

22 ▶ 24 APRIL 2020

Laval Virtual World

#FeelTheVirtualForce



User Guide

- 14 April 2020 -



LAVAL VIRTUAL

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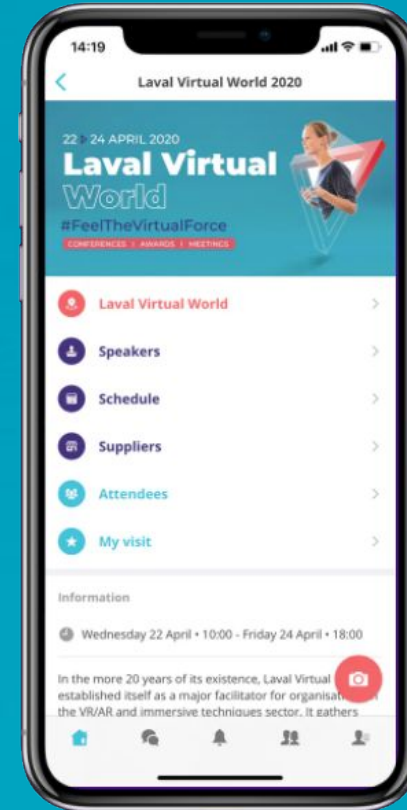
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/ HOW TO ATTEND LAVAL VIRTUAL 2020 ?

Laval Virtual World

- Attend the virtual event as an avatar
- Attend the conferences and interact with speakers and other attendees
- Network and organise meetings in dedicated spaces
- Attend the awards ceremony and after parties.



Laval Virtual App

- Discover the programme and register to create your own schedule
- Chat or visiochat with speakers and attendees
- Set up meetings and book a room into the Laval Virtual World.

YouTube Live

- Watch the conferences of the Laval Virtual World thanks to the Youtube Live link available on the online programme

/ YOUR CHECKLIST

01

ONE WEEK BEFORE

Discover [the program online](#)

Download the Laval Virtual Mobile App to connect with other attendees and speakers.

Download the Laval Virtual World and make sure your device can handle the software : LINK

02

TWO DAYS BEFORE THE EVENT

Make sure your avatar looks great and edit your profile on [the VirBELA dashboard](#).

Go for a walk inside the Laval Virtual World and test all the option and interaction possibilities.

Try and dance on the beach, have a wild ride on a yacht or check the acoustic by clapping your hands in the auditorium!

03

ON THE BIG DAY

We highly recommend to reach the virtual room at least 15 min before the beginning of the session.

Please mute your mic during the lecture.

Remain seated during the lecture.

Please note that if any participant disturb by any means the event, a moderator can mute him or kick him out of the room.



Control your Avatar

01



/HOW TO START?



You can **edit your Avatar Name and other profile information** in your Profile tab on the VirBELA Dashboard: <https://app.virbela.com/login>.

Once you have made the desired changes, click the Save button at the bottom-right of the screen.

You cannot currently have spaces in your “AvatarName”.

HOW TO CONTROL?

Log into the Laval Virtual World virbela.com/install?id=laval

Clic on your name upper left to control your avatar

Need to change a clothing detail? Then click on [Change Avatar](#).

Need to see you from the front? Then click on [View Avatar](#) and feel free to take photos.

Need to discover avatar's animations. Then click on cheers, clap, confused, etc to test.

Tip : Memorize the keyboard shortcuts to interact spontaneously in the World.



HOW TO LOOK AROUND?



By pressing the spacebar you can **unlock your camera and look around freely** with moving your mouse or trackpad.

Pressing the spacebar again will lock the camera back in place. This function works both when standing and when sitting.

HOW TO MOVE IN SPACE?

Use the **GO TO** button on the upper left of your screen to move your avatar to a room.

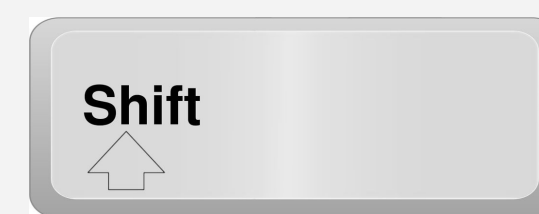


Use the arrows on the keyboard to move around the world.



When you hover your mouse over a place, position the white figure and click, your avatar will walk to the chosen spot.

If you need to run, use the arrows on the keyboard by holding Shift button



/GOOD TO KNOW

If you can no longer move forward, in the water for example, move to the side, there is an open passage a little further on.

If you get stuck against a wall, your point of view goes to the first person.

If you can no longer hear your interlocutors, it is because you are too far away from them.

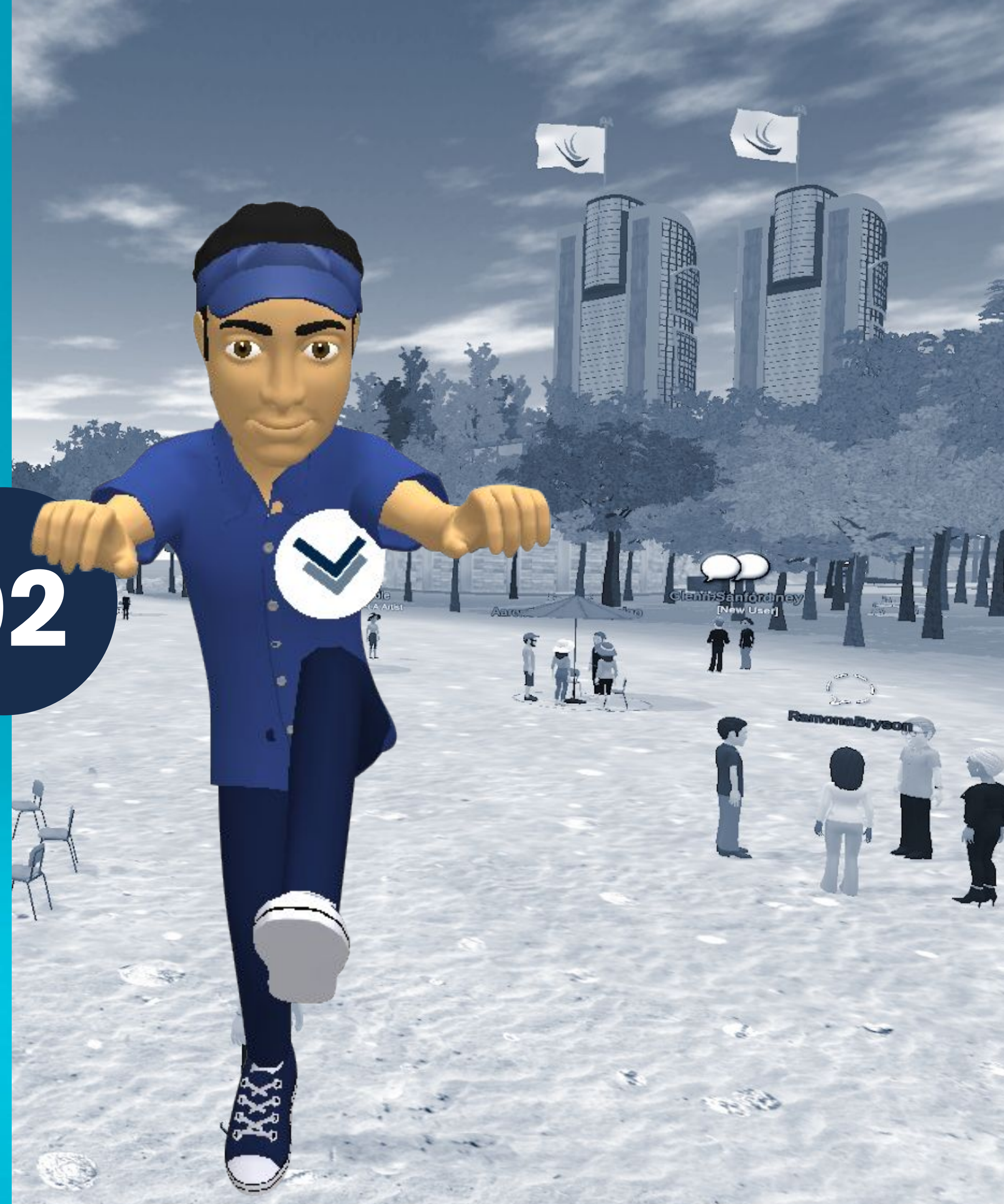
If you want to find someone who is in the room, click on his/her name at the top left, then on the associated “go to”.

You also have the possibility to chat privately with a specific person.



Explore the Laval Virtual World

02

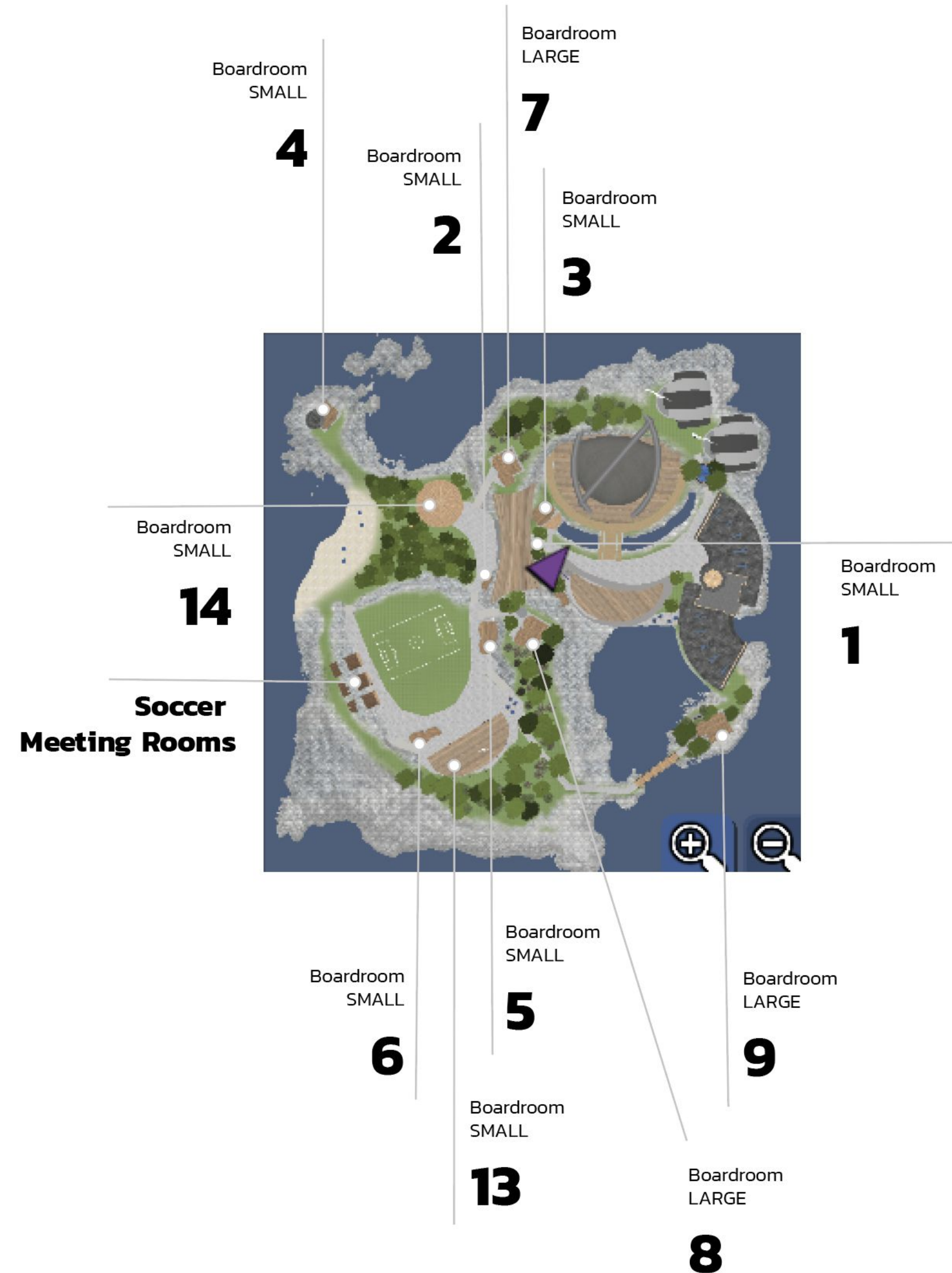


HOW TO FIND MY WAY?

Not all networking spaces are accessible from the **GO TO** menu.

Take a walk with the arrows of your keyboard and discover the lighthouse, the soccer field, the beach, open-air spaces, rooftops, meeting rooms, etc.

Find your way with the round map at the bottom right of your screen.



/ HOW TO TELEPORT?

To access to the conferences, use the **GO TO** menu and choose the name of the track

To access to a meeting room, use the **GO TO** menu and choose the name of the meeting room

*Tip : If you didn't booked a room before, go to the meeting rooms through the **GO TO** menu and walk to a free meeting-room*





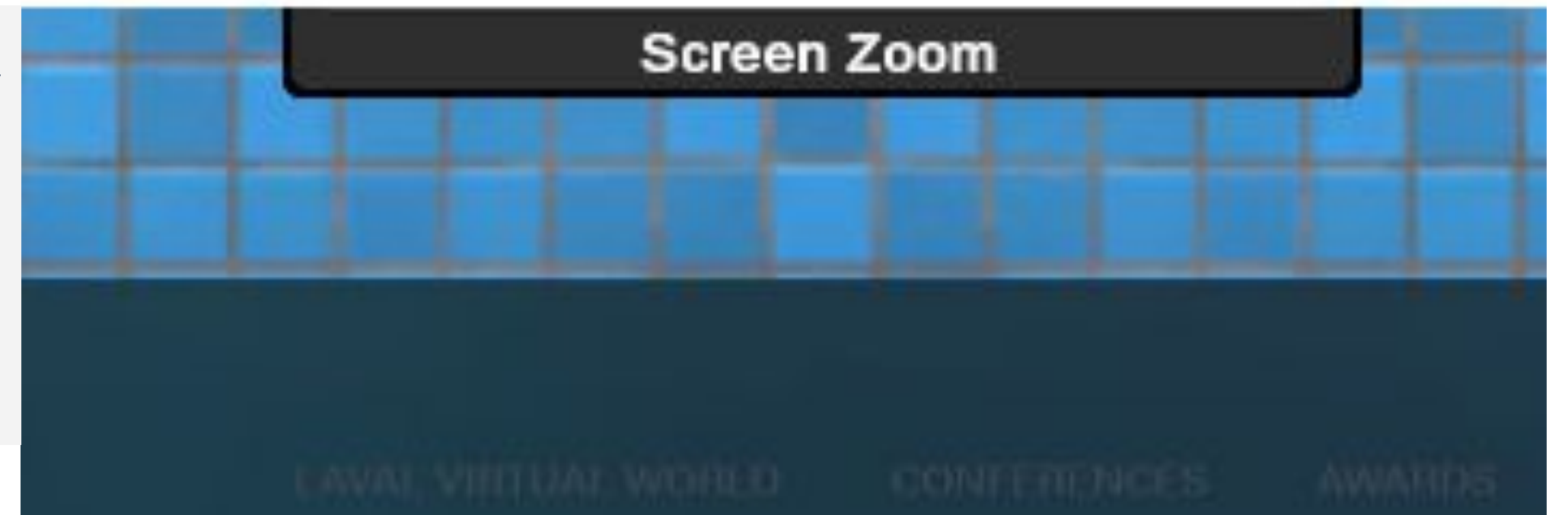
Attend the conferences

03



/ HOW TO ATTEND THE CONFERENCES?

During the conferences, you can choose your view with the **Screen Zoom** button on the upper middle of your screen.



Tip : Make sure your mic is muted during conferences to not disturb the talk

You can sit wherever you want by clicking on a sit

Tip : Use the "Raise Hand" option during the Q&A, and wait until the moderator gives you the floor.



Network

04



/ HOW TO DO PRIVATE MEETINGS?



The meeting-rooms

You can book them in advance via the Laval Virtual Mobile App and you can lock the door by clicking on the [door control](#) button.

Nobody will be able to hear or see anything from the outside.

The private volume areas

The dotted [blue circles on the floor](#) indicate private areas.

You can use them for your private conversations and you would be kind to respect the privacy of the people inside.





Settings

05



/SETTINGS



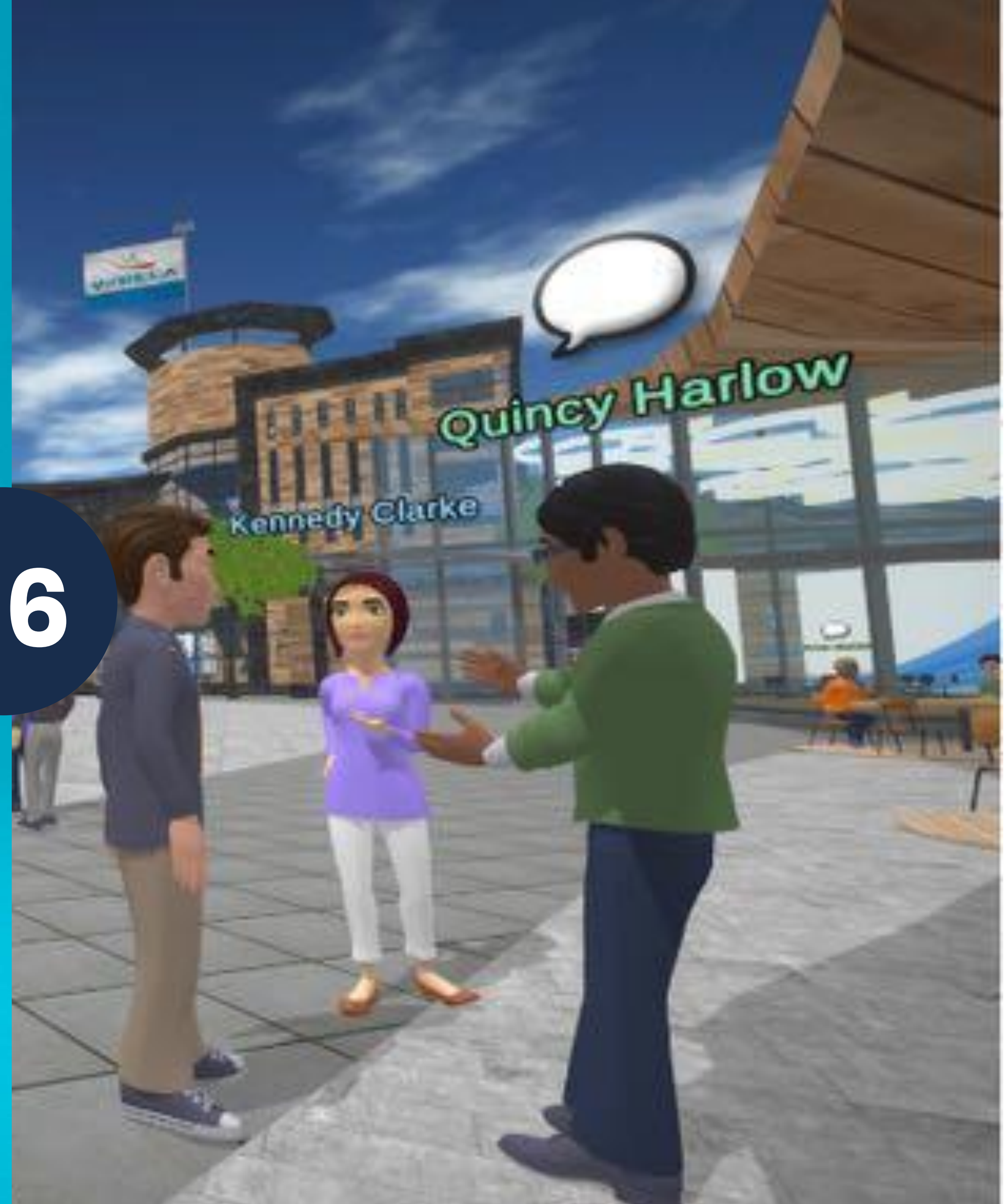
On the upper right of your screen, you can access the settings.

Really useful to [set your mic](#). Find there the [Quit](#) and [Log Out](#) button as well.



Good Practices

06



/ GOOD PRACTICES



To ensure the best possible experience, remember to close unused applications on your computer before launching the Laval Virtual World

Dotted blue circles on the floor indicate private volumes, do not hesitate to use them for your private conversations. Please do respect other attendees and do not enter any occupied private volume.

Make sure your mic is muted during conferences to not disturb the talk.

Use the Raise Hand option during the Q&A following every conferences, and wait for the speaker or moderator to allow you to speak.

After using the post-it option, please erase it afterwards.

If unfortunately you encounter any technical issues, please refer to the FAQ available on our website.



Thank you



@lavalvirtual

