Inclusive SciComm 2021 (ISCS21)

User Guide for the Virtual Platform

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Introduction

This user guide will take you through how to navigate the pages of the 2021 Inclusive SciComm Symposium, hosted on the platform vFairs, from October 14th through 16th, 2021. Acronyms used throughout the platform are "ISC" for InclusiveSciComm and "ISCS" for InclusiveSciComm Symposium. More information about the conference itself can be found on the InclusiveSciComm website's page for this year's conference: https://inclusivescicomm.org/2021symposium-about/. At that link you will find information regarding: Accessibility, Registration, Pre-conference Sessions, Attendee Agreements, Keynotes, Community Cohort, Exhibitors, Planning Committee and other volunteers, and Sponsors.

If you need assistance with the platform, you can contact vFairs technical support in three ways:
1. Emailing 2021ISCS@getvfairs.io
2. Clicking on the red-orange "vFairs Technical Support" widget in the platform (image of the button below). This chat feature has a separate technical support team from vFairs that will chat with you during the conference.

3. Using the blue chat widget in the platform to ask a question in the "Ask the ISCS Organizers" or "Technical Support" Chat Rooms

To contact symposium organizers of the conference regarding conduct observed during the conference, please email conduct@metcalfinstitute.org . For all other matters regarding the symposium, please email symposium@metcalfinstitute.org. Metcalf Institute volunteers will check these emails throughout the conference.

System requirements

The recommended browsers to view the platform are: Google Chrome, Microsoft Edge, and Safari. This recommendation applies to both the desktop site and the mobile site (if viewing on an internet browser app on your phone). We also recommend that you have the most updated version of Zoom, as live sessions will take place as embedded Zoom calls on the platform.

Accessibility

In line with our Accessibility statement (which you can view at https://inclusivescicomm.org/2021symposium-accessibility/), we have done everything we can to ensure meaningful inclusion of attendees with disabilities, caregiving responsibilities, in different timezones, and limited funding. Our production team has ensured that closed-captioning has been reviewed for all videos in our On Demand Gallery page. Wordly, a multi-lingual auto-captioning Zoom plug-in, will be available for all live Zoom sessions. The development team has also let us know that the majority of clickable items on the platform will have alt-text or alt-tags coded so they are screen-readable by the time the conference starts on October 14th, 2021.

With the approval of session organizers, some symposium sessions will be recorded. In these cases, we will only record presentations during the live sessions. Discussions will not be recorded to encourage open and honest conversations. The recordings will be available on Metcalf Institute's Youtube Channel approximately one week after the symposium (https://www.youtube.com/c/MetcalfInstitute/videos). Videos associated with this year's conference are currently unlisted but will be made public following the conference. A screen-readable version of the Agenda at a Glance is available on the InclusiveSciComm website hyperlinked with the text "ISCS21 Agenda At A Glance": https://inclusivescicomm.org/2021symposium-accessibility/

Unfortunately, there are still shortcomings with our virtual platform and symposium that we feel are important to be forthcoming about. To our knowledge, there are four aspects of the Symposium that are unlikely to be screen-readable by the time the conference starts: (1) the embedded blue chat widget within vFairs, (2) the embedded red-orange technical assistance widget within vFairs, (3) the embedded Twitter widget on the Agenda pages, and (4) the website we will be using for networking, called spatial.chat (https://spatial.chat/). To this end, we recommend that attendees include an email and/or social media site in their vFairs profile that is more accessible (screen-readable) as an alternate option to connect with attendees. Go to [Alt Text for Edit Profile page 1/2] and [Alt Text for Edit Profile page 2/2] for how to navigate to the Edit Profile button. If there are other features of the platform that are not screen-readable or otherwise accessible, please send an email to symposium@metcalfinstitute.org or 2021ISCS@getvfairs.io.

I. Login Information

Our virtual platform is located at **https://iscs.vfairs.com/.** This will be the login page for the conference. You may need to accept cookies and the platform's privacy policy.

From the link above, click on either of the dark-green "LOGIN" buttons to access the platform. Either of these buttons will prompt you to input the **email address you registered for the conference with**, as well as a box to tick indicating the following: " I have read the 2021 ISCS Attendee Agreement and Release, Privacy Policy and Code of Conduct, and I agree to all of these." If you have not read these agreements yet, visit https://inclusivescicomm.org/2021symposium-attendee-agreements/.

Once you have logged in for the first time, you will remain logged in to the platform for **24 hours** (i.e., you won't need to put in an email or check the box again), but will still need to click the LOGIN button from this login page to access the platform.
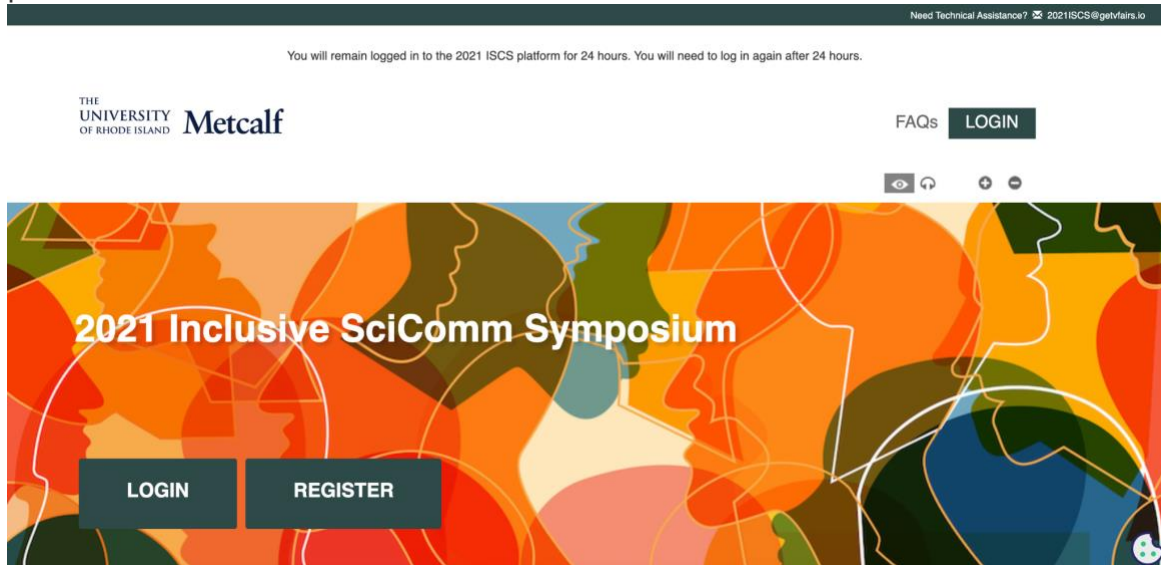
[Alt Text for Login page] Above is a screenshot of the platform login page. Moving top to bottom, left to right, text in the top right corner says "Need Technical Assistance?" followed by the 2021ISCS@getfairs.io email address. Below this is another line of text saying "You will remain logged in to the 2021 ISCS platform for 24 hours. You will need to log in again after 24 hours". Below this, the University of Rhode Island Metcalf Institute logo is placed on the left. To the right of the logo is a link to the FAQs and a Login button. Just below the FAQ and Login buttons are a series of accessibility buttons. From left to right, these include a button to change the contrast, a button to activate "listen mode," which reads text off the page, and two buttons that can be used to maximize or minimize the elements of the page.

Below the accessibility buttons is a brightly colored graphic featuring line drawings of heads, which contains the words "2021 Inclusive SciComm Symposium." In the bottom left of the graphic are two buttons: the "LOGIN" button and the "REGISTER" button.
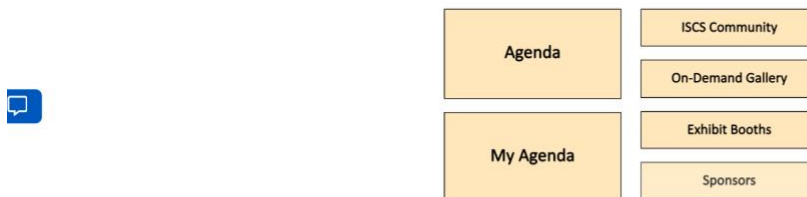
II. The Lobby

Once you have logged into the platform, you will be taken to the **lobby** page. Here, you will find the **main menu** both across the top of the page as well as in cream-colored buttons in the center of the page. Your **profile** can be accessed in the top right-hand corner of the screen, where your name appears with a photo. A pull-down menu allows you to update the profile. This profile drop-down is available from any screen in the vFairs platform.

Also on the lobby page, there is a **blue chat widget** on the left-hand side of the page, along with a **red widget** that will allow you to chat with vFairs Technical Support.

[Alt Text for Lobby page] Above is a screenshot of the Lobby page. On each page of the symposium, there will be some consistent features, listed here from top to bottom, left to right. (1) Text in the top right corner says "Need Technical Assistance?" followed by the 2021ISCS@getvfairs.io email address, (2) Below this, the University of Rhode Island Metcalf Institute logo is placed on the left, (3) the header text "2021 Inclusive SciComm Symposium" is directly to the right of the Metcalf Institute logo. (4) Four accessibility buttons that allow users to change the contrast of the site, listen to the text of the main menu, and increase or decrease the size of the text on the page are directly to the right of the header text. (5)

Directly to the right of the accessibility buttons is the user's profile photo followed by your name. Clicking on the user name will open a drop-down menu with the following options: Update Picture, Edit Profile, Help, and Logout. (5) The next line contains the main navigation tools for the conference. From left to right, the tools offer buttons labeled "Lobby", "Agenda", "ISCS Community", "Chat", "On Demand Gallery", "Exhibit Hall", "Sponsors", "Code of Conduct", "User Guide", and "My Satchel." (6) Several of these navigation tools are also located in the center of the page, in two columns. The left column contains a button linking to "Agenda" on top and a button linking to "My Agenda" directly below. The right column has four buttons. From top to bottom these are: "ISCS Community," "On-Demand Gallery," "Exhibit Booths," and "Sponsors." (7) There are two widgets on the left side of the page (which at this time do not seem to be screen readable). (7) Along the bottom of the page is a banner listing emails and websites of note: "symposium@metcalfinstitute.org", "conduct@metcalfinstitute.org", "metcalfinstitute.org, " inclusivescicomm.org", and "2021ISCS@getvfairs.io."

III.   The Agenda and Joining Sessions

Clicking on the second menu item (or button) titled "Agenda" takes you to the **Agenda** page, where you will likely be spending a lot of time. Within the agenda page, there are three tabs (buttons) that organize the agenda into four categories: **"14th October 2021", "15th October 2021", "16th October 2021", and "My Agenda"**. The dates correspond to days of the conference. You can populate your "My Agenda" page by clicking the " + Add to My Agenda" button at the right hand side of each live session listing. The "Add to My Calendar" button allows you to add the event to a third-party calendar (e.g., Google Calendar). Some session listings have additional buttons, such as links to the public chat rooms at the beginning of each day or an "On Demand" button that will take you to the On- Demand gallery, where pre-recorded videos associated with the live session are housed.

The "Join" button allows you to join the session, which will be in the form of an embedded Zoom pop-up window. The Zoom window will have Wordly, an auto-transcription service with the ability to change the language of the transcription, on the right-hand side of the call. The typical Zoom functionalities will be available during sessions, including the chat and polls (polling for presenters only).

The left-hand side of the page has an embedded **Twitter widget** so you can see what other folks are Tweeting about during the conference. It is linked to the symposium's official Twitter account, @InclusiveSci.

For presenters:

The point of contact for your live session will be emailed a Zoom link to join directly in case you are unable to join from the platform. There will be someone from vFairs in charge of starting your Zoom call. Once you join and identify yourself as a presenter, you will be promoted to Co-host and can run the call with Co-hosting privileges. If you need to have polls added before your live session, please email symposium@metcalfinstitute.org to have them added. Otherwise, import them at the beginning of your live session.

A note about Keynotes:

Our keynotes will be broadcasted to the public on Youtube and Facebook Live using a third-party application. This means that questions and comments from the audience will be sourced from YouTube and Facebook Live and **not** from the platform. The Youtube and Facebook Live links are located in the descriptions of the Keynotes on this agenda page on the platform as well as on the InclusiveSciComm website: https://inclusivescicomm.org/symposium-keynotes/. To view auto-generated closed captions, we recommend clicking on the Youtube link and turning on closed-captions that way.

[Alt Text for Agenda page 1/3] This is a screenshot of the Agenda page. See "Alt Text for Lobby page" for description of common elements on the page. Moving from top to bottom, left to right on the page: in addition to the common elements, this agenda page has a Twitter widget on the left that is a live feed of the @InclusiveSci Twitter account. Below the main menu and to the right of the Twitter widget, the Agenda page has a secondary toolbar that is split into four additional tabs (buttons), with the categories "14th October 2021", "15th October 2021", "16th October 2021", and "My Agenda". After selecting a specific date, you will be able to access each of the live sessions associated with that date or your personalized agenda. Each Agenda page is formatted similarly: Session titles are

left-justified, with the date and time of the session on the same line, right-justified. There is a join button below the date and time text titled "Join" that, when clicked, will open up an embedded Zoom pop-up on the same screen. Under the "Join" button, there is an "+ Add to My Agenda" button that allows you to add the session to your "My Agenda" tab. Speaker information (some of which is clickable and will prompt a pop-up of a longer description of the speaker) is located below the session title. A text description of the session is located below the speaker names. There may be buttons for viewing associated On Demand content for the session, which will take you to the "On Demand Gallery" (please visit [Alt Text for On Demand Gallery] for more information) or a link to view a handout with more information about the session. The last button for a session will always be the "Add to Calendar" button, which allows you to add the session to a third-party calendar, such as Google Calendar. This button is always located at the bottom right of each session description. At the top of each day's agenda, there is a listing for the public chat rooms and three buttons linking to them.

No more roll call! Identifying and dismantling traditional uses of our names--in science and beyond

Thu, 14 October, 12:00 PM (ET)

Join

Dr. Diane Dechief (McGill Office for Science Education)

+ Add to My Agenda

Names are perhaps more integral to our individual sense of self than any other aspect of our identity. And yet, in our professional lives, the social and hierarchical uses of our names can make our names sound differently or signal hierarchical locations that may feel quite estranged from how we see ourselves. As examples, in classrooms or at events, is your name often mispronounced or perhaps left unspoken because of fear of mispronunciation? And does the order of authors on publications that you co-author sometimes signal a level of contribution that does not match reality?

This interactive session will provide theoretical and historical contexts of the power of naming and then focus on strategies for making name use more comfortable in professional and scientific settings. Educators and facilitators will come away with tools for online and in-person name interactions. All of us will emerge with a keen lens for seeing the power of naming in our everyday lives.

This session has a 25 person limit.

This networking session is sponsored by the American Association for the Advancement of Science (AAAS) Dialogue on Science, Ethics, and Religion and the AAAS Center for Public Engagement with Science & Technology. They welcome visitors at their booth in the Exhibit Hall and are hosting a panel Friday at 1:45 p.m. EST, "Conservation and Environmental Justice: Faith Community Perspectives on Science Communication and Engagement"

🗓 Add to Calendar

[Alt Text for Agenda page 2/3] This is a screenshot for a session within the agenda that shows the location of the "Join" button. Underneath the session title text and date/time text, there will be a "Join" button that will open up a pop-up of the embedded Zoom call on this page.
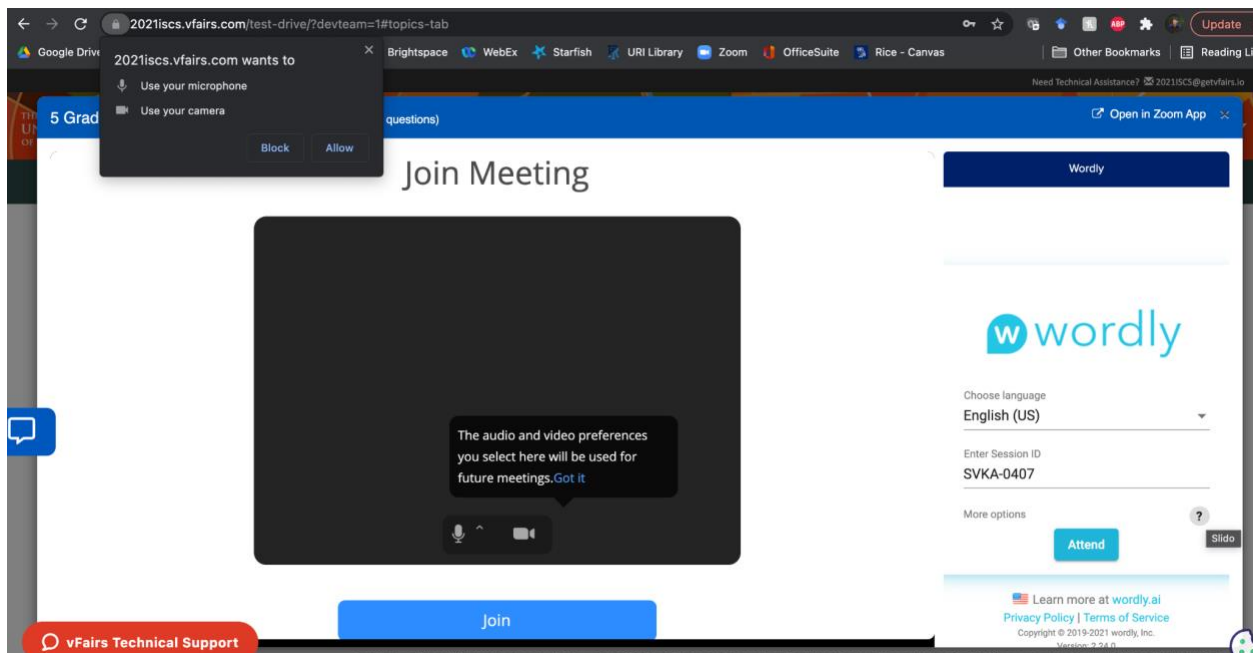
[Alt Text for Agenda page 3/3] This is a screenshot of the embedded Zoom window that appears after clicking on the "Join" button. There is a pop-up from the internet browser on the top left of the screen that says "2021iscs.vfairs.com wants to Use your microphone Use your camera" with the options to "Block" or "Allow." The embedded Zoom window is within a blue box with the title of the session at the top of the box. There is also an option to open in the Zoom App, which, when selected, will open a Zoom window off the platform. You are first directed to the "Join Meeting" page, which allows you to preview your mic and camera and turn them on or off. A text prompt above the camera toggle says "The audio and video preferences you select here will be used for future meetings" along with the button "Got it" to close the prompt. After you have set your camera and mic settings, you may click the blue "Join" button below the preview screen. Both here and during the Zoom meeting, there is a panel on the right side for Wordly, a third-party Zoom app that allows for automated closed captioning in many languages. To enter Wordly via the right-hand panel, you need to select a language using the dropdown menu under "Choose language." An "Enter Session ID" prompt is below the language selection. That ID number should autopopulate for the Zoom meeting you are in. Click the "Attend" button below the Session ID to view the Wordly closed captions on the right hand side.

IV. The ISCS Community and Your Profile

The ISCS Community page (accessed through the main menu button titled "ISCS Community") allows you to see a listing of all the conference attendees --

presenters and participants -- and their profiles. You will be able to use the top filter boxes to search attendees by their first and last name, position, country, affiliation, and by ISCS keywords, which are in a drop-down menu where each keyword of interest is checked by default (uncheck the first "Select All" box to start from zero boxes checked).

Your profile information was pre-populated based on the information you provided during registration. You can modify these criteria, as well as provide an "About me" description, by clicking on your name and icon on the top-right corner, which will prompt you with a drop-down menu that includes "**Edit Profile**". **You will need to log in again to view the changes to your profile.**

A blue "**Chat Now**" button is located under each attendee's profile photo. Clicking this will take you to chat widget that opens on the left side of the screen, where you can send direct messages to any attendee and/or meet with them over video. Note that if an attendee is using a screen-reader, they may not be able to access the chat widget. In this circumstance, we recommend reaching out to an attendee via email to set up a Zoom call.
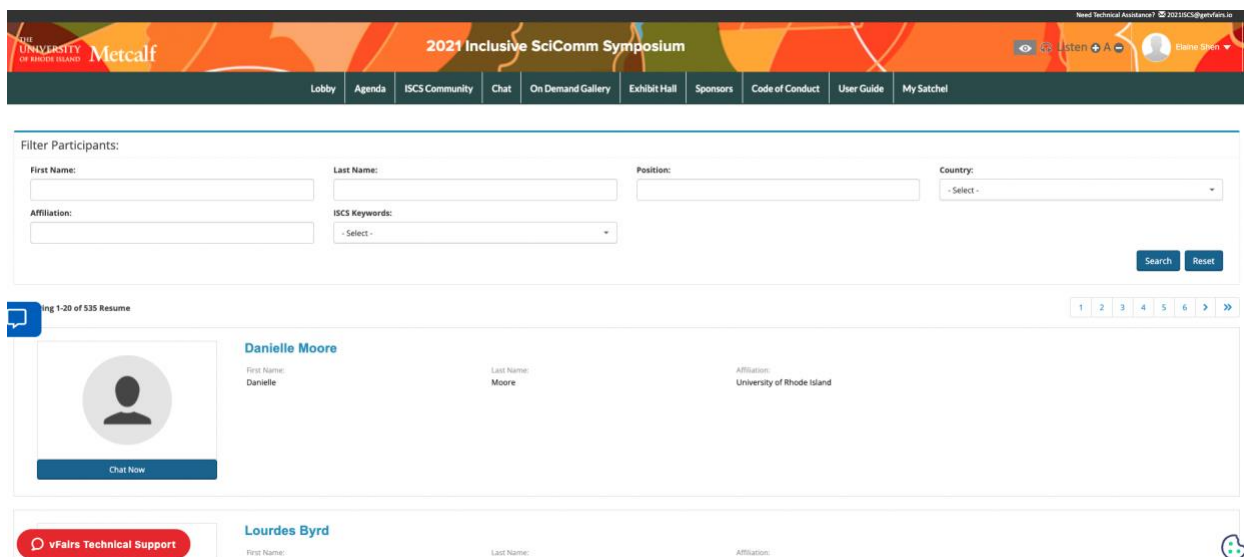
[Alt Text for ISCS Community page] A screenshot of the ISCS Community page. Go to "Alt Text for Lobby page" for description of common elements on the page. Below the main menu is the ISCS Community page, which can be navigated to by clicking on the "ISCS Community" button on the main menu at the top of the page. Moving from top to bottom, left to right of the ISCS Community page, there is title text on the top left that says "Filter Participants." Below this title are six fields that you can either type or select from a dropdown list of items to filter participants by: "First Name:", "Last Name:", "Position", "Country", "Affiliation", "ISCS Keywords". The "Country" and "ISCS Keywords" are drop-down lists. The "ISCS Keywords" are terms

with boxes you can check in a drop-down menu; they are automatically all selected and can be deselected by clicking the first box that is checked for "Select All." Below and to the right of the filters are two buttons, "Search" and "Reset," used to apply or reset the filters. The ISCS Community member list appears below. The list begins with left-justified text indicating which page of the ISCS community you are on (e.g., "Displaying 1-20 of 535 Participants"). On the right side are buttons to indicate the page numbers (numbers 1-6, then two arrow buttons to take you to the next set of pages or to the very end of the list). The attendee profiles begin below the page indicators. All profiles contain, from left to right: a profile photo (if provided), the attendee's first and last names, and any other information provided by the user. If the participant provided "About Me" text when editing their profile, that will appear, too. More information provided below in [Alt Text for Edit Profile page 1/2 and Alt Text for Edit Profile page 2/2].
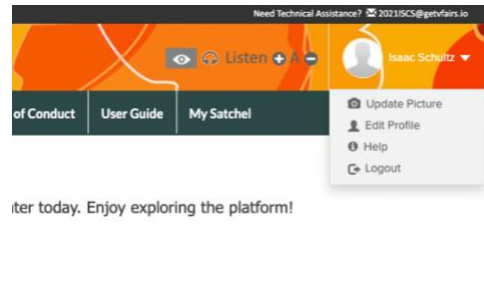
[Alt Text for Edit Profile page 1/2] A screenshot showing where "Edit Profile" feature is located on the header of each page. Go to [Alt Text for Lobby page] for the full description of the header and footer. At the top header of every page as the most right-hand element, your profile photo and name is provided. By clicking on your name, there is a drop-down menu with the following options: "Update Picture", which will toggle a pop-up within the chat widget that prompts you to upload a new image, "Edit Profile", which will open a pop-up with elements to populate and edit (see [Alt Text for Edit Profile page 2/2] for more information), "Help", which will take you to the vFairs technical support pop-up, and "Logout" which will exit you from the platform.

[Alt Text for Edit Profile page 2/2] A screenshot showing the pop-up that appears after clicking on "Edit Profile" (go to [Alt Text for Edit Profile page 1/2]) for more information). The pop-up has a few items to fill out, some of which were auto-populated from the registration information you provided. The items to personalize are as follows: "First Name*" , "Last Name*", "Pronouns", "Position", "Country", which is a drop-down menu of countries, "Affiliation", "ISCS Keywords", which is a drop-down menu of keywords that can be added to your profile, and "About Me", which is where you can write a small bio of yourself that will appear on the "ISCS Community" page. The asterisks indicate where information is required. The last button on this page is the "Save" button to save your changes. Note that changes will only be visible once you log back into the platform.
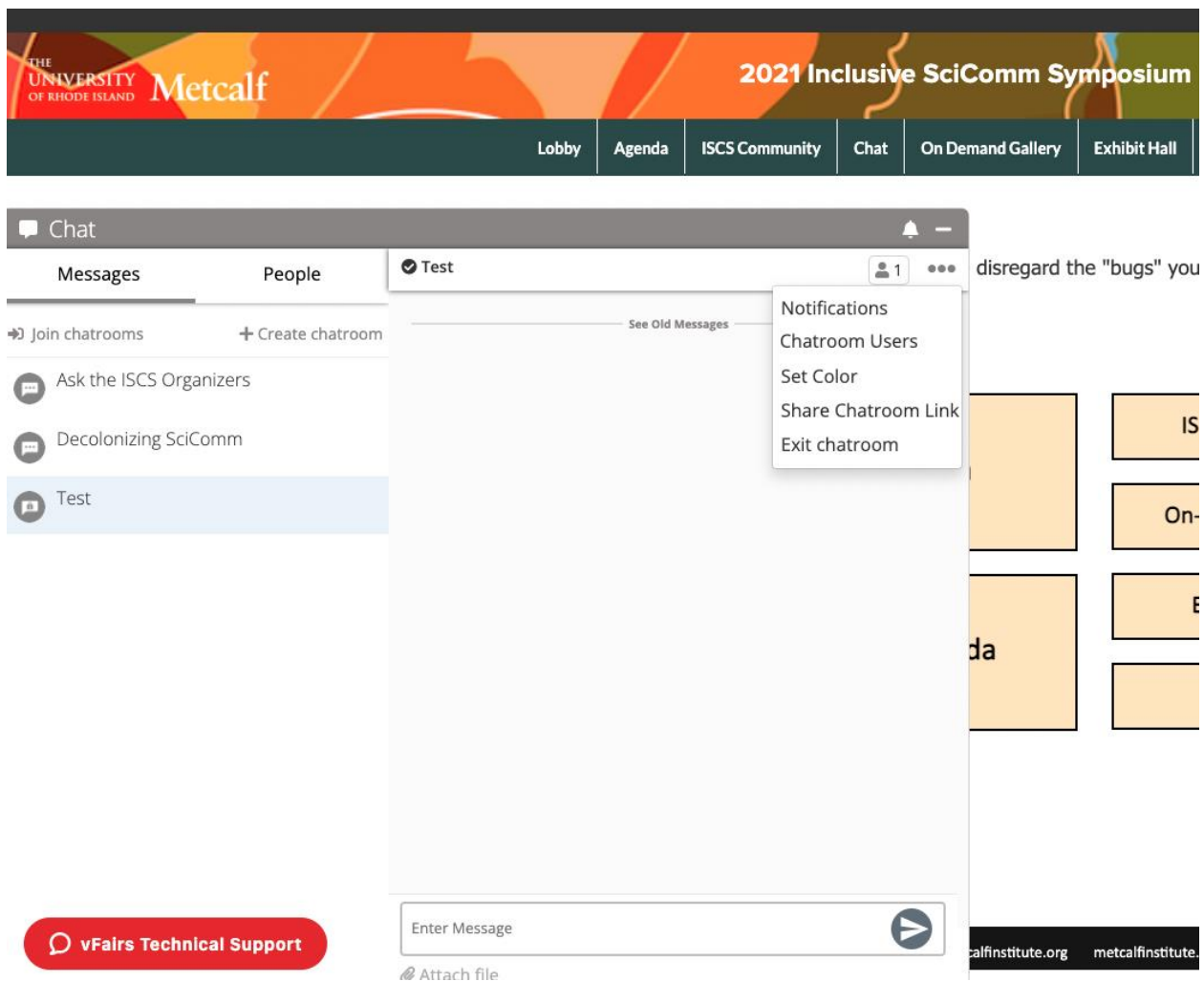
V.   The Chat tab and Widget

The embedded Chat widget can be accessed via the blue chat icon located on the left-hand side of each page, or through the main menu item titled "Chat". The chat feature opens as a panel that appears on the left. The chat widget contains two tabs, from left to right: "**Messages**" and "**People.**" These tabs allow you to see which messages have been sent and who is currently online in the chat, respectively. The right side of the chat widget shows which chat you are currently in, along with the number of people online in that chat and three dots that will allow you to set your "Notifications", see the "Chatroom Users", "Set Color" of the chatroom, and "Exit chatroom."

You are automatically added to the following chatrooms: **"Ask the ISCS Organizers", "Decolonizing SciComm", "Dismantling Systems & Structures",** and **"Supporting ISC Communities."** The "Ask the ISCS Organizers" chat is

designed for attendees to ask the organizers of the Symposium anything, while the other three are the public chats where targeted conversations around the Symposium's themes can be discussed. To view other chatrooms, click on the "**Join chatrooms**" button in the "Messages" tab. You can also create a chatroom by clicking "**Create chatroom**" and putting in a chatroom name. Chatrooms you create are private to you until you share them with others. To share a chatroom, click on the three dots in your chat window, where you will see an option to "Share Chatroom Link" with other attendees.

We note that during testing of the platform with a screen reader, **the chat widget did not seem accessible to the screen reader**. Given these circumstances, we recommend that if an attendee does not respond to your chat, to reach out to them directly via email or other provided modes of contact.

[Alt Text for Chat tab and widget] A screenshot showing the Chat widget. Appearing on the left side of the page is a grey messaging box titled "Chat." On the right side of the gray box is a bell icon, used to turn on or off notifications, and a

minimize button. Below the gray box the Chat widget has two tabs: "Messages" and "People." Under the "Messages" tab there are two additional prompts: "Join chatrooms" and "Create chatroom." The "Join chatrooms" button will allow you to join publicly available chatrooms, while "Create chatroom" allows you to make a private chatroom to which you can invite others. Below this is the list of chat rooms you are a part of, one of the defaults being the "Ask the ISCS Organizers" chat room. The right panel of the chat widget shows the messages of the chat room you have selected. At the top of this panel is the title of the chatroom, a counter of the number of people in the chat room, and three dots that lead to a drop-down menu with the following prompts: "Notifications" to set your notification preferences, "Chatroom Users" to see who is in the chat room, "Set Color" to set the color of the chat room, "Share Chatroom Link" to share a link with other attendees to your private chat room, and "Exit chatroom." You may enter a message in the chatroom at the bottom of this panel, where you also will find the option to "Attach file."

VI. The On Demand Gallery

The On Demand Gallery page can be accessed by clicking on the "**On Demand Gallery**" button. Here, you will be able to watch all of the pre-recorded content submitted to the symposium. Some of the pre-recorded content is associated with ISCS Roundtables or live sessions, which can be ascertained by using the "**Filter By Demand**" drop-down menu. The default view shows the entire listing of videos in alphabetical order. When you click on the drop-down menu, you will find that pre-recorded content is **organized by the date and time** of the session, along with the session title (e.g., "Networking" or "ISCS Roundtable: Belonging").

You will be able to watch or open pre-recorded content by clicking the "**Watch Now**" button, which will open an **embedded Youtube** video. **Closed captions** should be provided for each video by clicking within the embedded Youtube video on the CC button. The full transcript in text form is available by clicking the video pop-up to open the video in Youtube: hover over the embedded Youtube video, and click on either the embedded YouTube title or YouTube icon to take you to YouTube. In YouTube, click the three dots above the red "Subscribe" button and choose "Open transcript."

You are also able to add videos to watch later by adding them to your satchel (click on the "**+My Satchel**" button associated with each of the videos). They are accessible via the "My Satchel" tab/button on the main menu in the top header.
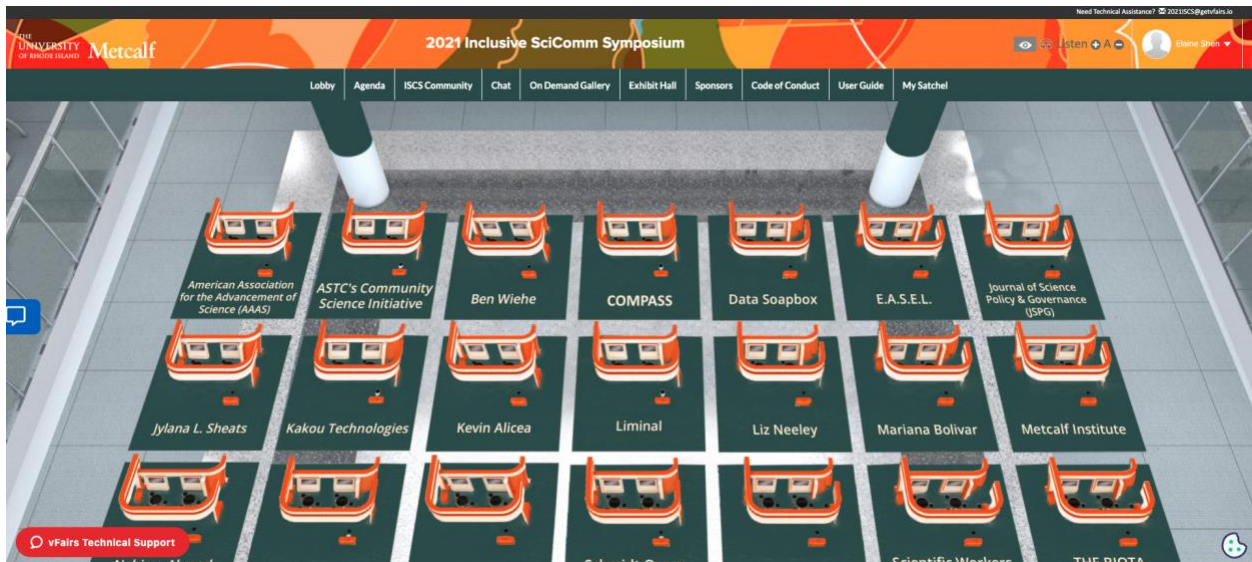
[Alt Text for On Demand Gallery page] A screenshot showing the On Demand Gallery tab. Go to [Alt Text for Lobby page] for the full description of the header and footer. One of the header buttons is "On Demand Gallery." When clicked, this button takes you to the On Demand gallery. The first item on this page after the top header is the text "Filter by Demand," which opens a drop-down menu allowing you to sort the pre-recorded videos by their date, time, and associated session. Otherwise, the default gallery shows all of the pre-recorded content as an alphabetized list. Below this filter is a list of on demand videos. From left to right, each listed video features an icon indicating that the item is a video, the title of the video with the presenter in parentheses, and two buttons: "Watch Now" and "+My Satchel." Selecting "Watch Now" will open up an embedded YouTube video, which will automatically start playing. Selecting "+My Satchel" will add the video to your satchel, which can be accessed by clicking on the "My Satchel" button on the main menu as part of the top header.
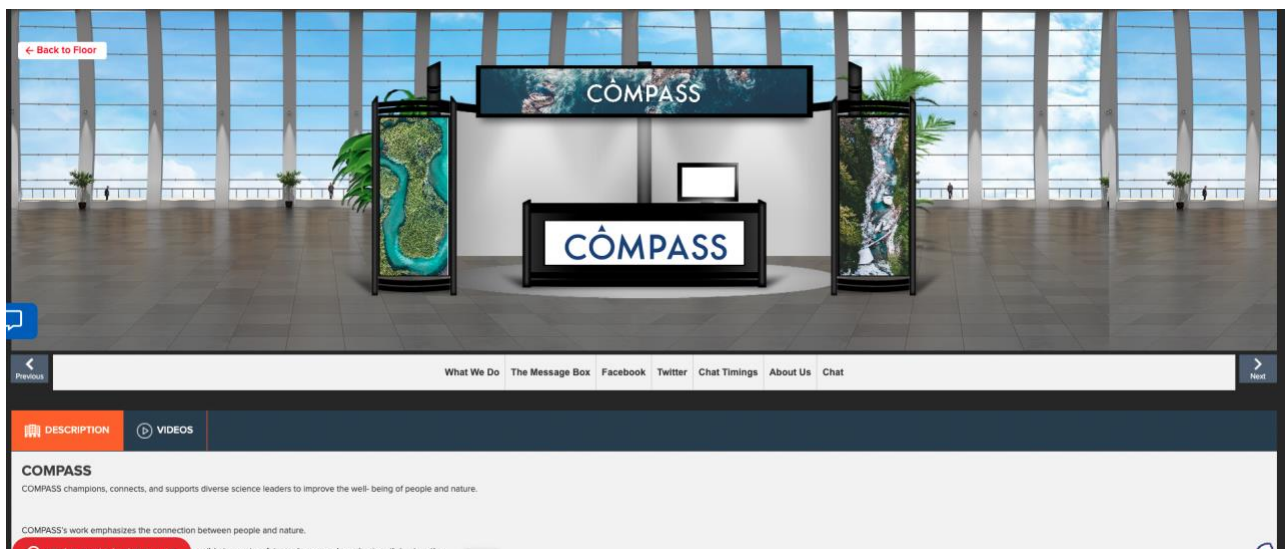
VII.   The Exhibit Hall

The Exhibit Hall page can be accessed by clicking on the "**Exhibit Hall**" button on the main menu at the top header. Here, there is a static image of an Exhibit Hall where each of the **booths are clickable** and will redirect you to the Exhibitors' Booths (pages). Exhibitors include sponsors of the symposium, members of the Community Cohort, and organizations.

The **Exhibitor Booths** are each populated with information and clickable tabs personalized to each exhibitor. Generally speaking, each Exhibitor Booth has a booth image with photos, tabs linking to various websites that will open in a new

tab, and a text description of the Exhibitor. Some of the Exhibitors can be contacted through the Exhibit Hall, which will take you to the Chat widget.

[Alt Text for Exhibit Hall page 1/2] A screenshot showing the **Exhibit Hall** page. Go to [Alt Text for Lobby page] for the full description of the header and footer. One of the main menu buttons is "Exhibit Hall." The Exhibit Hall opens to a graphic representing a birds-eye view of a simple conference exhibit hall, with each Exhibitor Booth occupying designated space on a gray floor with dark-green carpet. Each of the clickable elements on this page represents Exhibitor Booth buttons with alt-text indicating the name of each booth.


[Alt Text for Exhibit Hall page 2/2] A screenshot showing a sample of an **Exhibitor's Booth**. When you click on one of the buttons on the Exhibit Hall page, it will take you to an Exhibitor's Booth. This page has an image of a booth with photos

or logos that the Exhibitor uploaded to represent their organization, institution, or themselves with a background that has paneled windows and a blue sky with clouds. Below the booth image is a white navigation bar featuring customized, clickable buttons/links that connect to other websites or documents associated with the Exhibitor. Below the white navigation bar is a tab labeled "Description." That tab contains a text description of the organization. Some Exhibitors may add additional custom tabs or a "Videos" tab where videos or other content can be viewed by selecting the "View" button or added to your satchel via the "+ My Satchel" button. These videos work in the same way as those in the On Demand Gallery.

VIII. Sponsors

The **Sponsors** page can be accessed by clicking the "Sponsors" button at the top of the menu bar. This is a page with text indicating the sponsorship level and logos of the sponsors. Clicking on the logos will connect you to their websites in a different tab.
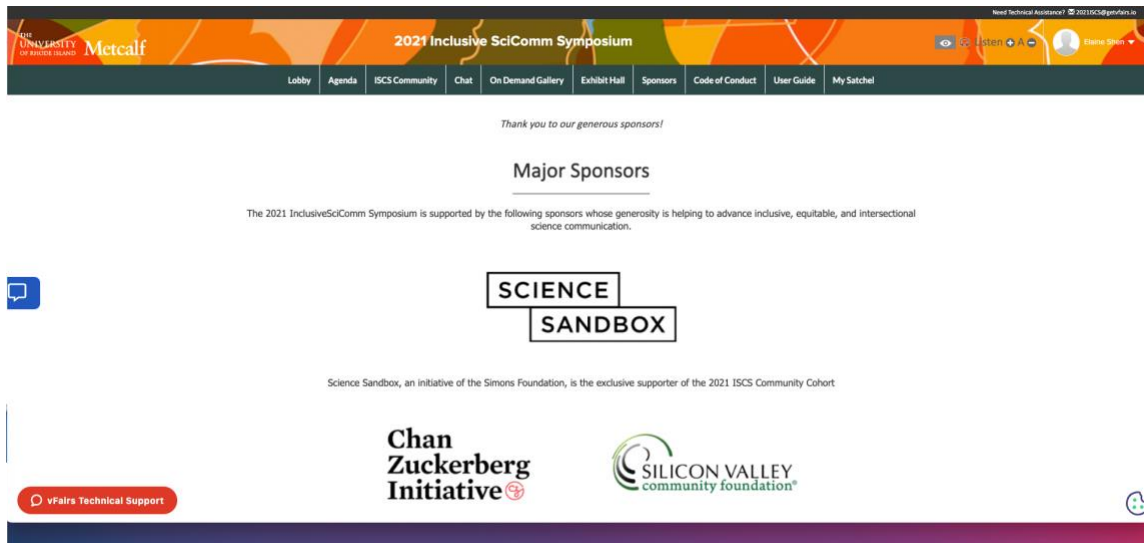
[Alt Text for Sponsors page] A screenshot showing the Sponsors page. Go to [Alt Text for Lobby page] for the full description of the header and footer. One of the main menu items in the header is "Sponsors." Below the main menu, text includes a thank you to all sponsors, followed by text indicating the different sponsorship levels and the sponsors' logos.

IX. The Code of Conduct

The **Code of Conduct** page can be accessed by clicking the "Code of Conduct" button at the top main menu in the header. This is a text page describing the Code of Conduct you promised to follow in order to access the vFairs platform. As a reminder, you can alert a symposium organizer to unacceptable behavior by emailing **conduct@metcalfinstitute.org**.
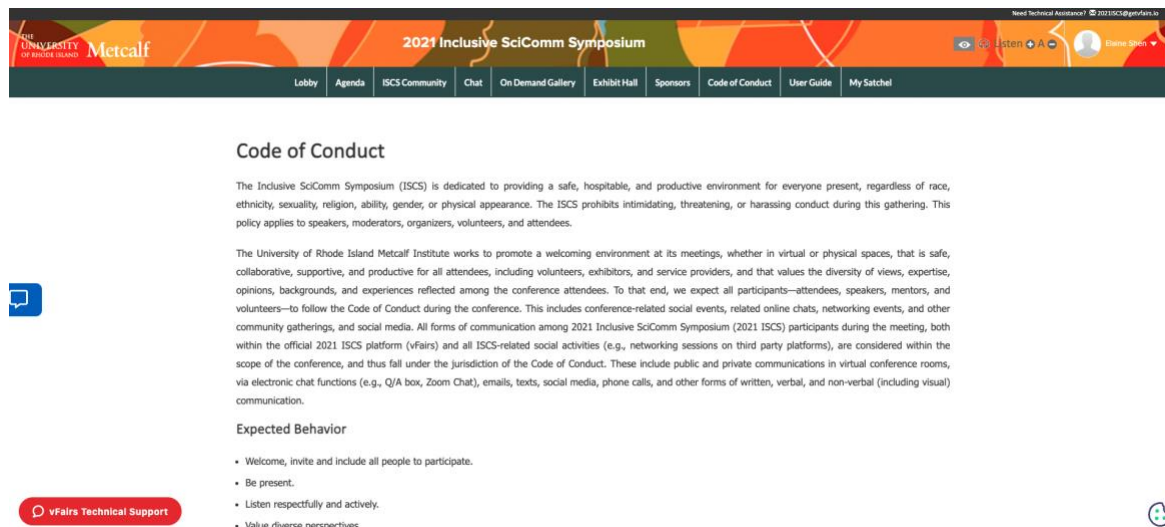
[Alt Text for Code of Conduct page] A screenshot showing Code of Conduct page. Go to [Alt Text for Lobby page] for the full description of the header and footer. The Code of Conduct page is a page consisting only of text that details the Code of Conduct. It can be accessed by clicking the "Code of Conduct" button within the main menu at the top header.

X. The User Guide

The **User Guide** page can be accessed by clicking the "User Guide" button on the main menu as part of the top header of the page. This page is a combination of links to this User Guide, another page of FAQs created by vFairs, as well as text for tips on how to troubleshoot the vFairs Chat. The majority of this information, other than the User Guide you are reading, is provided by vFairs.

[Alt Text for User Guide page] A screenshot showing User Guide page. Go to [Alt Text for Lobby page] for the full description of the header and footer. Immediately below the title of the User Guide page is a link to this User Guide, another FAQs list created by vFairs, and then a series of tips for troubleshooting the Chat function.

XI. The My Satchel tab and Pop-up

The **My Satchel** pop-up can be accessed by clicking the "My Satchel" button on the main menu as part of the top header of the page. Videos from the On Demand Gallery tab or from an Exhibitor's Booth that you have saved into your satchel will appear in a pop-up window. You have three options (clickable buttons) for the items in your satchel: (1) "**Play**", which allows you to play the video in an embedded YouTube video pop-up, (2) "**Remove**" which removes the video from your satchel, (3) "**Email**", which will email you the Youtube Links in an email titled "Virtual Bag Document". You are also able to select certain videos (or all of them) on the left-hand side of the pop-up window by checking the boxes next to each video.
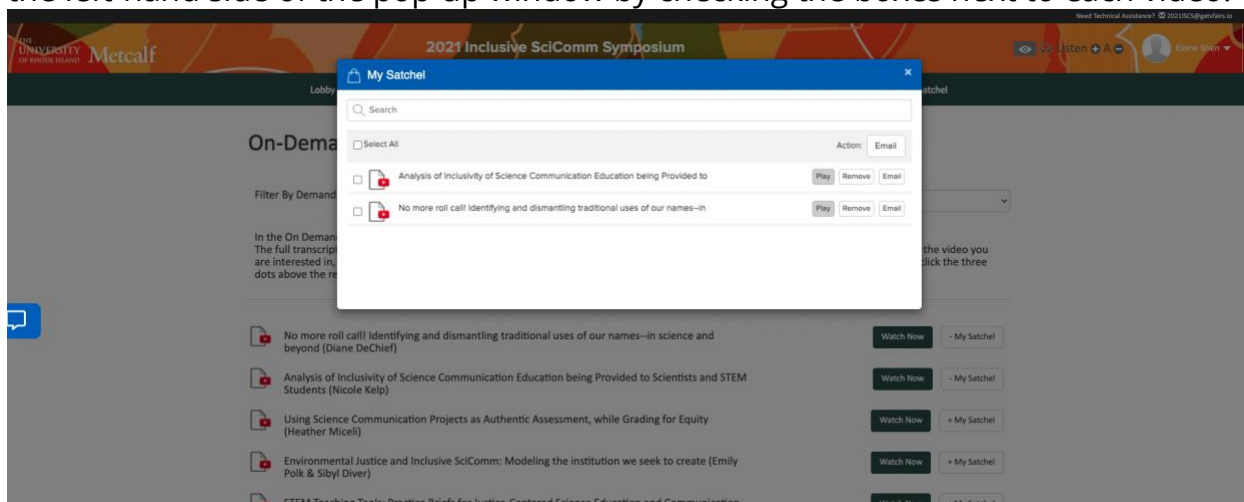

[Alt Text for the My Satchel tab/pop-up]. A screenshot showing the pop-up that appears when you click on the "My Satchel" button at the top main menu in the

header. The pop-up has a blue header labeled "My Satchel" and an "x" on the far right of the blue header to close the pop-up. A search prompt is located directly below the blue header. Below the search tool is a clickable box labeled "Select All," which allows the user to select all of the videos in the satchel. To the right of the Select All button is a button labeled "Email." When clicked, the "Email" button opens another pop-up that allows you to enter the email address. The videos you added to your satchel are listed below these options. Each video has three button options on the far right side: (1) "Play", (2) "Remove", and (3) "Email."

XII.   Networking on spatial.chat

From 3:00 - 5:00 PM EDT on October 15, 2021, there is an open networking session that will use an off-platform website. We will be using spatial.chat, a third-party video that uses proximity chat to allow users to communicate with others in a web environment. This means that once your video and microphones are enabled, you will be able to enter a virtual room in which the volume of another user increases as you get closer to them in space. To join the spatial.chat rooms for this conference, click on this link: https://spatial.chat/s/MetcalfInstitute. You move around a room by clicking around to different locations on the screen.

Visit this link for more information about how to use spatial.chat. You can move between rooms. We will have multiple rooms dedicated to the themes as well as other networking goals (e.g., "I'm interested in collaborating"). Say one group decides to talk about community-based work--you can dedicate a whole room to that discussion, and then "move around" the room to talk with different people by dragging your avatar to a different position. You can even search for other participants if you're trying to connect with a particular person. **These rooms will only be open for the two-hour period.** Please note that there is a chat function in this platform, but there will not be any captioning available. Also, because of the importance of spatial proximity to the functioning of spatial.chat, it is not screen-readable.
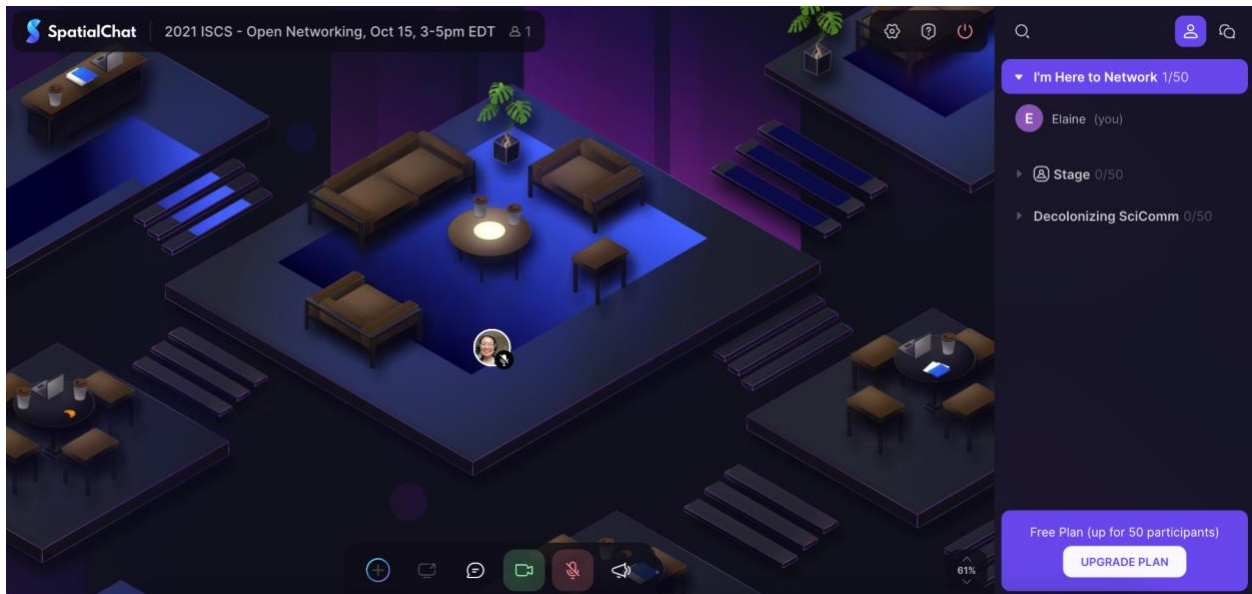
[Alt Text for spatial.chat] A screenshot of spatial.chat networking website. The top header reads "SpatialChat," followed by "2021 ISCS - Open Networking Oct. 15, 3-5pm EDT." The majority of the page is taken up by a rendered image of a lounge, with chairs, tables, and stairs. Each user is represented by a circle that can be moved around by clicking on the screen. Users may choose to turn their video and microphone on or off. A panel on the right side of the screen includes a search function, a list of available rooms, and a list of all people in each room. Icons on the bottom of the screen can be selected you chat (represented by a talking bubble icon), toggle on/off your video (camera icon) and mic (microphone icon), and broadcast a message to the entire room (megaphone icon). A small button on the right side of the screen allows you to zoom in or out of the room to see the other participants in the room.