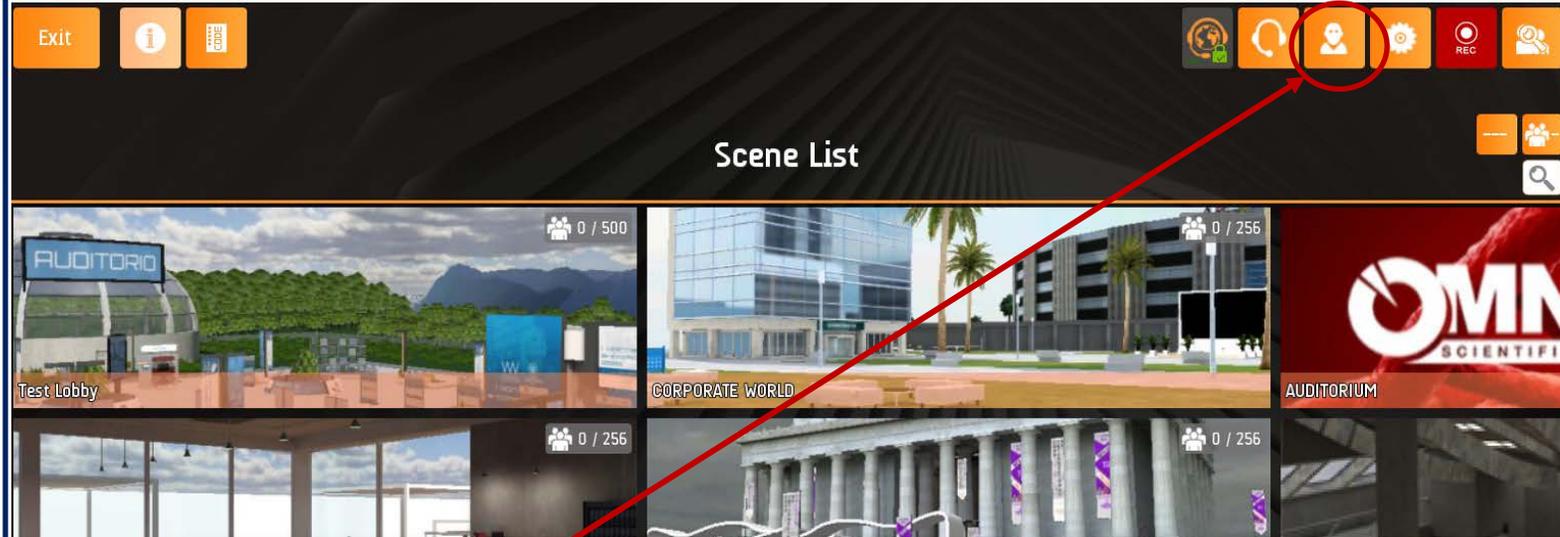


Design your avatar!



The first time you enter the virtual world you will be able to personalize your avatar in the dressing room, both in physical appearance as well as in the outfit.

You can enter the dressing room afterwards at any time, from the **SCENE LIST** (you will have to click on the **Back / Exit** button, top left), and then click on the following button (top right).



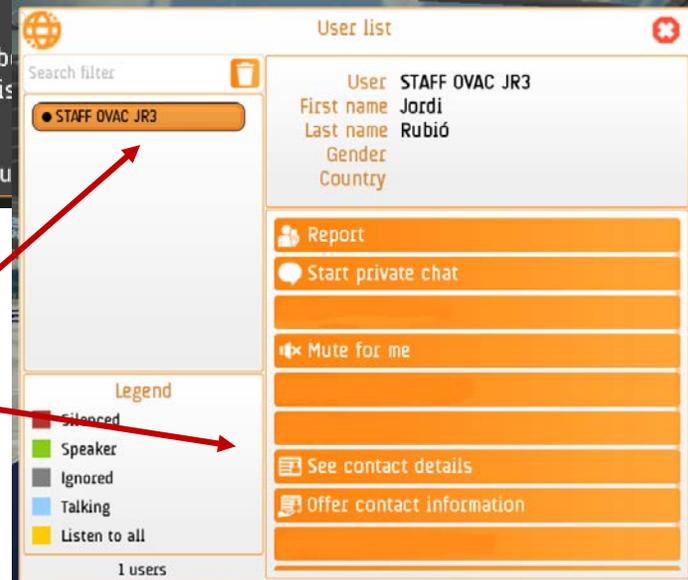
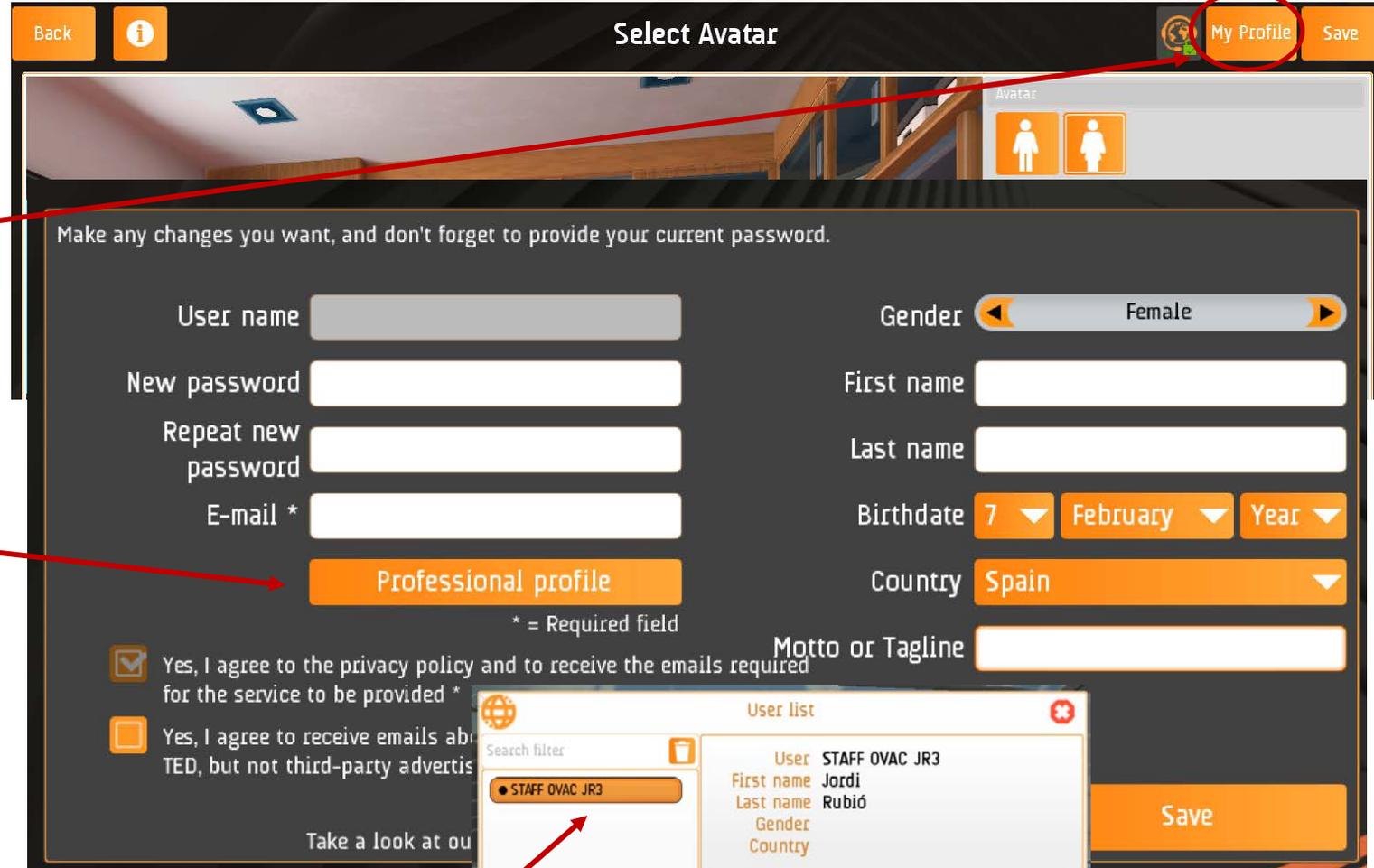
Complete your profile



Once in the dressing room you will be able to access **MY PROFILE**, from where you can add your personal information as well as a MOTTO or TAGLINE, which will be shown under your user name.

In the button **PROFESSIONAL PROFILE**, you can complete more information to share with other participants.

In the button **USER LIST** (bottom left, when you are in any room), you will be able to select any user and offer your contact information or ask the other user to see his / her contact information.



User	STAFF OVAC JR3
First name	Jordi
Last name	Rubió
Gender	
Country	

- Report
- Start private chat
- Mute for me
- See contact details
- Offer contact information

IDENTIFICATION OF AVATARS

Each participant will have its own avatar, which will be identified with its Login.

The Login is assigned by the Organization, and corresponds always with the real name of the participant.

Login cannot be changed.

Only registered participants will be able to access the virtual world.

Each avatar is identified because its Login is shown just above his/her head (*remember: login corresponds always with the real name of the participant*).

Above the head of your own avatar you will not see your Login, but the rest of avatars will.



SOUND IN THE VIRTUAL WORLD

In the virtual world your voice will be heard just as it sounds in real life, this means, that when talking through the microphone of your headphones, **your voice will be heard in the virtual world with a radius of about 2 to 3 meters around your avatar.**

This will allow you to interact with other avatars, and keep a conversation with one or more avatars, as long as they are close enough to you.

The avatars far away from you will not be able to hear you. But it is important that you bear in mind, that any avatar going by you (*within the radius of 2 to 3 meters*) will be able to hear you at the time he/she goes by or if he/she stays beside you.

The way to know that an avatar is speaking, is because the Login above his/her head will turn **WHITE**.

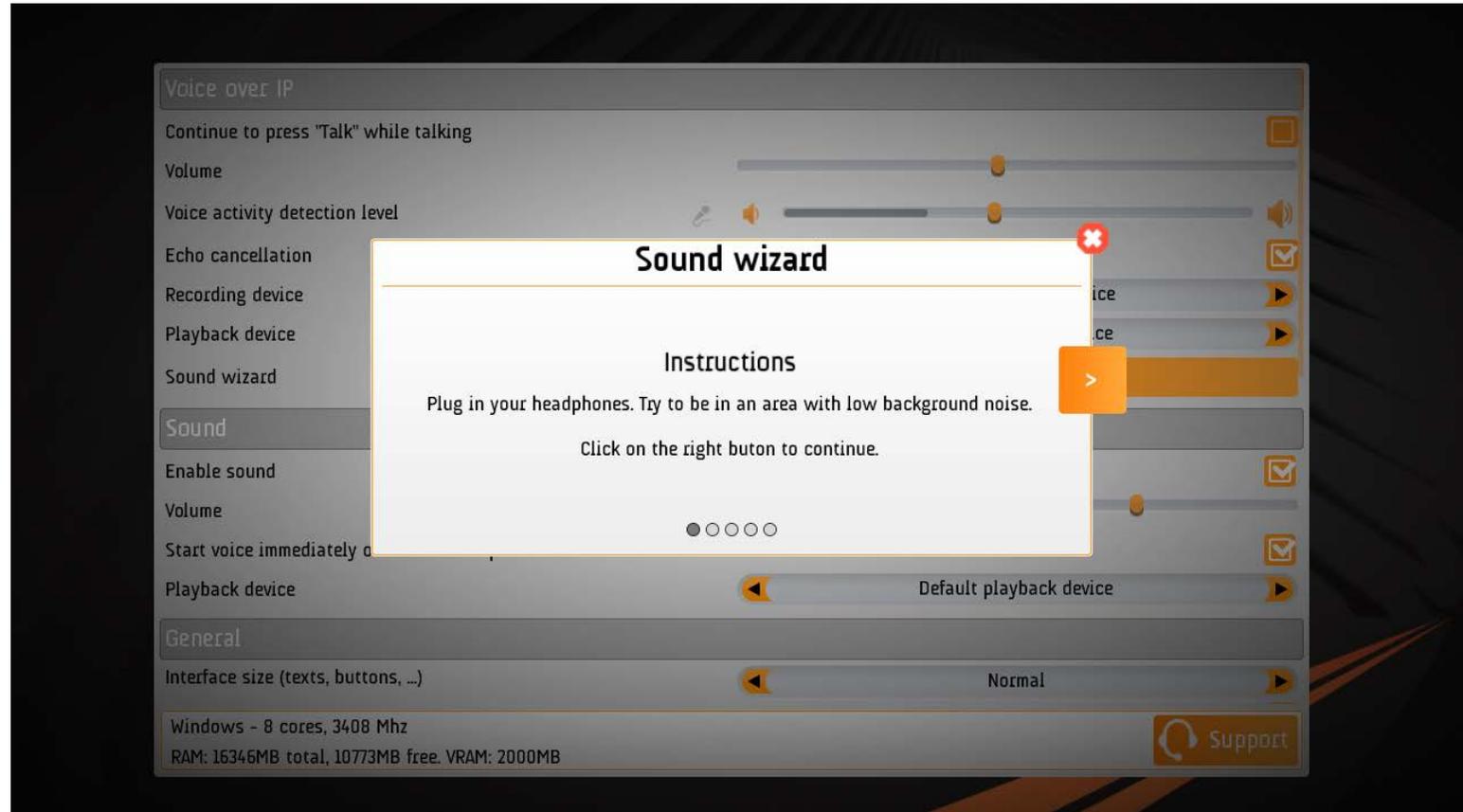


Speakers and microphone set up

We strongly recommend the use of **HEADPHONES WITH MICROPHONE.**

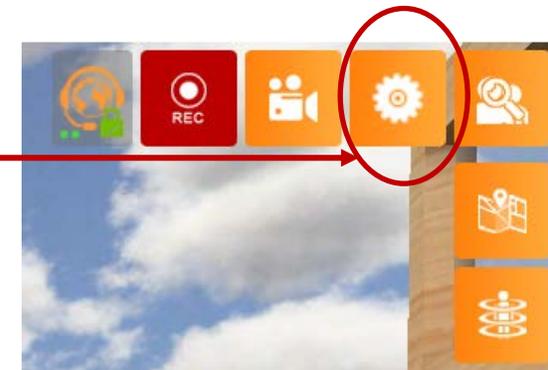
You must connect your headphones to your device **BEFORE** opening the App.

The first time you enter the virtual world, a **SOUND WIZARD** will open, to help you with the setting up of your headphones.



You can access to the **SOUND WIZARD** anytime, by clicking in the **SETTINGS** button (top right).

Then, select: **START SOUND WIZARD**



How to talk



As previously mentioned, in the virtual world your voice will be heard as in real life, this means, in a radius from 2 to 3 meters around your avatar, in order to allow interaction between avatars.

When you want to talk, you simply need to click the button **TALK**, and **keep it pressed**.

At this time, the button will change its color and turn RED.



Once you are done talking, release the TALK button and then you will see it turns orange again.



You may change this behaviour in the **SETTINGS**, unclicking the option **“Continue to press “Talk” while talking”**.

This option will allow you to talk without having to press the button at all times: press the button when you start your conversation, and press it again when you are done.

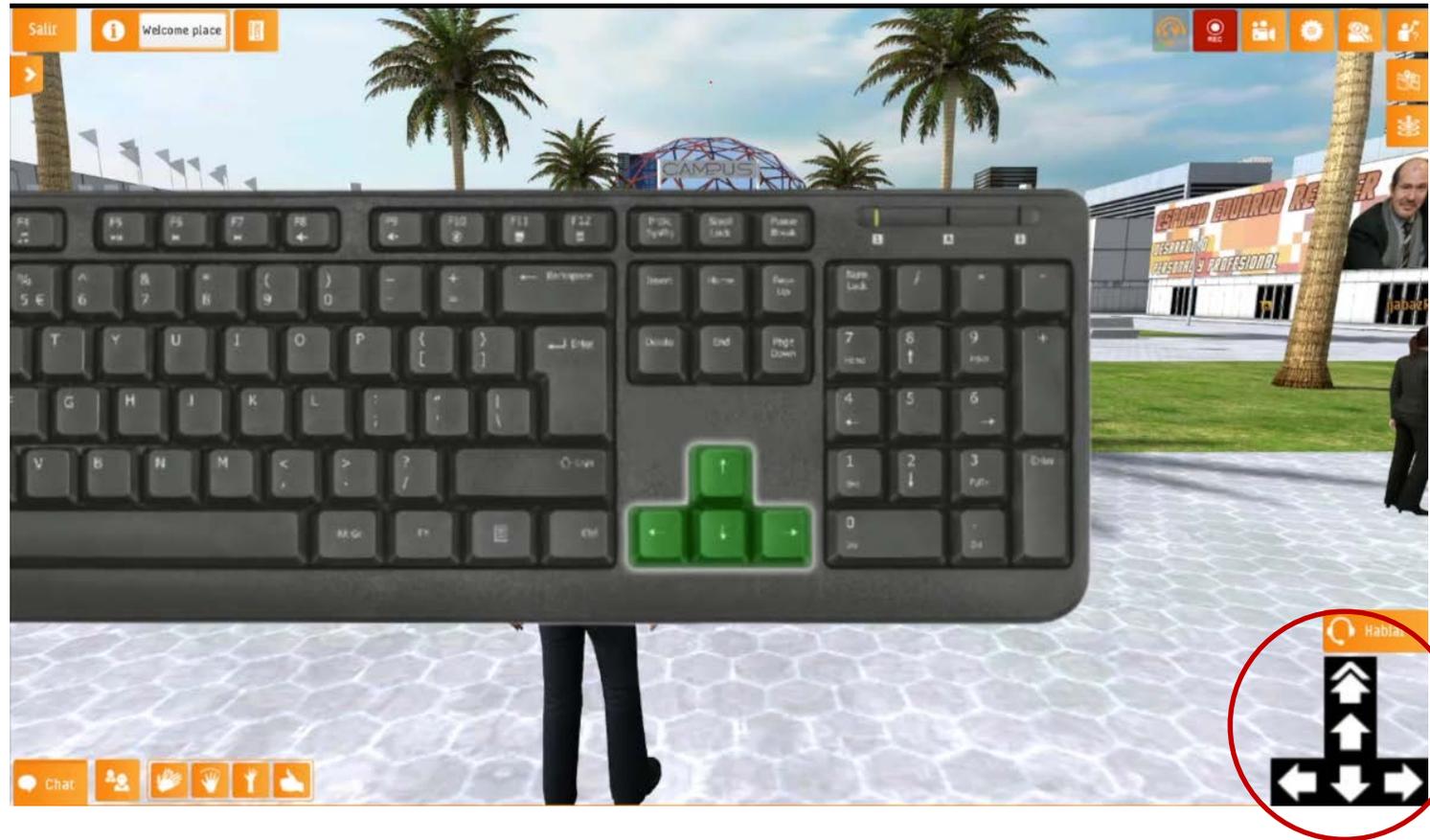
If you choose this option, **IMPORTANT! PRESS THE BUTTON AGAIN WHEN YOU FINISH TALKING**, otherwise background noise and echoes will be heard.

How to move

To move around the virtual world, you may do so in 3 different ways:

- Using the arrows on the menu located at the bottom right side of the screen.
- Use the arrows of the keyboard.
- Selecting directly with the mouse the area of the scenario where you want to go.

On mobile devices you can directly tap the screen.



In order to advance in a more smooth way, you can hold down the advance key on your keyboard and rotate by moving the mouse.

To look around, you can use the left or right arrows (keyboard or menu), or click on the scenario, and without releasing, gently move your finger (or mouse).

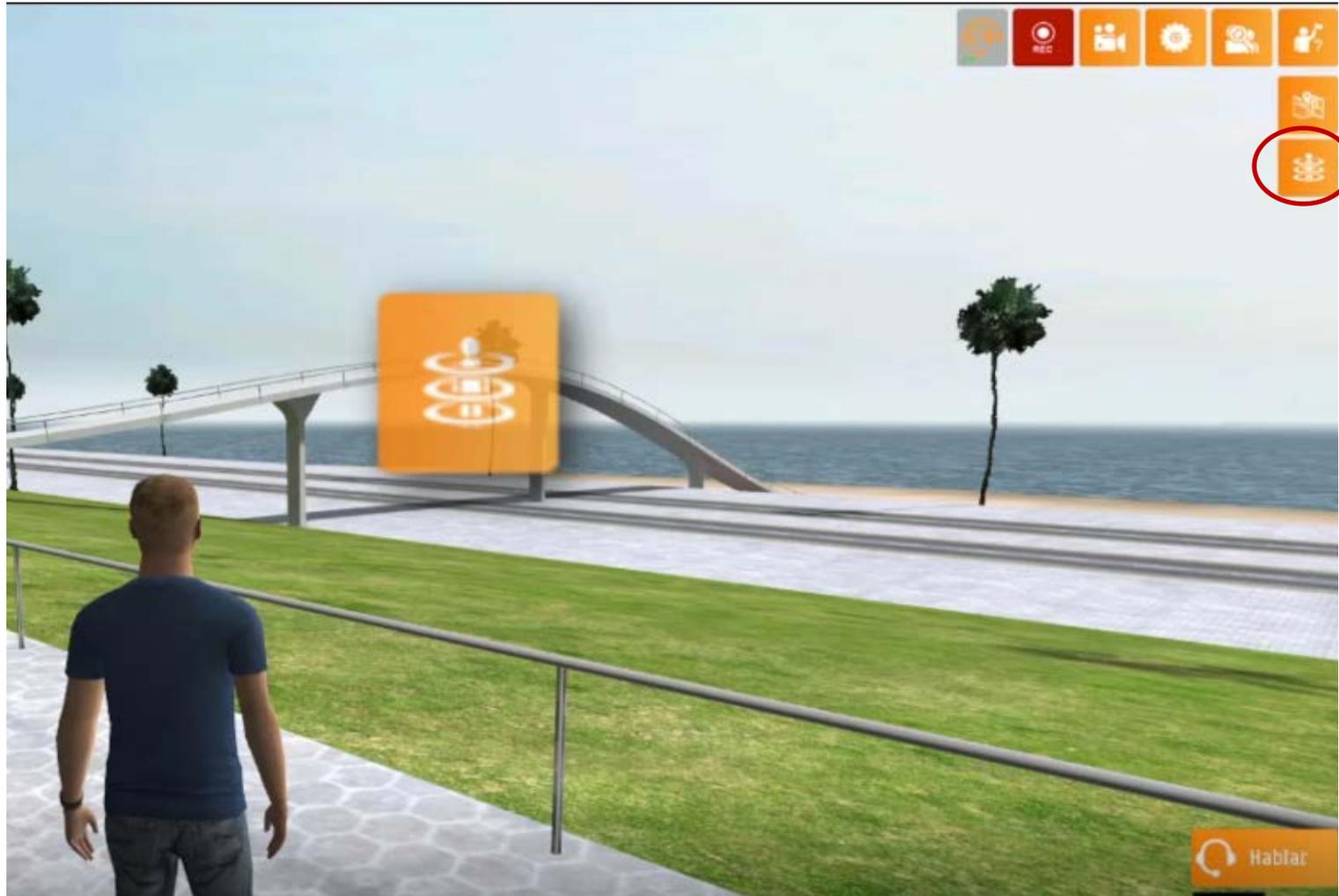
To run, you may use the double arrow of the menu, or touch or click on the spot you want to move to, with your finger (or with the mouse).

Teleport



Teleportation exists in the Virtual World!

By clicking on the teleport button, different options will appear to teleport your avatar directly to the selected area in the room where you are.



Chat

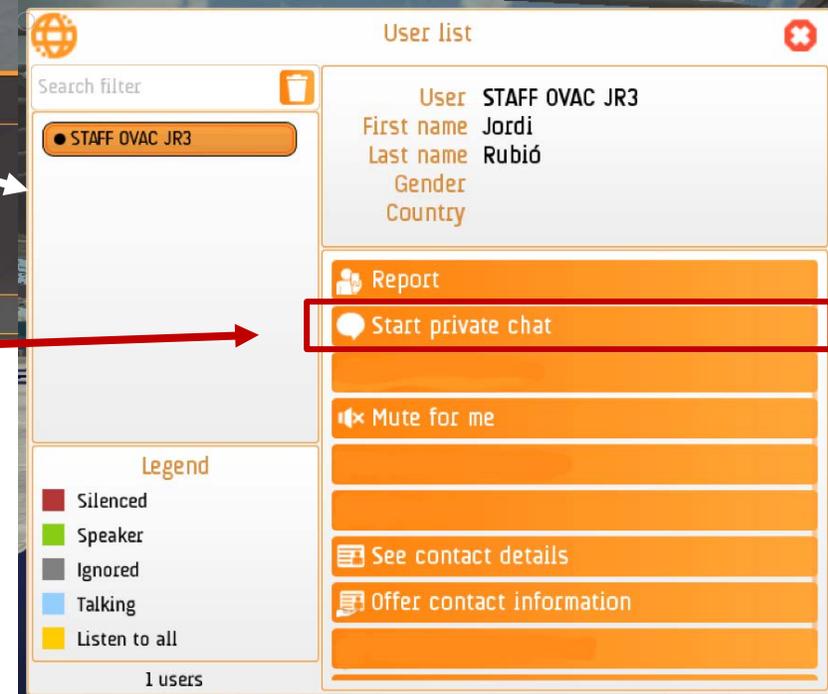


There is also a Chat feature available which allows you to keep conversations or send messages to other avatars.

When you have unread messages, the chat icon blinks to indicate it.

By default, the chat is visible to **ALL** users who are in that scene.

To maintain a **private chat**, click the button **USER LIST** just besides the Chat button, select whom you want to talk to and select the option: **START PRIVATE CHAT**



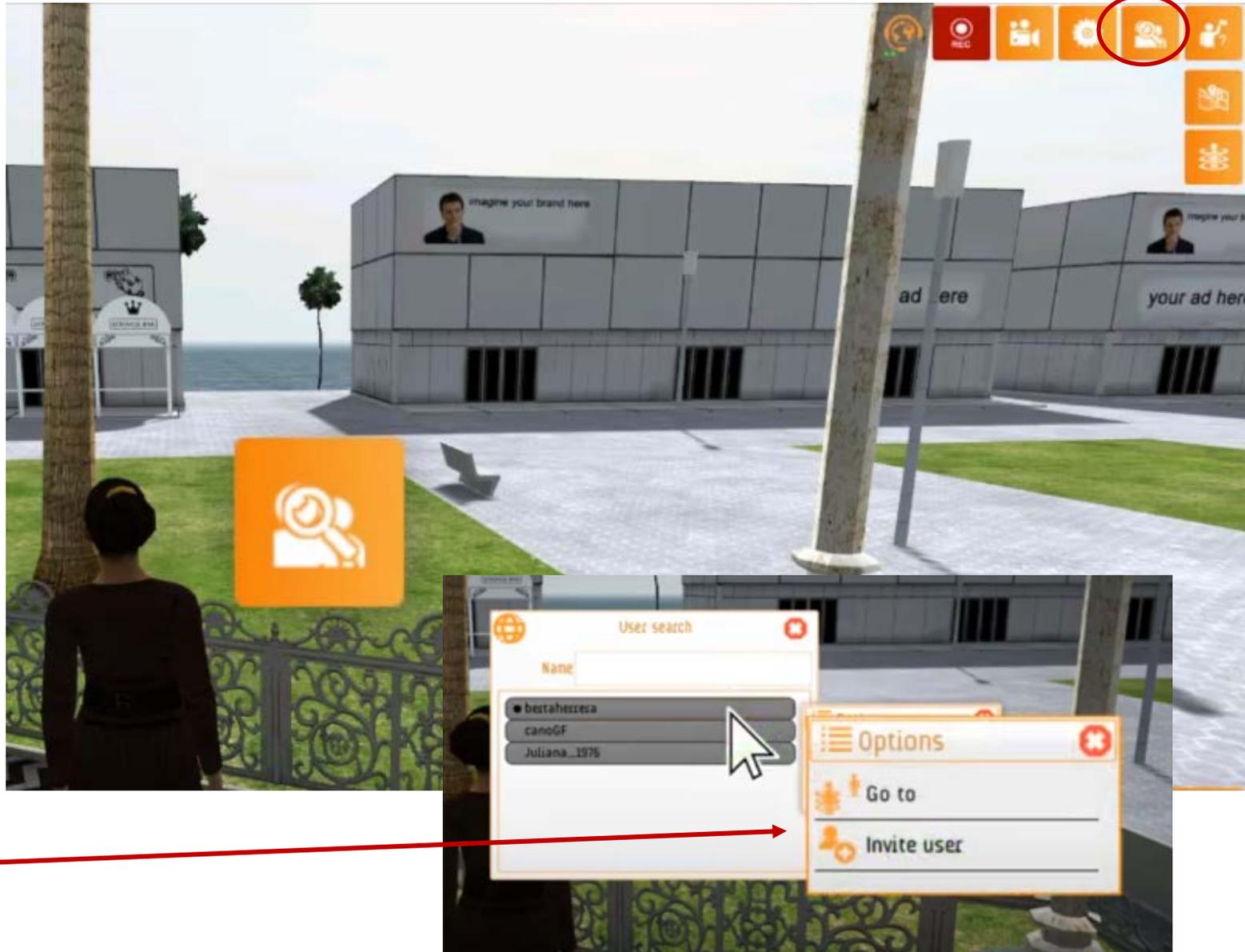
Searching for other avatars



You can invite, or join, other groups of avatars who are elsewhere in the virtual world.

You just need to press the indicated button (top right corner), and the list of **all connected users** will be displayed.

You will be able to select whom you want to invite exactly to your position (**Invite user**), or else you will be able to join the position of an avatar of your choice (**Go to**).

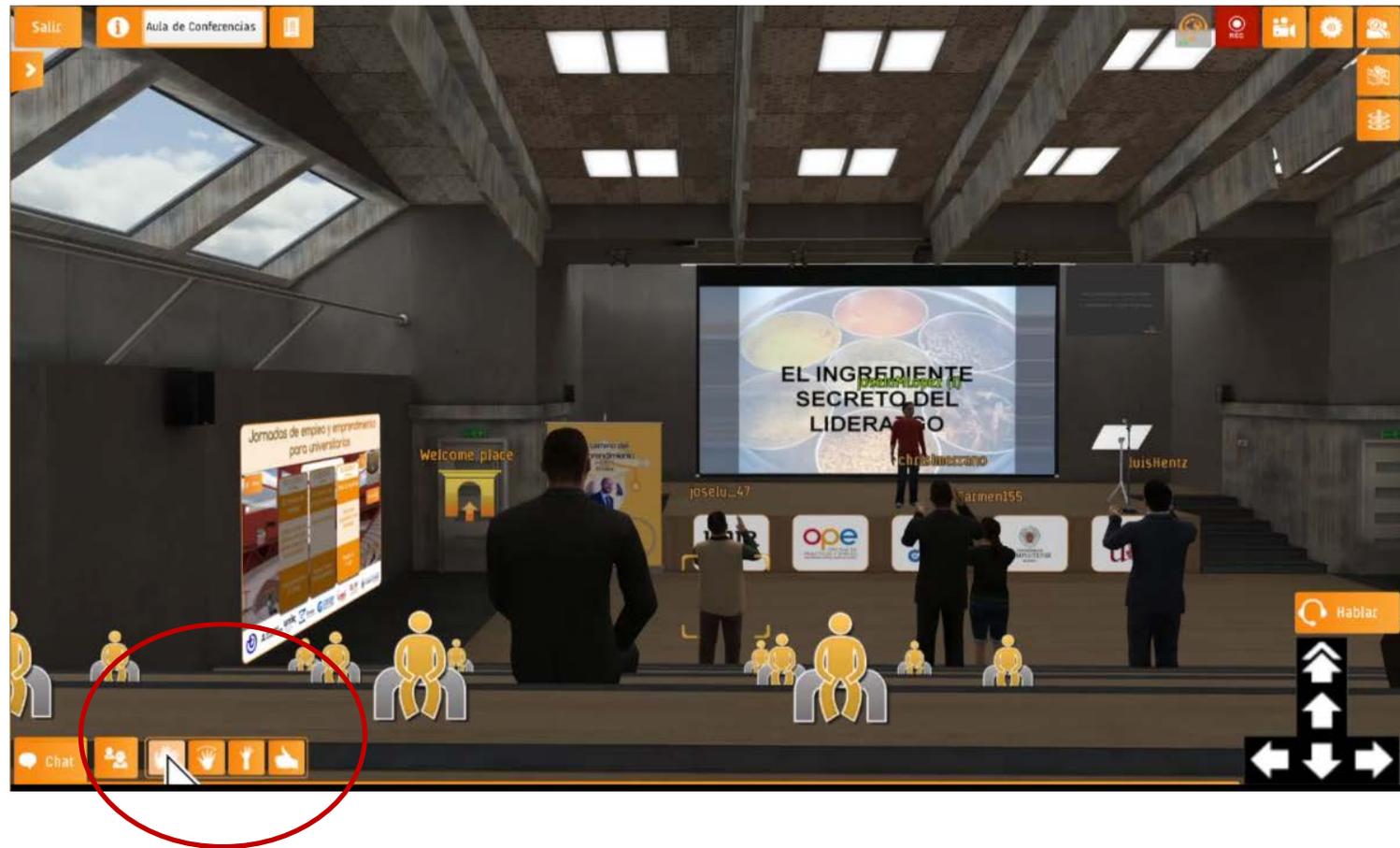


Animations

There are some animations you can do using the commands shown at the bottom of the screen on the left side, using these you will be able to:

- Clap your hands
- Greet
- Raise your hand
- Do an OK sign

If you click on the Animation icon again, you go back to your sitting position.



Clap your hands



Greet



Raise your hand



OK sign

How to sit down

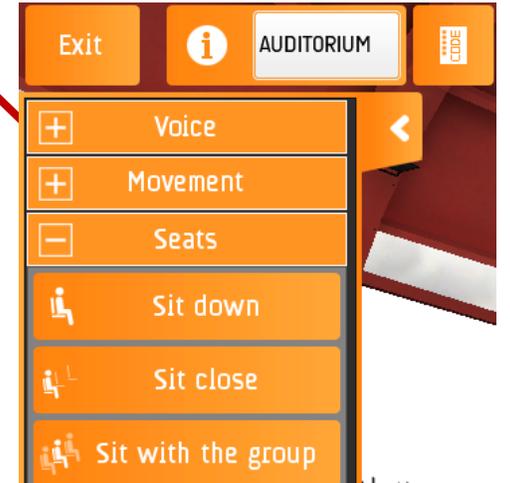
In order to sit down in a meeting room, you must select one of the **icons that show an available seat**.

From your seat you will be able to see around you using the arrows left-right, or with the mouse (as explained in the section How to move).



You can also sit down clicking on the side menu on the left side, at SEATS, where you will find 3 different options:

- Sit down
- Sit close
- Sit with the group





Next, find relevant information for the **NRC&NPD2021** meeting.

FIRST CONNECTION: WHAT SHOULD I KNOW?

- Install the virtual world app following the indications of the installation PDF document. If you have any issue, please contact: ovacsupport@omniprex.com.
- **BEFORE** opening the application: connect your **HEADPHONES** to your device.
- Once in the application, **run the SOUND WIZARD**, to check that your audio settings are correct.
- **We strongly recommend that you connect to the Virtual World in any of the Technical Support schedules BEFORE the meeting (*indicated in the next slide*).** Our OVAC STAFF will guide you through the Virtual World with tips and tricks, so you get familiar with your avatar.



TECHNICAL SUPPORT

The following **TECHNICAL SUPPORT** will be available:

THROUGH E-MAIL

For any installation issues, please contact ovacsupport@omniprex.com.

IN THE VIRTUAL WORLD

if you have already installed the App with no issues, for any doubts or queries, our **OVAC STAFF** will be available in the Technical Support area located in the Exhibition Area:

- Friday, August 13 @ 11:00 – 12:00 EEST (10:00 – 11:00 CEST)
- Monday, August 16 @ 18:00 – 19:00 EEST (17:00 – 18:00 CEST)
- Tuesday, August 17 @ 18:00 – 19:00 EEST (17:00 – 18:00 CEST)
- And during the meeting



SUPPORT OVAC STAFF

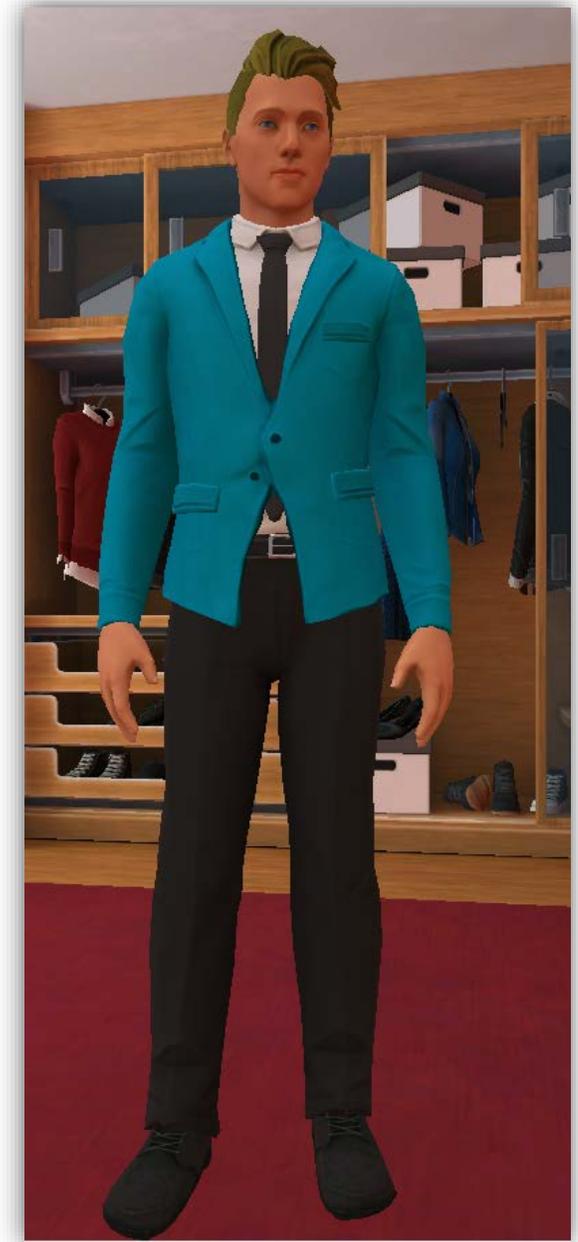
Our Staff Members are at your disposal for any doubt or problem that may arise.

You will be able to easily identify us as per our uniform, as shown in the images. Also, our user name above our avatar head is shown as **OVAC STAFF**.

You will be able to find us in the **TECHNICAL SUPPORT area**, located in the entrance of the **Exhibition Area**. When you are in “Exhibition Area”, use the “Teleport” button to go to the “Technical Support”

You may also get in touch with us opening a **private chat** to any of the **OVAC STAFF avatars** who are in your room.

We will be more than pleased to help you!



SCHEDULE

The Virtual World is open 24 hours!

On **Thursday, August 18**, the meeting will start in the **AUDITORIUM** at **09:45 h EEST**.

We recommend that you access the Auditorium with enough time in order to take a seat and be able to hear the explanations regarding dynamics of the meeting.

USAGE RULES

- With your avatar, you will be able to interact and talk to other avatars in the **EXHIBITION AREA** whenever you wish.
- Remember to **MUTE** the Talk button when you are not talking to anyone (*when muted the button has to be in ORANGE*).
- Inside the Meeting Rooms (**AUDITORIUM** and **LECTURE HALLS**), during the sessions:
 - Take a seat and do not walk around
 - Do not use the Talk button, unless you have a question during debate time (*follow the indications of the section Questions*).
 - Do not use the teleport button to go to “Stage”, this is an area only for Speakers.

SPACES: EXHIBITION AREA

When you access the virtual world, we recommend you visit the **EXHIBITION AREA**.

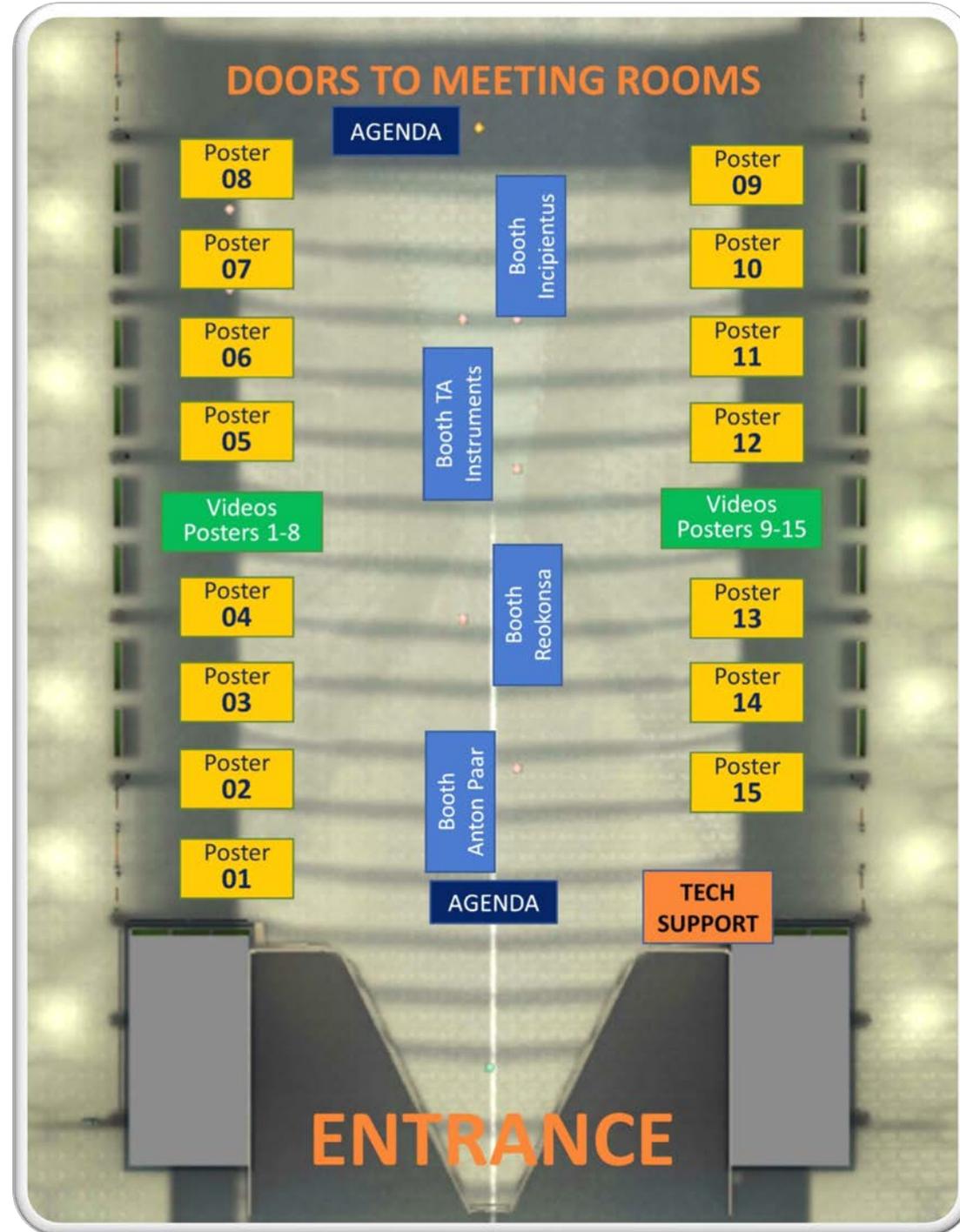
The Exhibition Area is the ideal place for chatting and interacting with your colleagues, and you will find also:

- **POSTERS**
- Booths for **EXHIBITORS**
- **TECHNICAL SUPPORT** area

We encourage you to experiment this interaction in the Virtual World!

At the end of the EXHIBITION AREA you will find the **DOORS** to the meeting rooms: AUDITORIUM, BLUE HALL, GREEN HALL and RED HALL.

Be reminded that to move faster, you may use the Teleport button.



POSTERS

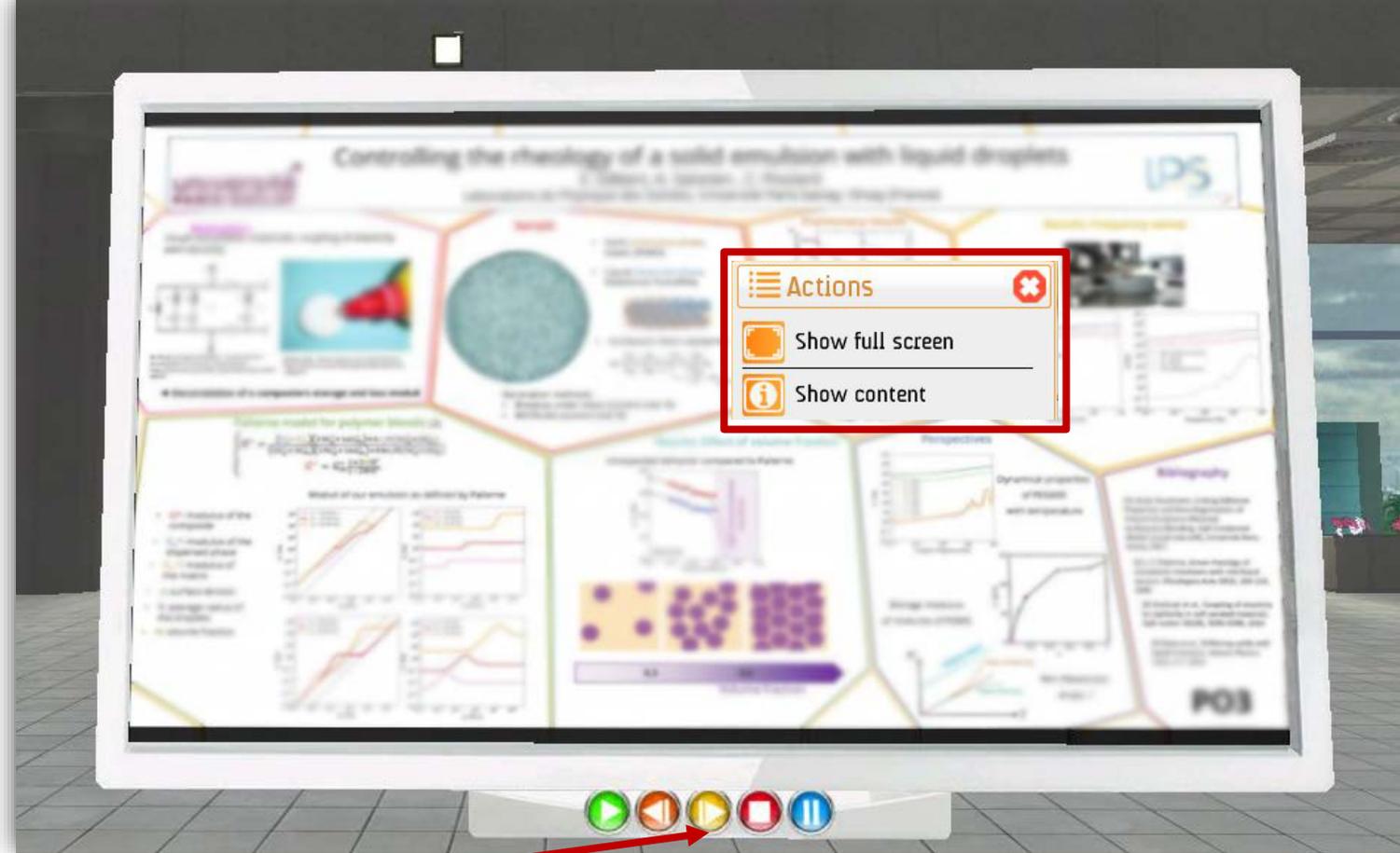
In the Exhibition area you may find screens for posters 01 to 15.

Every screen shows one landscape poster.

And if you click on the screen, you can:

- Show full screen: to see the poster full size.
- Show content: a new window will open and you will be able to download the PDF poster to your device.

But also, if you click on the yellow button at the bottom of the screen, you can watch a video with a brief presentation of the poster by the author. If you click on the screen you can see the video full screen.



There are also 2 screens available to watch only videos of posters:

- Videos for posters 01 to 08
- Videos for posters 09 to 15
(see plan in the previous slide)



CLICKABLE ELEMENTS

In the Virtual World, you may find some panels or images that are clickable showing a “**click icon**”.

When you click with your mouse on those elements, a webpage or pdf document will open up.

AGENDA

You can consult the agenda for the NRC&NPD2021 by clicking in any of the panels “AGENDA” in the virtual world. In every room there is a “teleport” option to place your avatar in front of this panel.

BOOTHS

Booths for sponsors also have some images which are clickable. Those links will provide more information through a webpage or contact form.



SPACES: MEETING ROOMS

AUDITORIUM

For the opening every day, plenary sessions and closing ceremony.

In the Auditorium you may find doors to get to the Exhibition Area and to every Lecture Hall.

LECTURE HALLS

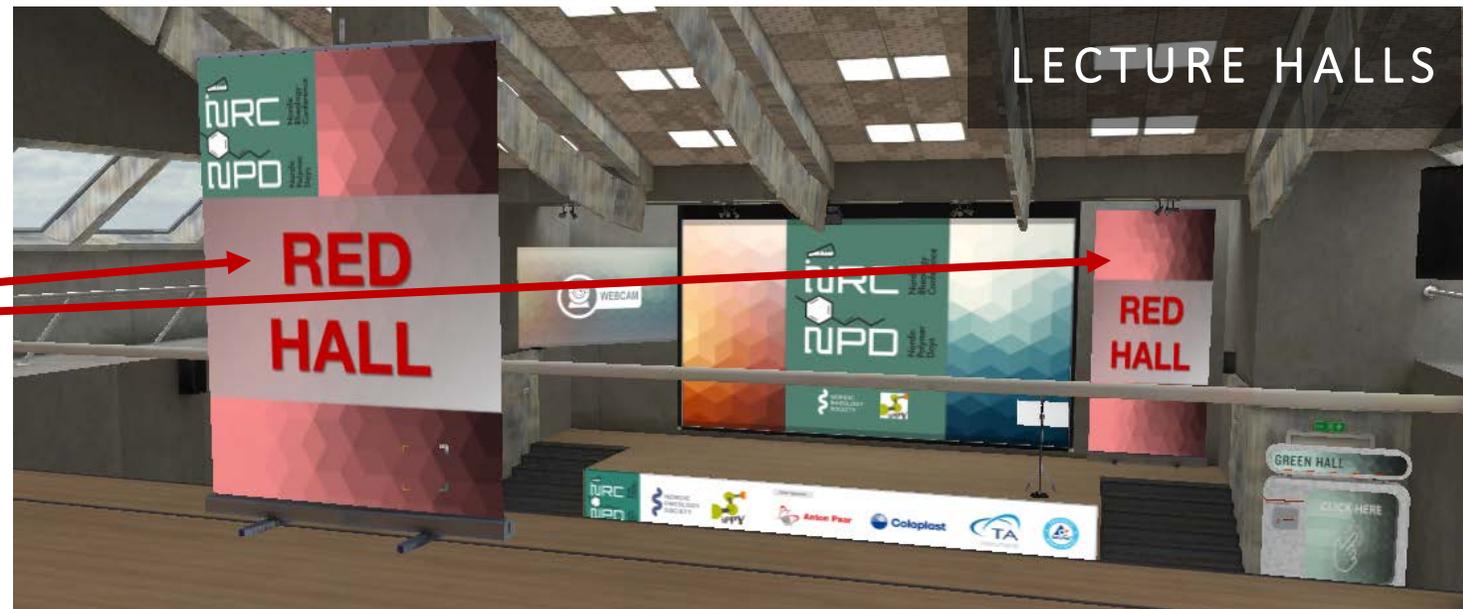
There are 3 Lecture Halls:

- Blue Hall
- Green Hall
- Red Hall

When you access any of the 3 Lecture Halls, two panels will indicate the name of the Lecture Hall.

In every Lecture Hall you may find 3 doors:

- To the other 2 Lecture Halls
- To the Exhibition Area



FOLLOWING UP THE PRESENTATIONS

During the presentations, in the Auditorium and Lecture Halls, you will be able to see all slides presented in detail using the mode “show full screen”.

You just have to click on the screen where the presentation is shown, and select **“SHOW FULL SCREEN”**.

To close the full screen you need to click on the red cross that appears in the top right hand side.



To close full screen, it is very important to not mistake the cross you click: if you click on the App X on the top right, the App will be closed.
Click ALWAYS on the red cross shown.



QUESTIONS

In the Meeting Rooms (AUDITORIUM and LECTURE HALLS), at the end of every presentation, there will be some time for questions from the audience.

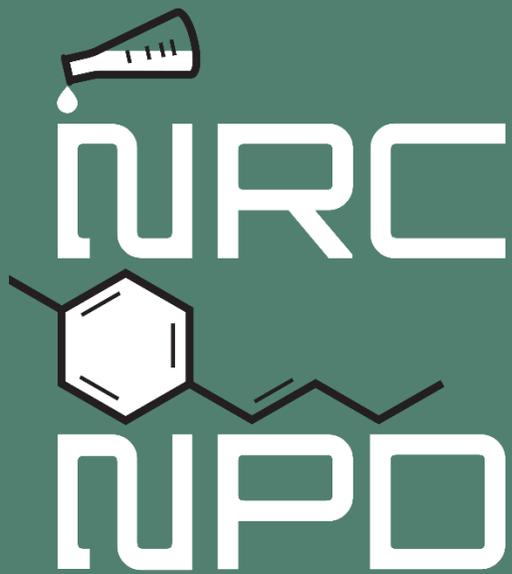
If you have a question, when indicated by the OVAC STAFF or CHAIR in the meeting room, **click into the animation button “RAISE YOUR HAND”**.

Wait for your turn, and when the OVAC STAFF or CHAIR tells you to do so, you will be able to ask your question to the speaker. Easy!

You may also use the CHAT.



After you have asked your question, click on the animation icon again to go back to your sitting position.



Nordic
Rheology
Conference

Nordic
Polymer
Days

