



LAK21 Attendee User Guide

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LAK21 Attendee User Guide

Code of Conduct Reminder

During your LAK21 registration, all attendees were required to review the LAK21 code of conduct. As we embark on the LAK21 virtual conference, we would like to remind all attendees about this code of conduct. We believe in respect, compassion, understanding and inclusion. *We expect all community members to act in accordance with these values.*

Please reach out to lakconference@gmail.com or any other LAK organizers if you would like to report an incident.

Executive Summary

Welcome to LAK21! We are so excited for you to be joining us this week. We hope that you have carved out some time to spend with us each day during the conference to catch some high quality research presentations, engaging network opportunities and thought provoking invited speaker sessions.

We understand that this past year has been tough for everyone around the world and we thank you for taking the time to be with us this week.

Please continue scrolling through this thorough guide *adapted from Whova and Gather.town* to provide detailed instructions on how to engage with the conference and take advantage of the virtual platforms that we have prepared for you. Please utilize the Table of Contents to toggle between topics as needed.

Technology Requirements & Recommendations

For Whova Live Streams, please use the Chrome browser.

For Gather.town, you must use Chrome or Firefox browsers.

We recommend viewing all sessions on a laptop or desktop computer to be able to view the sessions alongside the chat and Q&A. You can view the livestream on a mobile device, however, you will need to toggle between the livestream and other tools if you wanted to engage with other attendees and/or speakers.

Part 1. Whova

Event Page URL: https://whova.com/portal/webapp/laakc_202104/



▶ [Watch the guide video](#) 6 minutes

🔇 [Or watch it muted with captions](#)

Sign in to Whova

📱 On mobile app

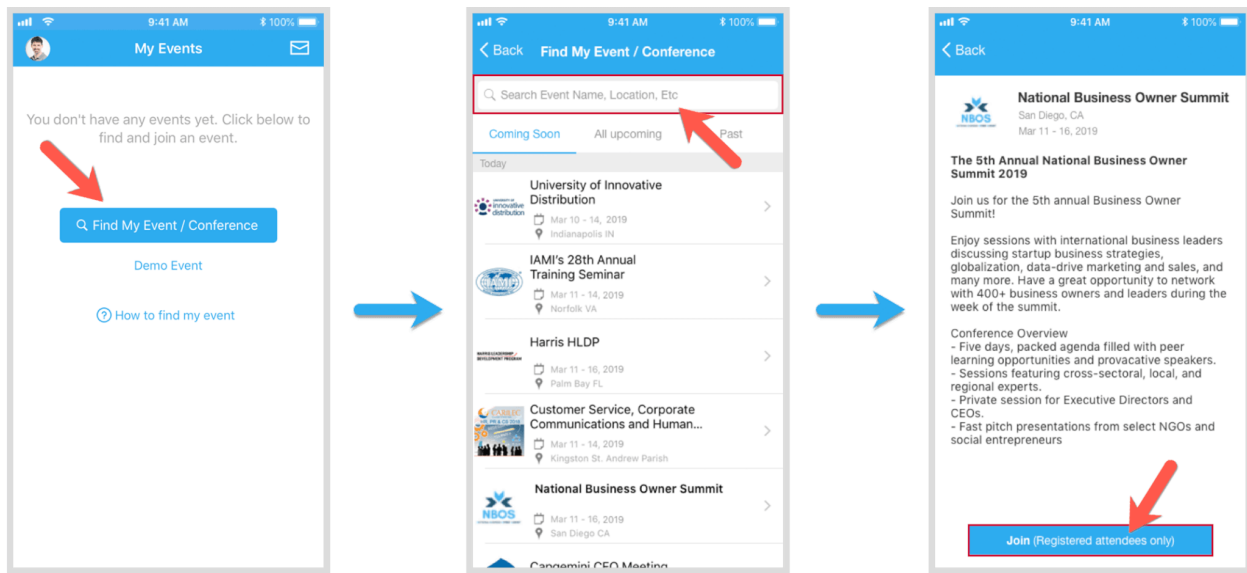
1. Find and Download the Whova app from your app store on your mobile device.
2. Enter the email address you used for event registration or use your social media account.

i To automatically log in to your event, please make sure to use the email you used when registering for the event.

3. Create a password and type in your name
4. Edit your profile. Other attendees will use this to network with you. So make it look nice 😊
5. The app will take you to your event page automatically if the organizers have updated the app with your registration information



If your event doesn't show up automatically, **search** for it. Then, click the **join** button on the bottom of the event description page, and enter the **event invitation code** the organizers sent you.



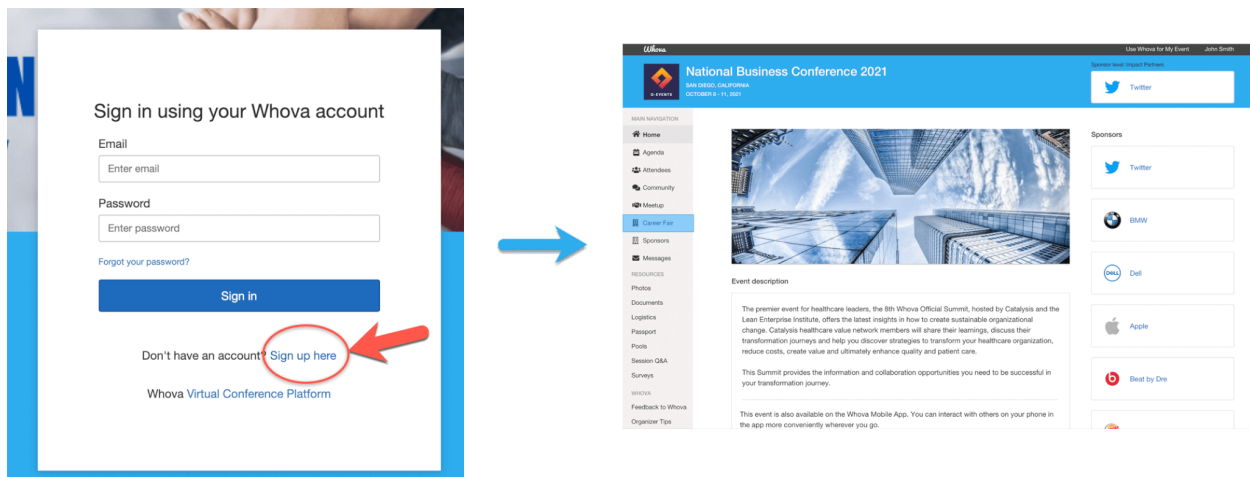
On Web Browser

i We suggest that you use Chrome as your browser for the web version of Whova. Some streaming software may have compatibility issues with other browsers.

1. The link to access the web version of Whova for LAK21 is:
https://whova.com/portal/webapp/laakc_202104/
2. Click "Sign up here" if you don't have an account yet, and fill in your email and password.

i Please make sure to use the email you used when registering for LAK21. Otherwise it won't allow you to join the event.

3. Whova will automatically take you to the event main page.

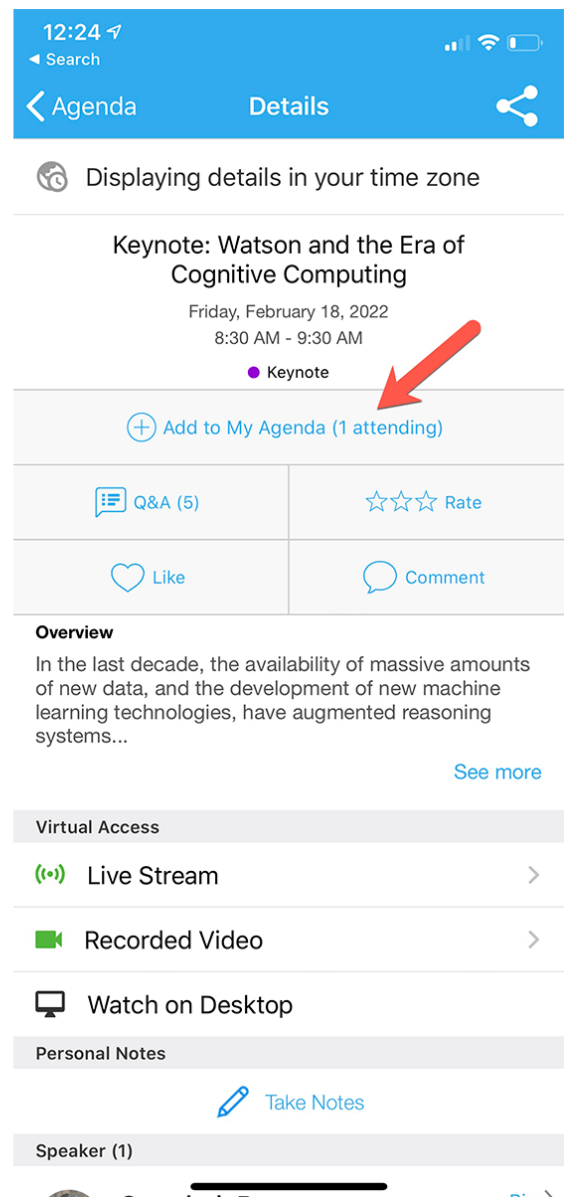
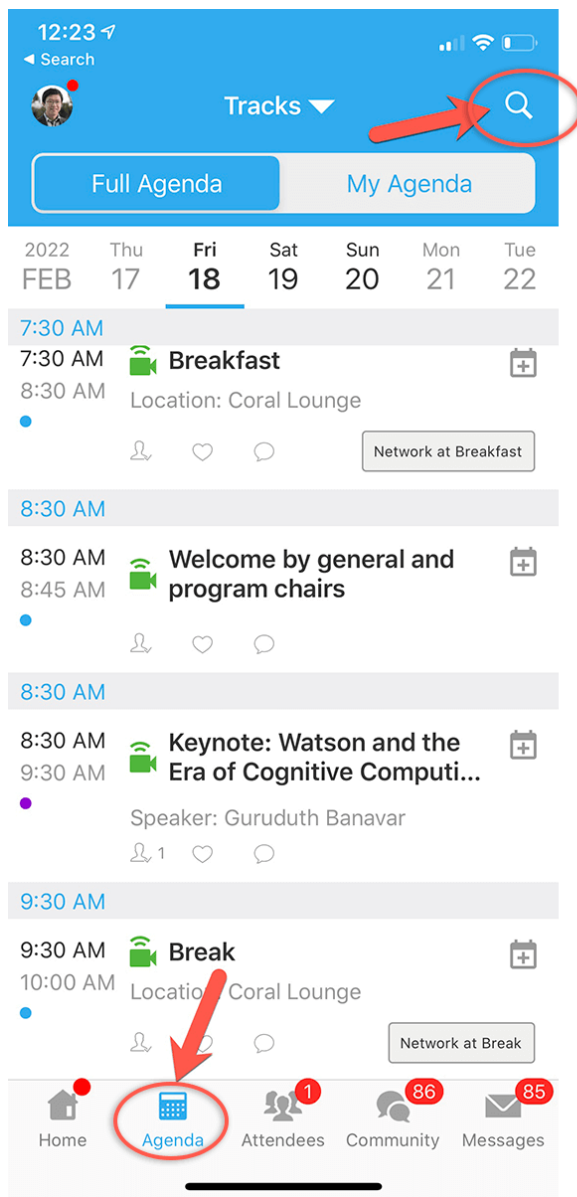


View the agenda and plan your schedule

On mobile app

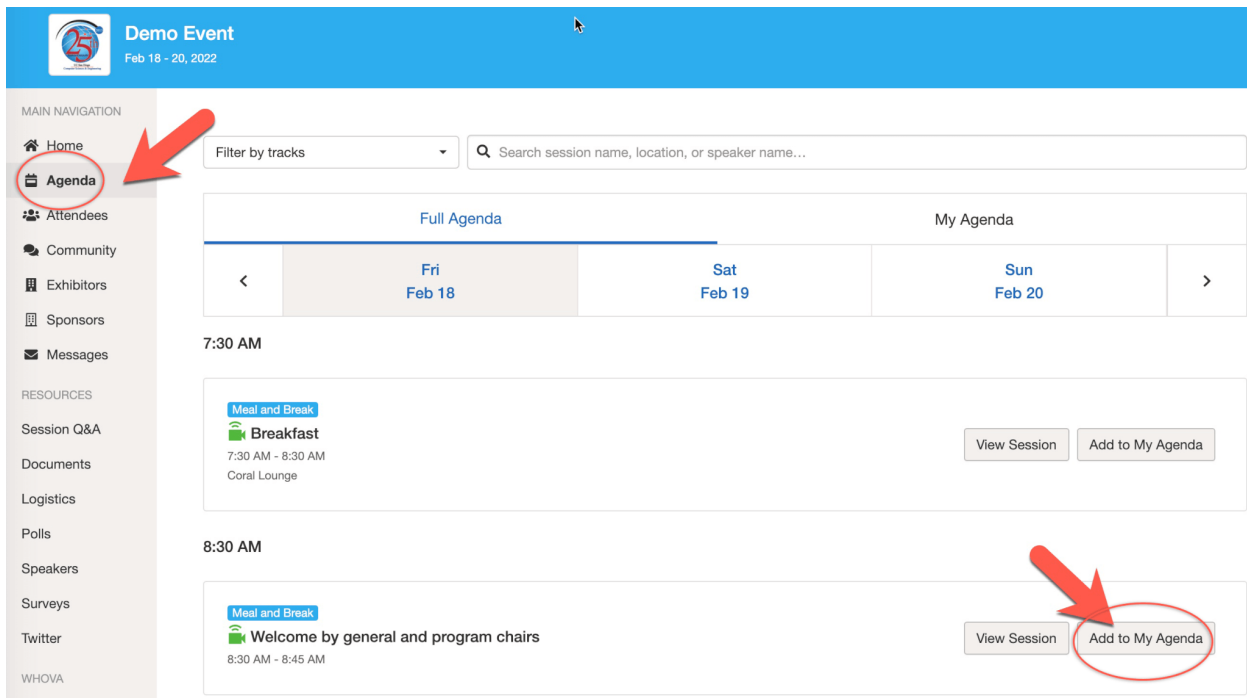
Find the Agenda tab at the bottom of the screen. You should see a list of sessions for that day.

1. You can move through different days by selecting the date you want to view on the calendar at the top of the agenda
2. Browse or search for sessions on the top bar.
3. Once you find the session you want to access, tap on it.
4. If the session is live, it will begin playing immediately upon entering. Otherwise, a message will indicate the scheduled start time.
5. If the session hasn't occurred yet, you can click Add to My Agenda to put the session on your own personal agenda and set a reminder.



On Web Browser

1. Find the Agenda tab on the side of the screen. You should see a list of sessions for that day.
2. You can move through different days by selecting the date you want to view on the calendar at the top of the agenda
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Demo Event
Feb 18 - 20, 2022

MAIN NAVIGATION

- Home
- Agenda**
- Attendees
- Community
- Exhibitors
- Sponsors
- Messages

RESOURCES

- Session Q&A
- Documents
- Logistics
- Polls
- Speakers
- Surveys
- Twitter
- WHOVA

Filter by tracks

Full Agenda My Agenda

< Fri Feb 18 Sat Feb 19 Sun Feb 20 >

7:30 AM

Meal and Break

Breakfast
7:30 AM - 8:30 AM
Coral Lounge

View Session Add to My Agenda

8:30 AM

Meal and Break

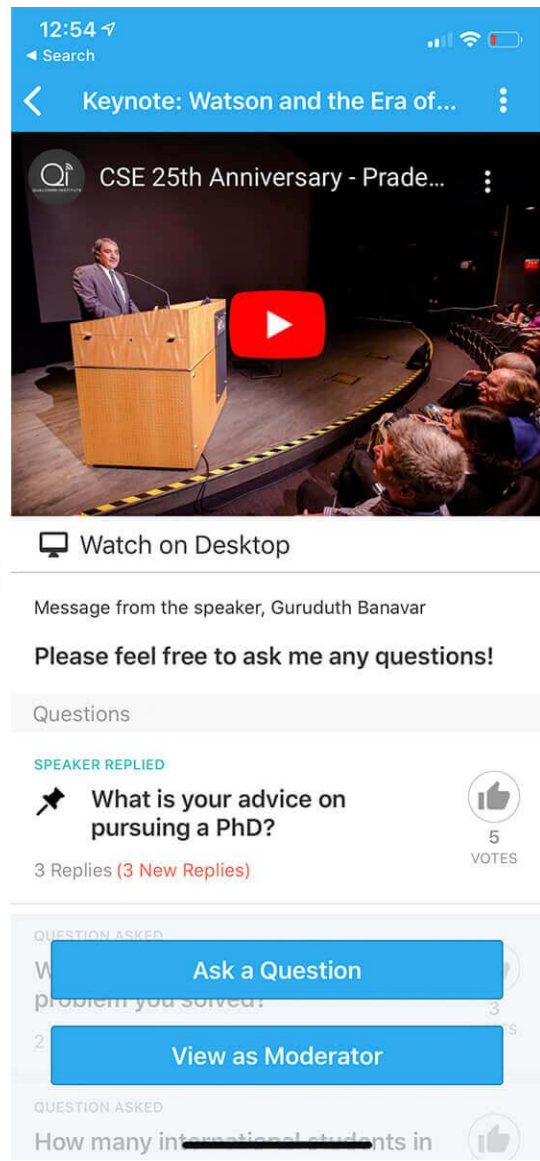
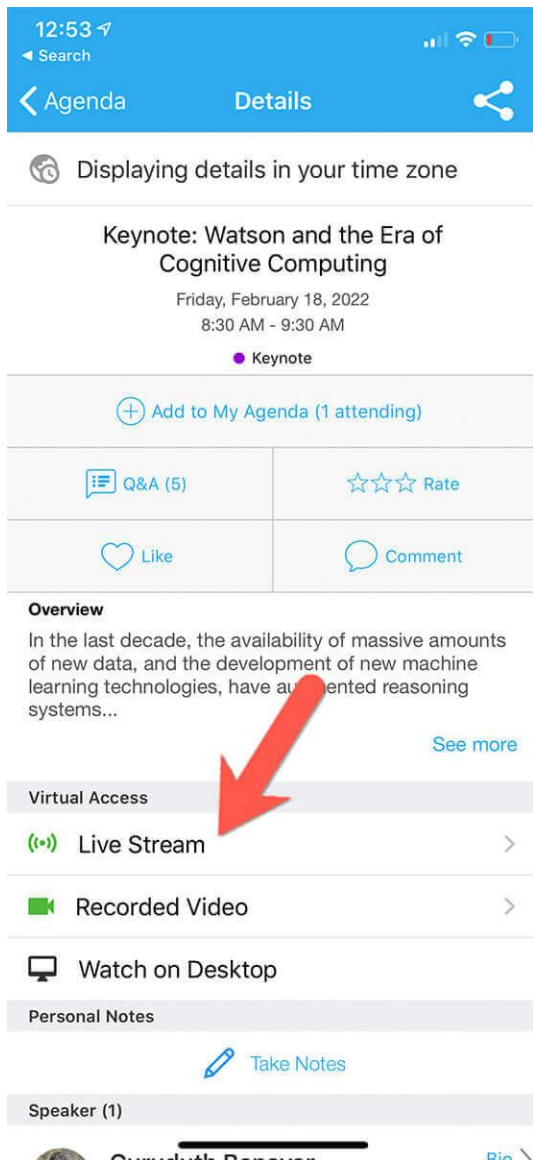
Welcome by general and program chairs
8:30 AM - 8:45 AM

View Session Add to My Agenda

Access live streams and session videos

On mobile app

You can watch videos and livestreams directly through the agenda item. Once you've accessed the agenda item, click on one of the options beneath Virtual Access: either Live Stream or Recorded video.

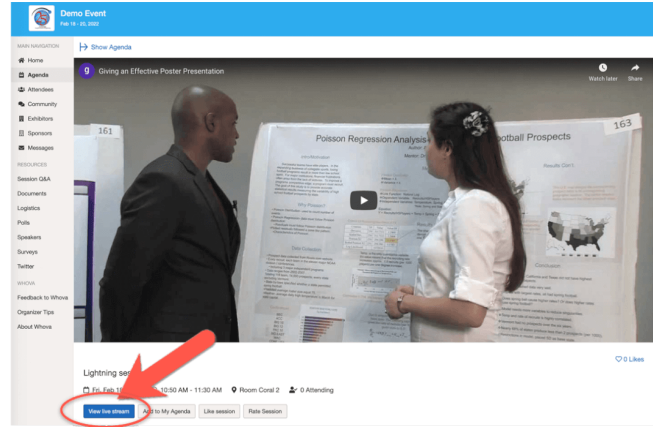
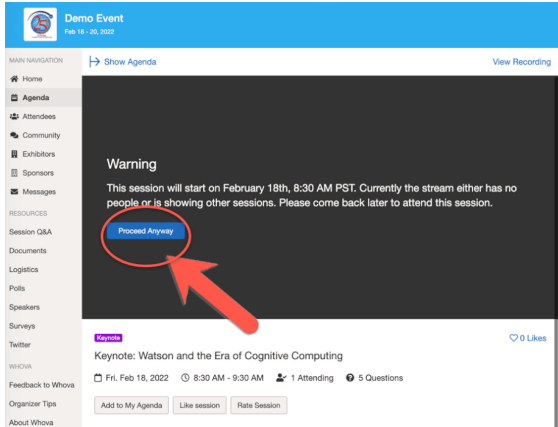


On Web Browser

 We suggest you use the Chrome browser to join the session streaming. Some streaming software may have compatibility issues with other browsers.

1. From the agenda list, click the session you want to watch the stream or video. There is a green camera icon for the sessions with streaming or video.

- If the streaming screen directly shows up, click “Proceed” to start watching the stream. Otherwise click “View livestream” button to open a separate streaming page to watch.

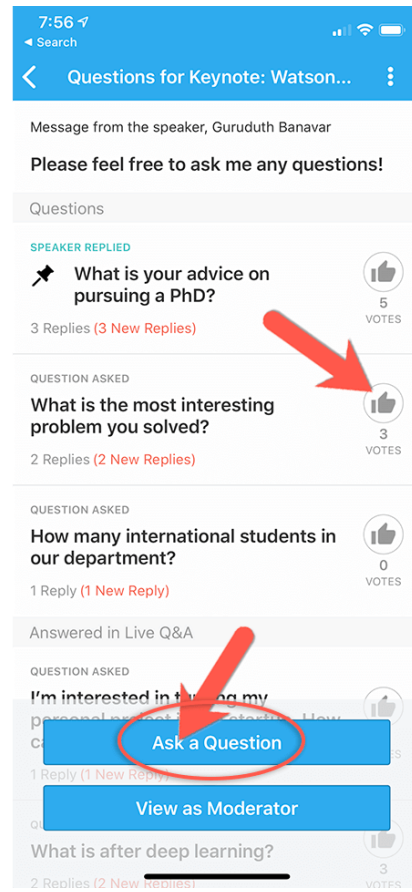
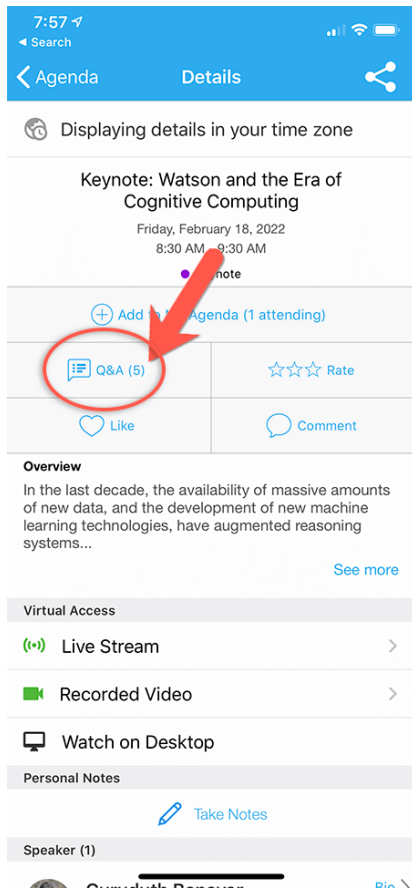


- During LAK21, you will have the option to either Join via Zoom or Join with Whova. Either option is fine however, please keep in mind that if you join through Zoom, a separate window will open with your Zoom Client and in order to follow along with the session Q&A and chat with other attendees in the session you will need to also have a Whova window open as well and view both at the same time. The Zoom Chat function will be disabled. As noted above, Chrome is the recommended browser to avoid any streaming issues.
 - Another option if you do opt to open the live stream directly with Zoom is to follow along with the chat and session Q&A using your mobile app.

Use session Q&A

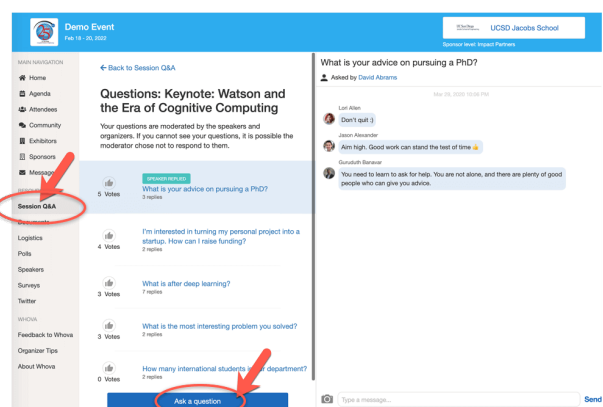
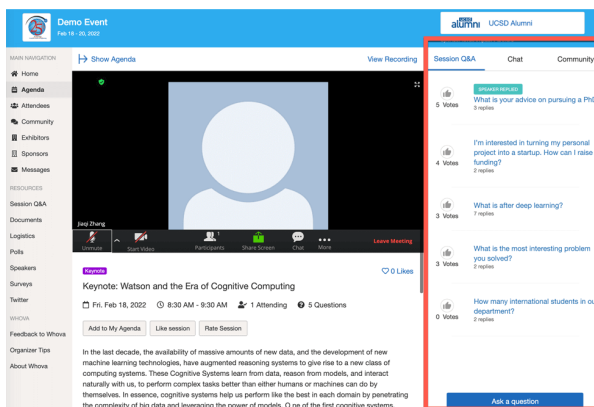
On mobile app

- Option 1: On the session detail page, tap the “Q&A” button; on the next page, view the existing questions, vote on the questions you are interested in, or click “Ask a Question” to ask a new one
- Option 2: On the event main page, tap “Session Q&A” button; find the session you want to ask questions in, and tap on it.
 - Important to note that you can ask questions before, during and after sessions. Q&A will be accessible to all participants throughout LAK and up to 6 months after the event. Presenters will check back throughout the event to answer any questions that they do not address during their allotted presentation time.



On Web Browser

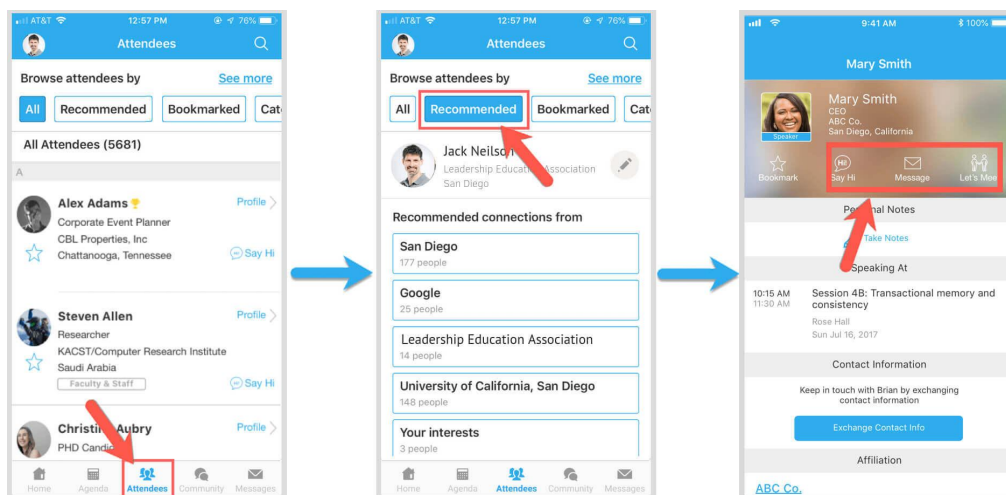
- Option 1: You can access three tabs on the right hand side of the virtual session: Session Q&A, Chat, and Community. You can submit questions for the presenter through Session Q&A, participate in ongoing discussions with the other attendees viewing the session through Chat, and browse the Community Board function through Community
- Option 2: You can use this function through the “Session Q&A” tab on the left hand sidebar underneath Resources.



See who is attending the event

📱 On mobile app

1. Click the “Attendees” tab on the bottom of the screen to browse the attendee list.
2. At the top of the page, you can search attendees by keywords such as company name or title. In their professional profiles, you can take notes or request contact information.
3. To find people with common backgrounds and interests, click the Recommended tab on the top of the Attendees list to find recommendations about people you may be interested in networking with. Click into each item to see attendees who come from the same city or have the same affiliations, educational background, etc.
4. Say Hi with one click or start a private chat by clicking the Message button. You can convert it to a private group chat by inviting more people.



🖥️ On Web Browser

1. Click the “Attendees” tab on the left side of the screen under Main Navigation.
2. At the top of the page, you can search attendees by keywords such as company name or title.
3. To start a conversation, click Send Message to begin a chat.

Demo Event
Feb 18 - 20, 2022

UC San Diego
UCSD Jacobs Sch
Sponsor level: Impact Partners

MAIN NAVIGATION

- Home
- Agenda
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- Community
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- Sponsors
- Messages

RESOURCES

- Session Q&A
- Documents
- Logistics
- Polls
- Speakers
- Surveys
- Twitter
- WHOVA

Search name, affiliation, or location...

A

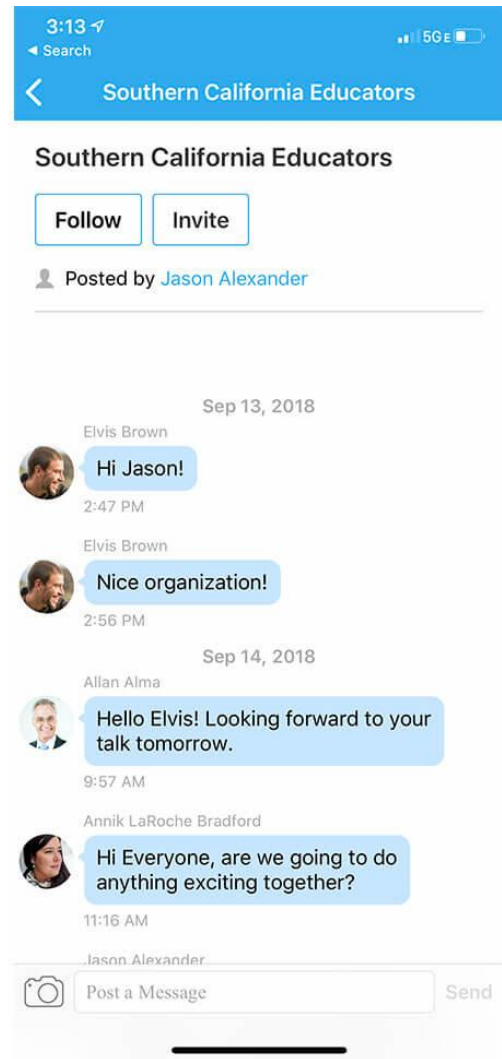
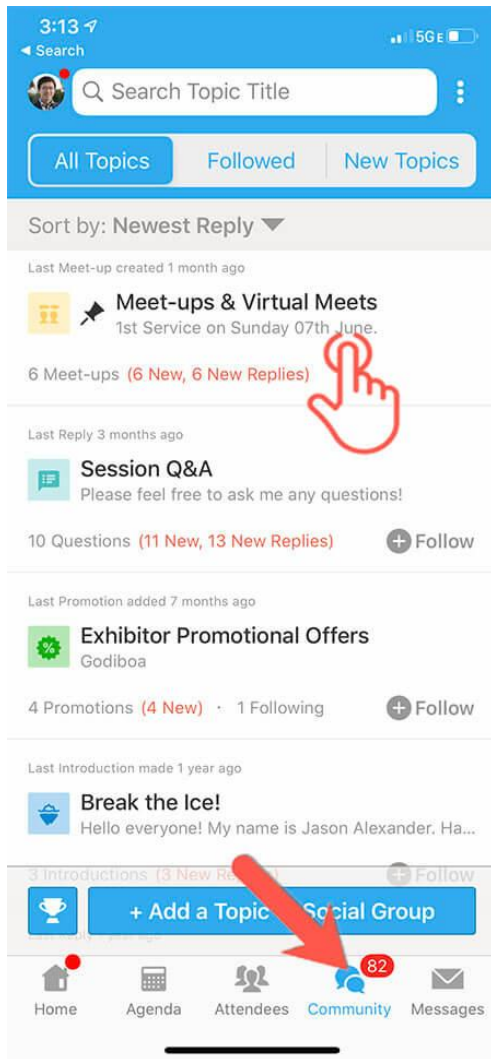
<p>David Abrams Architect Intel</p> <p>Send Message View Profile</p>	<p>Shammad Adnan Graduate Student Researcher UC San Diego</p> <p>Send Message View Profile</p>	<p>Ankit Agarwal Software Engineering Intern Twitter</p> <p>Send Message View Profile</p>
<p>Prabhav Agrawal Senior Undergraduate Indian Institute of Technology Delhi</p> <p>Send Message View Profile</p>	<p>Sheeraz Ahmad Summer Intern Oracle</p> <p>Send Message View Profile</p>	<p>Gautam Akiwate Engineer, Associate Qualcomm</p> <p>Send Message View Profile</p>
<p>Baris Aksanli Graduate Student Researcher UC San Diego</p> <p>Send Message View Profile</p>	<p>Jason Alexander Vice President FECA</p> <p>Send Message View Profile</p>	<p>German Alfaro Graduate Student Researcher University of California at San Diego</p> <p>Send Message View Profile</p>

Join discussion on the community board

On mobile app

1. Click the Community tab (on the bottom of the screen)
2. Create a new conversation topic, or tap the topic to join existing topics like “Meet-ups.”
3. Click Follow directly next to the topics on the Community Board that you want to stay up to date with.

To find the topics you’re following, choose between three tabs near the top of the page: All Topics, Followed, and New Topics.



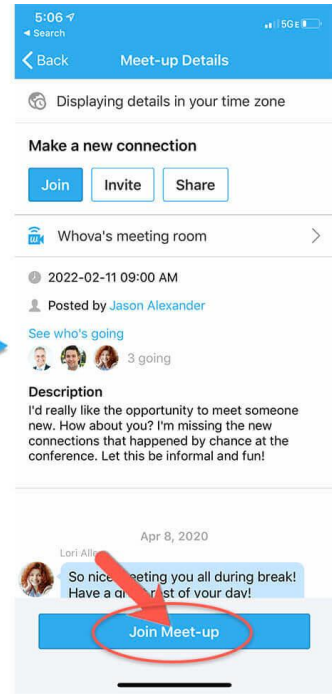
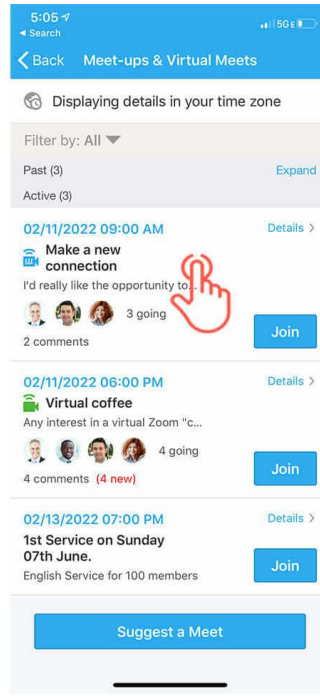
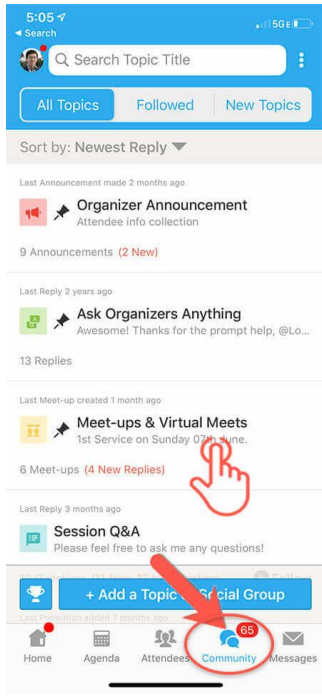
On Web Browser

1. Click the Community tab on the side menu to the left of the screen
 2. Create a new conversation topic, or use existing topics like “Meet-ups.”
 3. Click Follow directly next to the topics on the Community Board that you want to stay up to date with.
- To find the topics you’re following, choose between three tabs near the top of the topics list section: All Topics, Followed, and New Topics.

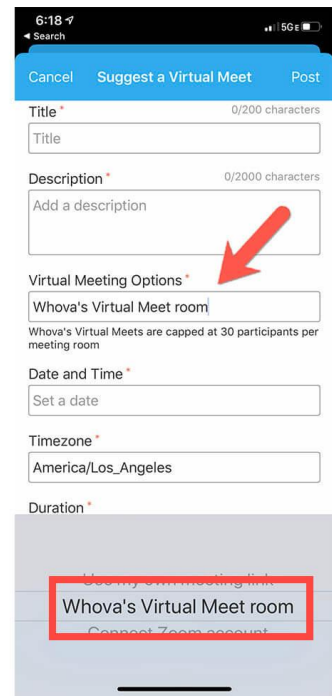
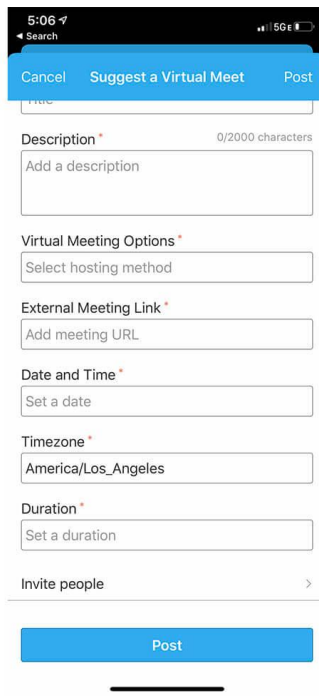
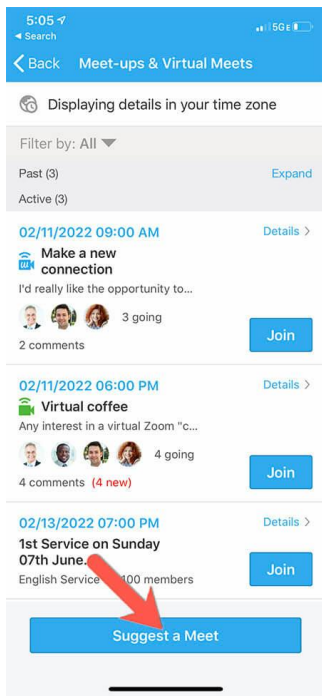
Start or join a virtual meetup

On mobile app

1. Go to the Community Board, and find the board for Meet-ups and Virtual Meets.
2. Find the meet-up you are interested in, join directly, or tap into it to see more details, and then tap “Join”

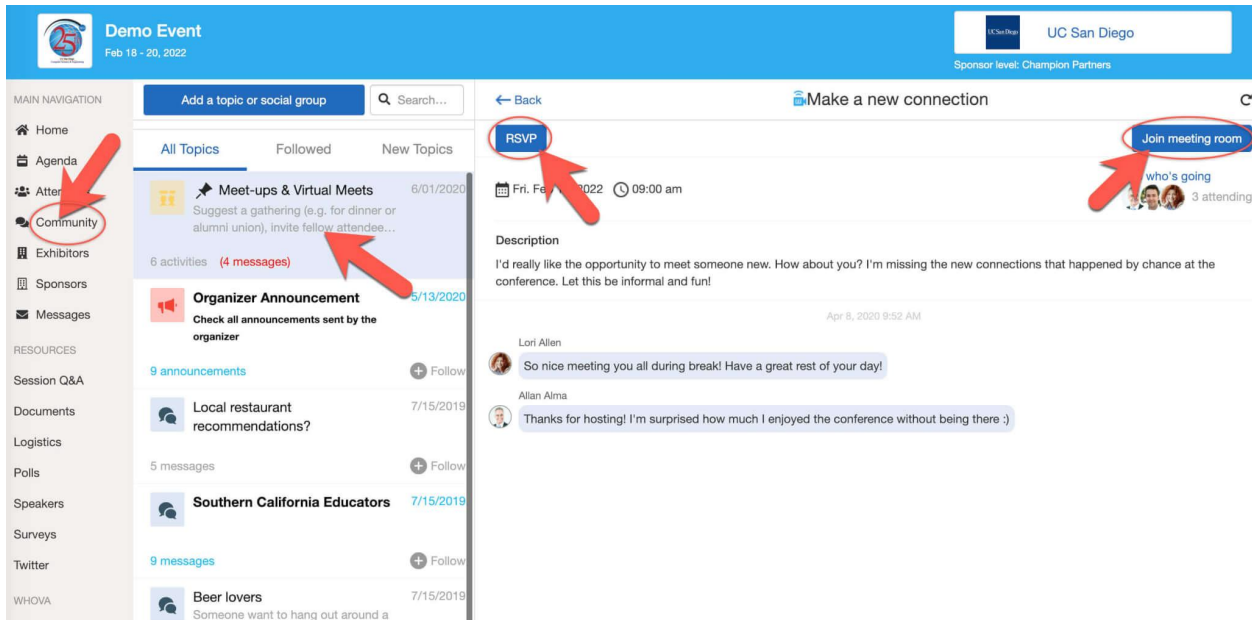


You can also suggest a new meetup by tapping “Suggest a Meet”, and inputting the details. If you know someone will be interested, **don’t forget to invite** them as well. If you have a meeting link, you can copy-paste there. Otherwise you can use **Whova’s virtual meet room**, which allows up to 30 participants.



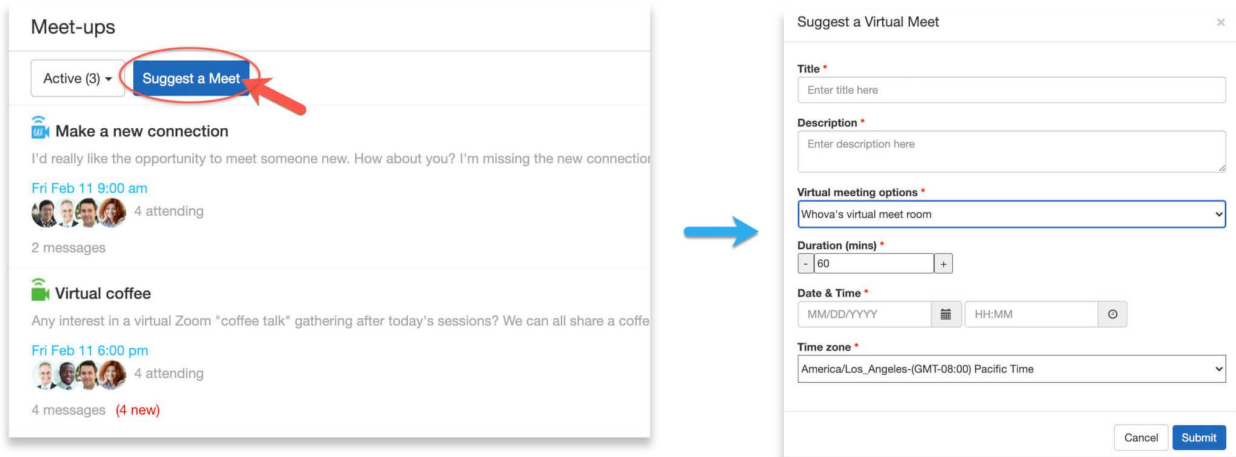
On Web Browser

1. Go to the Community Board, and find the board for Meet-ups and Virtual Meets.
2. Find the meetup you are interested in, join directly, or click into it to see more details, and then click “RSVP”
3. When the meetup starts, click “Join meeting room” to start chatting!



The screenshot shows the Whova mobile app interface for a "Demo Event" (Feb 18 - 20, 2022) at UC San Diego. The "Community" menu item is circled in red. The "Meet-ups & Virtual Meets" section is highlighted with a red arrow. The "RSVP" button is circled in red, and the "Join meeting room" button is also circled in red. The event details for "Meet-ups & Virtual Meets" are shown, including a description and a list of attendees.

You can also suggest a new meetup by tapping “Suggest a Meet”, and inputting the details. If you have a meeting link, you can copy-paste there. Otherwise you can use **Whova’s virtual meet room**.



The screenshot shows the "Suggest a Virtual Meet" form. The "Suggest a Meet" button is circled in red. The form fields include Title, Description, Virtual meeting options (set to "Whova's virtual meet room"), Duration (60 mins), Date & Time, and Time zone (America/Los_Angeles). The "Submit" button is highlighted in blue.

Part 2. Gather.town

What is Gather.town?

Gather.town or Gather is a 2D virtual venue that combines their 2D virtual maps with video calling when you come close to another person who is also in the virtual venue space. The idea is that as you would walk around a physical conference venue and talk with fellow attendees close to you, Gather has recreated this opportunity in a virtual space.

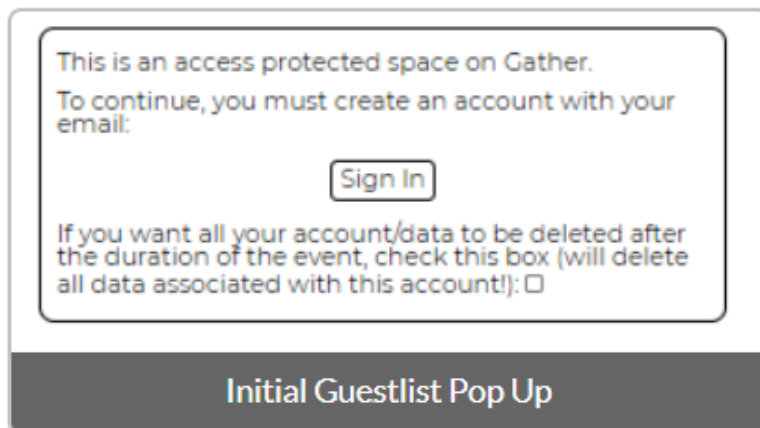
So in order to enhance LAK21's social networking opportunities **we have created a 2D virtual venue that we will be using for almost all of our social time and breaks during LAK.** Gather.town will complement Whova and we will be using both. We highly encourage all LAK attendees to follow the instructions and try out our virtual venue!

Our venue consists of a main lobby with coffee shop and help desk, private breakout spaces, Poster/Demo room, the Lounge, the Roundtable Room, the Lakathon room and LAK Beach!

Accessing LAK21 Gather.town Venue

Must use Chrome or Firefox to access the Gather.town venue

All registered participants for the main conference will receive a link in their welcome email to the LAK21 Gather space. Gather.town is only accessible for those registered for LAK and you must use the email that you used for LAK registration. When clicking on the link in your welcome email you should see the following prompt, click "Sign in" and create your account using the appropriate email address.



If for any reason, you are unable to access the LAK21 gather space, please email lakconference@gmail.com right away.

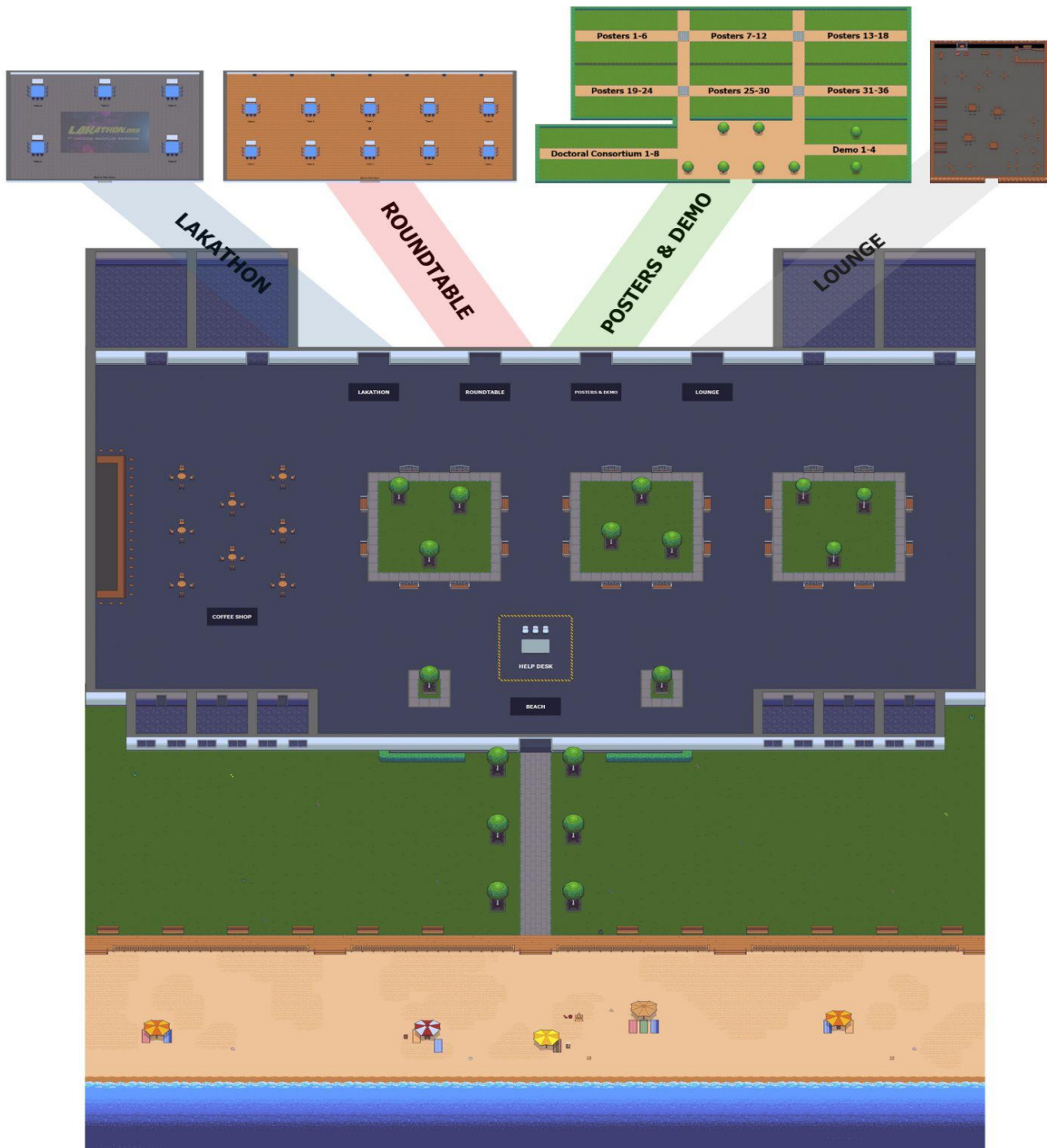
Once you create an account you will receive a one-time magic link within your email that you will need to click to confirm your email in order to enter the virtual venue for the first time. After that, if you are still logged in to Gather through your browser then you can easily re-enter the space at anytime.

LAK21 2D Venue



The 11th International
Learning Analytics and Knowledge
Conference

April 12 - 16, 2021 Online - Everywhere!



In the above overview map, you can see our entire 2D venue made up of 6 “rooms” in Gather.town.

The six rooms are as follows:

- **The Main Conference Lobby**
- **The Lakathon Room**
- **The Roundtable Room**
- **Posters & Demos**
- **The Lounge**
- **The Beach**

When you enter the space, you'll join us in **the main lobby**. *In this area you'll find our Help Desk, Coffee Shop and various breakout rooms.* When you move up or North, you'll see 4 separate doorways, through each of these doorways will lead you into another LAK21 room.

The first doorway on your left will lead you to **the LAKathon space** which the participants in the LAKathon will utilize during their pre-conference Hackathon, feel free to stop by and chat with them to see what they're working on.

In the next room over, you'll find **the Roundtable Room**. This room features 10 tables, each with a collaborative whiteboard where we will host a few roundtable sessions. Any scheduled roundtable sessions will be noted in the Agenda in Whova during a break or social time slot. For example, you'll find scheduled sessions with the SoLAR SIGs and SoLAR Working Groups in this room throughout the week. There are 7 TV's within this room also that will feature short videos made by the SoLAR SIGs, if you're unable to join a roundtable session but think you might be interested in joining a SoLAR SIG, you can view these videos all week in this room.

Next stop is the **Posters & Demos**, this is where all Posters & Demos are stationed. Join us for the two LIVE Poster/Demo Sessions in this room on Day 2 of the conference. The voting booth for Best Poster and Best Demo will open at the start of the 1st LIVE poster session time slot.

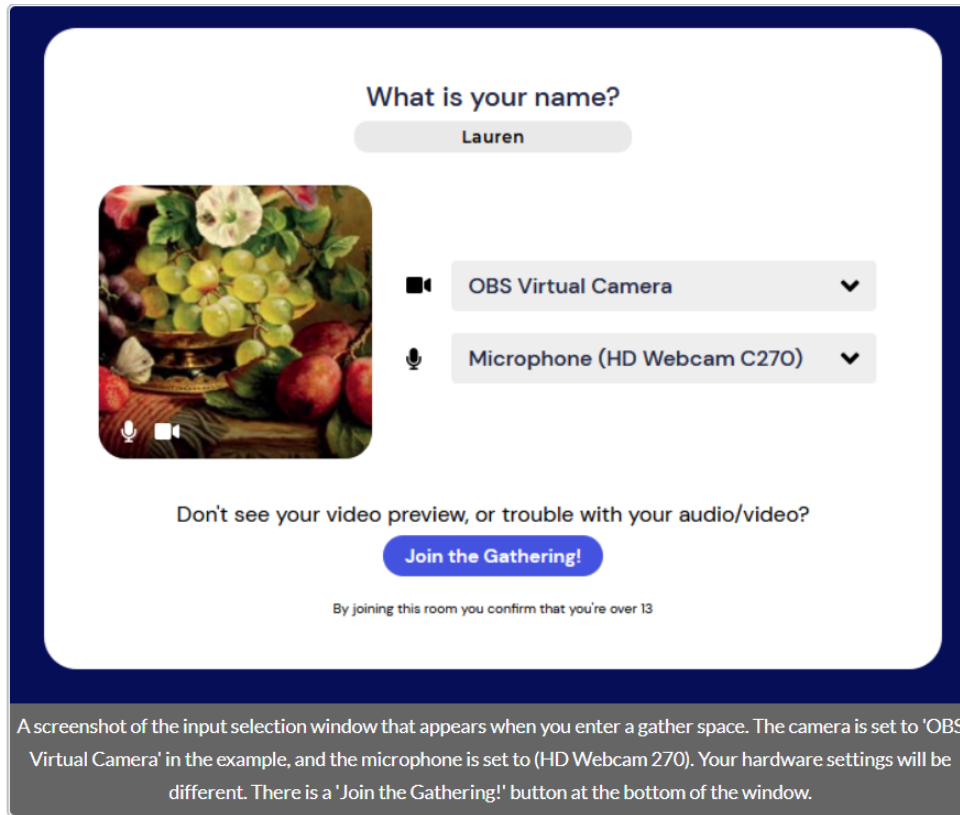
Last stop on the North end of the LAK21 venue is **The Lounge**. This is where we will unwind from the day, meet with colleagues and chat informally. Check the agenda on when we'll plan to meet here.

And last but not least, **The Beach!** Since we were supposed to be in Newport Beach, California, we figured we needed to have a virtual beach. We'll plan to meet here in the sun occasionally throughout the week and especially at the end of Day 2 for Beach Yoga with a certified instructor.

That is the overview of our Gather.town venue. All break and social session details will continue to be updated so check back to see what you need to bring with you and where you should meet us in the venue!

Video & Audio Settings

Each time you enter a gather space you will be prompted to select your input devices (microphone & video).

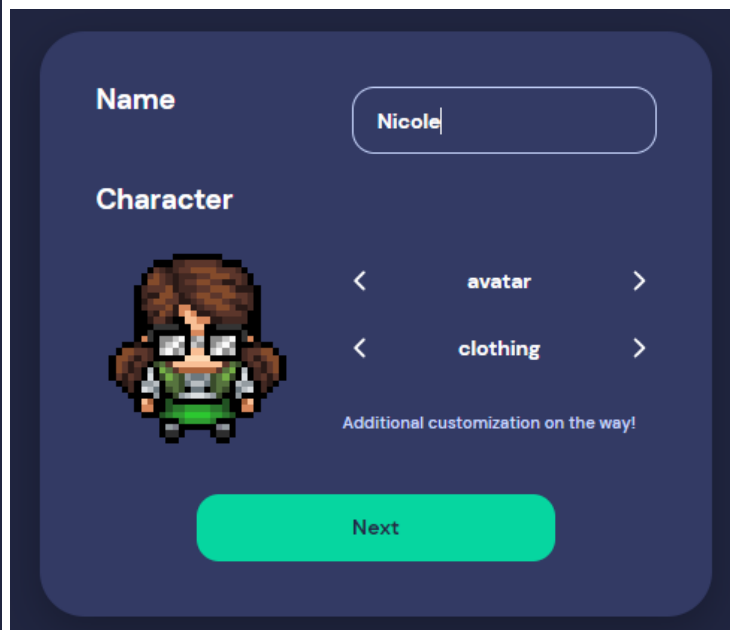
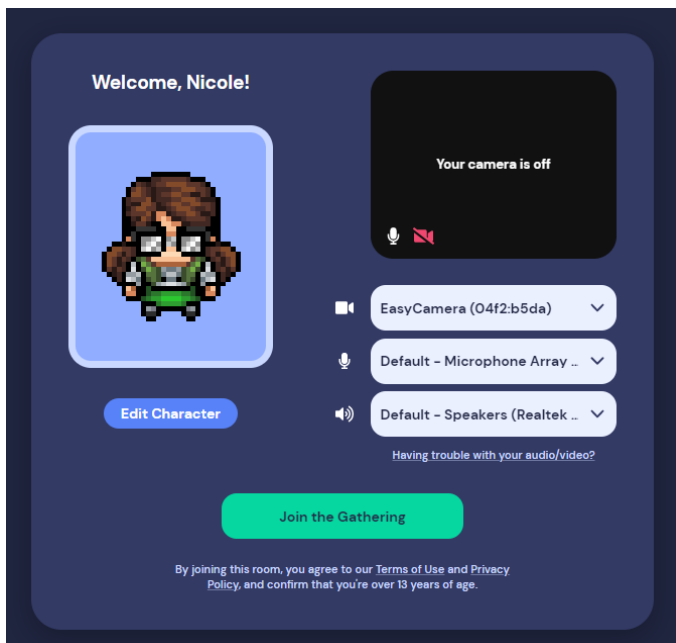


A screenshot of the input selection window that appears when you enter a gather space. The camera is set to 'OBS Virtual Camera' in the example, and the microphone is set to (HD Webcam 270). Your hardware settings will be different. There is a 'Join the Gathering!' button at the bottom of the window.

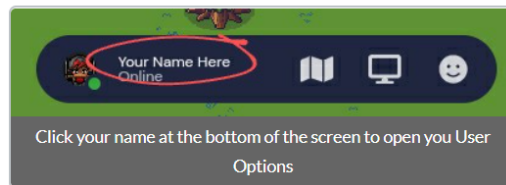
Full specifications and troubleshooting for browsers, please visit the gather help documents found here: <https://support.gather.town/help/movement-and-basics#video-and-audio-settings-introduction>

Basics

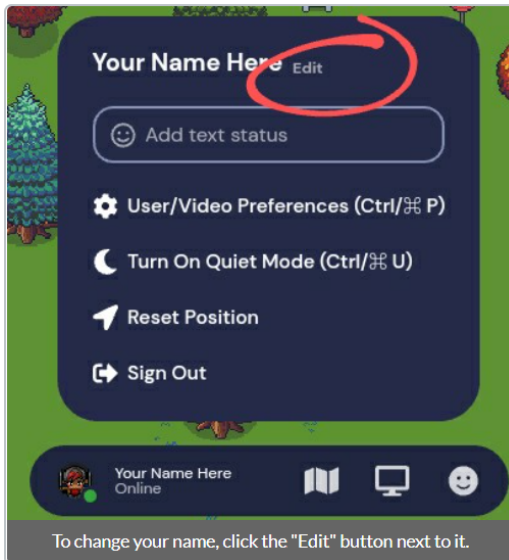
Changing Avatar - Whenever you enter a space you are prompted with the image on the left which will show your current avatar. To change your avatar and/or name, click on 'Edit Character'. Then you'll see the right image and you can edit your name and click the right or left arrows to customize your avatar.



Editing your name once you're in the space already:

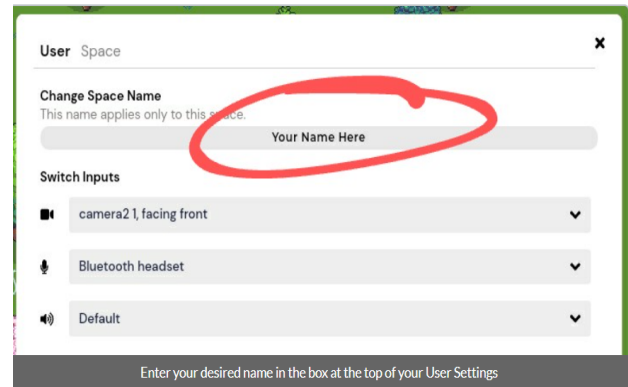


Step 1:



Step 2:

To change your name, click the "Edit" button next to it.



Step 3:

Enter your desired name in the box at the top of your User Settings

Moving Avatar: You can move your avatar around the venu map by using the arrow keys or WASD.

Locating or following someone on the map

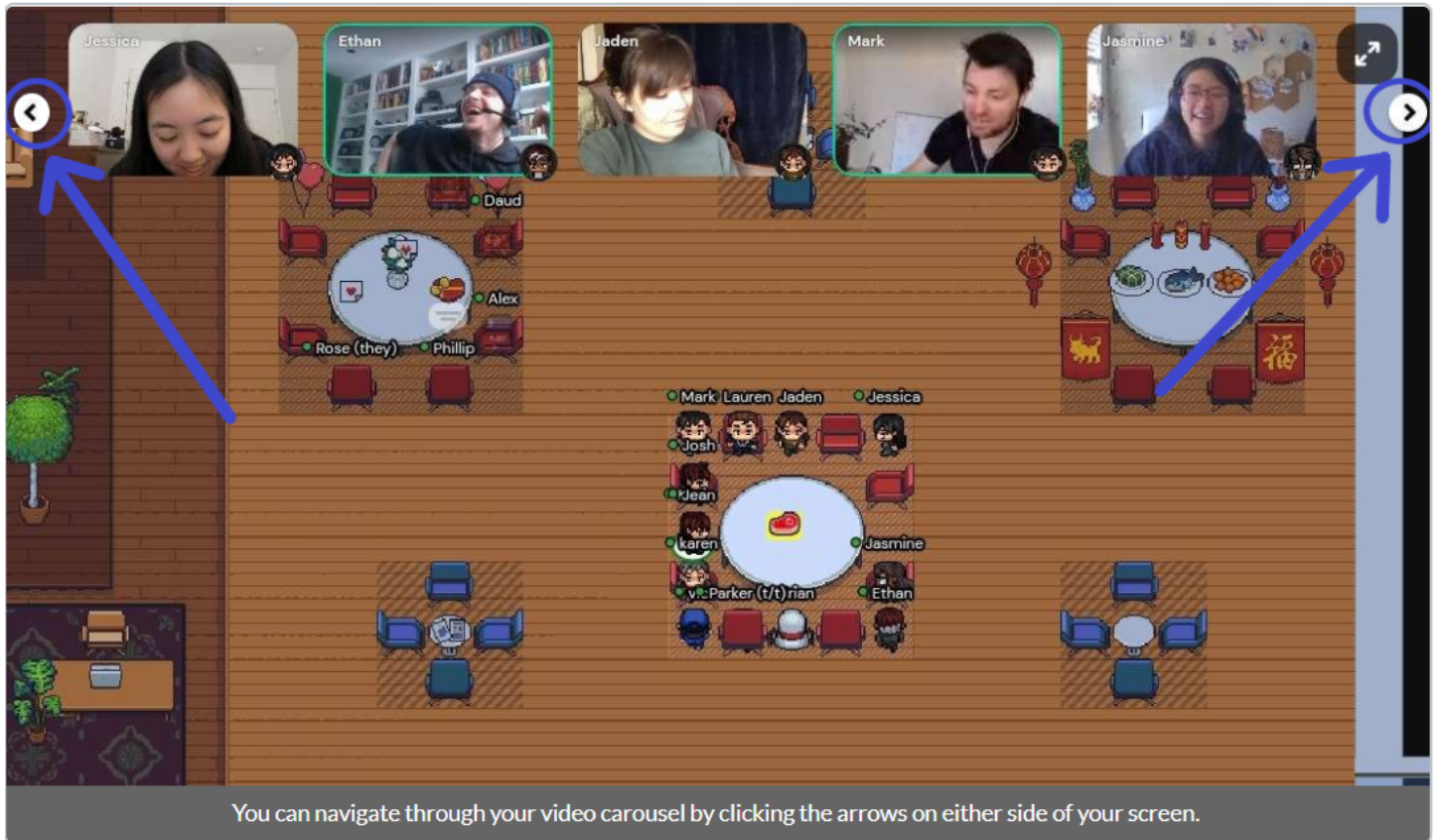
How to View and Navigate Your Video Calls

In Gather, when your avatar approaches others, a video call automatically starts between you and the people you approach. All videos will initially appear at the top of your screen. In an open area, you will be connected to everyone within 5 tiles unless you activate Quiet Mode. When you are in a Private Area, you will be connected to everyone who is also inside of the private area.

When there are multiple participants in one gathering, a select number of video call windows will be shown at the top of your screen. The number of video participants shown depends on the size of your browsing window and resolution of your screen.

Video Carousel

You can scroll between the videos manually by clicking the arrows to the left and right of the videos shown. This is called the "video carousel".



Grid View

To increase the number of videos visible to you or to enlarge the videos you are currently seeing, you can enter Grid View. Grid View will display up to 9 videos in a grid format at the same time with their names and avatars visible. To exit Grid View, click button in the upper right of your screen with the arrows pointing towards each other.



When you are in Grid View, you can collapse back to the regular Video Carousel by clicking the button in the upper right corner of the screen.

Video Prioritization

When someone first joins your an on-going group conversation, they will appear at the end of your video carousel. Whenever they speak, their video will be brought to the front of your carousel if they aren't already visible on your screen. This helps sort the videos you see such that the most active contributors to a conversation will automatically be brought to the front of your carousel.

Additional Help Documentation

Gather.town has fairly in-depth documentation on their website, for further help and/or troubleshooting, stop by the help desk, chat with a volunteer during a paper session, post to the Whova community board or visit Gather.town's documentation here:

Gather 101: How to move and explore during your first visit

<https://support.gather.town/help/movement-and-basics>

Gather 102: Fancy Features for Frequent Visitors

<https://support.gather.town/help/gather-102>

Contact Us

There are several ways to contact LAK organizers and LAK volunteers who can assist you with general LAK questions and help you troubleshoot any issues that you may be experiencing.

In Whova - In the community board there is an Organizers Ask Us Anything. Post there and we will be monitoring it throughout each day of the conference.

In Paper sessions - LAK volunteers will be monitoring the session chat window for any questions or concerns that LAK attendees have.

In Gather.town - There is a Help Desk that will be monitored at all scheduled breaks & social time. Please come visit us with any questions or just stop by to say Hi!

Via Email - Email us at lakconference@gmail.com