Hello 2022 Florida Online Innovation Summit Attendees! Thank you for attending the 2022 Florida Online Innovation Summit! We hope you will join us for the Poster Session at the end of Day 1 and would like to provide you with a few guidelines to help ensure your attendance goes smoothly.
The poster sessions are intended to be an informal opportunity to mingle that mimics an expo hall of an in-person conference. We recommend that you read through the steps below to familiarize yourself with the platform ahead of the poster session. When the poster sessions begin at 4:00pm ET, we will allow everyone some time to get into the platform, learn how to move around the space, and then kick off the posters at 4:10pm ET.

PRIOR TO THE INNOVATION SUMMIT

- InSpace is browser-based, which means you don’t have to download or install an application. Below are some checklist items to get you ready:
  - For the best experience, please use the Google Chrome browser with your PC/Mac. If you’re using an iPad/iPhone, please download the ‘InSpace Proximity’ app from the App Store.
  - Other compatible web browsers include Mozilla Firefox, Microsoft Edge and Brave.
  - Android Users, please use the Google Chrome app from your device to join.
  - If your mic/video isn’t working when you enter the space, leaving the space and then signing back in will usually resolve the issue. For additional support, visit https://inspace.chat/help-center/audio-video-errors/.
- For a tutorial of InSpace, please visit https://youtu.be/IlMbfUvMQMQ.
- If you’d like to learn more about the basic movement and sound in InSpace check out https://bit.ly/34UecWI.
- If you need additional support or have questions about the platform, please email support@inspace.chat.
Check out this **quick demo** (3 min) that discusses our Poster Session space. This will help you see exactly how the platform is set up and how to get in.

When you access the InSpace Poster Session link, you will be prompted to join with a current account, to create a new account, or join using a Google email. If you have not created an account before, you can click “Sign Up” and then do the following:

- **To use a Google email:**
  - Select the “Continue with Google” option and select your email address.

- **To create account:**
  - Select “Create an Account.
  - Input your email address at the top and follow the remaining prompts to create your free account.
  - **Please note:** you will need to verify your email when creating your account. If you don’t see the email in your inbox, please check your spam folder.

Once you have established your account, you will then be able to check your microphone and video settings.

![Welcome to Innovation Summit Poster Session](image)
• When ready, click **Join Space** to access the poster session spaces.
• When you enter, you will see that the “conference” space has been divided into 3 spaces:
  ○ Space 1: Student Success
  ○ Space 2: Faculty Focused
  ○ Space 3: Networking
  ○ Below is an example of how the platform will appear:

• Space 1 and Space 2 will be used for the poster session presentations. Each space will have 5 breakout rooms for you to choose from.
Once you have chosen a space, to enter a breakout room click and hold your cursor over your video and drag it into the space you wish to join. Release your cursor once you have arrived in your breakout room.

- Audio is sealed within each breakout room, so participants will only hear audio from other participants in their same breakout room. You will be able to see all of the rooms on the screen at all times.
  - If your are zoomed in on a room, you can also scroll with your mouse to zoom out to see more of the space.

  *Please note:* if any participant or presenter uses broadcast mode, everyone can hear that person’s audio regardless of whether they are in the same breakout room or not.

- To leave a breakout room, click and hold your cursor over your video and drag it into the middle or another breakout room you wish to join.

- To leave the space you are currently in to go back to the main room and enter another space, click Back to reception in the top left-hand corner of your screen.

When you are inside of InSpace, you will always have a set of options on the bottom right-hand side of your screen.

- Following the top-down order of the tool bar, these options will:
  - Allow you to mute or unmute
  - Turn your video on or off
  - Allow you to share your screen
  - Broadcast your audio so everyone can hear you, not just those in your proximity
    - *We recommend that you do not use this option.*
  - Raise your hand
  - Chat with everyone in the space or chat with individual participants.
    - *Please note:* The chat window is unique to each space. You will notice that once you leave a space, the chat will appear to have cleared/refreshed
  - See all participants
When you are in a space and not inside of a breakout room, your audio will revert to proximity chat. You will only be able to hear those close to you (unless an Innovation Summit committee member is using the broadcast feature). When you are in a breakout room, you will be able to hear everyone without being in close proximity.

**IMPORTANT TIPS FOR PRESENTERS**

- You do not need to broadcast your sound when you are in your breakout room. Whoever is in the breakout room with you will be able to hear you without being close by.
- If you are using a Mac device and have any issues sharing your screen, please try the following steps:
  - In the upper left-hand part of your screen outside of your browser, click the Apple icon.
  - Click on System Preferences.
  - Click on Security & Privacy.
  - Scroll down until you see the option for “screen recording.”
  - Make sure that the browser you are using is approved for screen recording
- **Please note:** You might need to reload page. Then, try sharing your screen again.
- Please visit [https://inspace.chat/help-center/screen-sharing-issues-no-sharing-option/](https://inspace.chat/help-center/screen-sharing-issues-no-sharing-option/) to view the troubleshooting guide.
• If you encounter any issues during your presentation and an Innovation Summit committee member is not in your breakout room, please use the all participants chat to “@NAME” or privately message a committee member for assistance. You can reach out to any of the following committee members:
  ◦ Beth Nettles
  ◦ Nicole Stahl
  ◦ Wendy Howard
  ◦ Samantha Richardson
  ◦ Tina Calandrino
  ◦ Amanda Major
  ◦ Taniya "Niya" Tinsley

TECHNOLOGY & EVENT ASSISTANCE

If you have any questions or difficulties leading up to or during the Summit, please contact the UCF hosts via email at ilab@ucf.edu.

If you encounter any issues with the InSpace platform itself, please email support@inspace.chat.