Gateways 2020
Quick Start Guide
Still need help?

Contact us three ways:

1. Email help@sciencegateways.org.

2. Use Live Chat at the bottom right of QiqoChat.  
   _Note that this Chat is visible to all meeting attendees._

3. Call 734-224-2031.
Creating an Account

QiQoChat brings together content, Zoom meeting links, flexible meeting spaces, and our community of participants.

You’ll be part of the Gateways 2020 “Circle.”

Within the circle are “Events.” Each tutorial or workshop is an “Event,” as is the Poster Showcase. During the main conference track, each day’s sessions are grouped in one event, too.
How to access Gateways 2020


2. Click “Sign in” then “Create a New Account.”
Create “New Account with Email”

1. Use your full name as your Username. (It is like your name badge!)

2. Enter the E-mail address that you used to register.

3. This uses your location and Zip/Postal Code for a cool participant map.

4. Finally click “Join.”
Get set up

1. You will be sent a **confirmation email**.

   If you do not receive it (check Spam, too!), email us at help@sciencegateways.org to request an account without confirmation required.

2. Click the link to confirm your email address.

3. If you do not already have Zoom installed, click the link to **download Zoom**.

4. **Refresh the page** to enter the conference site.
Edit your profile

• We encourage you to take a few minutes to edit your profile to help people find or reconnect with you.
  • This is in the menu labeled with your name at the upper right.

• In particular, you can list:
  • What you can offer/share
  • How you’d like help/collaborators
  • Skills that you have
  • Links to your social media
Joining an Event

The core spaces of the conference
The Homepage: Two main links

• Participants

Here’s where you find and reach out to other people at the conference.

• Schedule

This lists all the conference events organized into three main types:

1. Welcome/Help Desk: Check in here before or during the Tutorials week. Please allow at least 15 minutes to stop by the Welcome Desk and do a brief tech check, or stop by the day before.

2. Tutorial/Workshop Track: Each tutorial/workshop during the first week (listed individually) offers access to pre-registered participants only. Check your registration confirmation for the tutorials you selected.

3. Main Conference Track: Each day (Monday 10/19 through Friday 10/23) includes a set of session rooms, including the Welcome/Help Desk, Plenary, Concurrents, Learning Labs, Sponsor Booths, and various social spaces.

• Note: The Poster Showcase is a stand-alone event that runs the entire week of the Main Conference Track. The kickoff event is Monday, but stop by any time to view the posters.
Select an event...

• Choose an event from the schedule and click the title.

• On the “Event RSVP Page,” click the orange “Join Now” button to get started.
The QiqoChat Event Space

1. The session “rooms” are listed in the sidebar. Stay where you land or click the room for the session you want to attend. Hide, expand, or contract the sidebar with the arrows.

2. Click the orange “Join Zoom” button to join the session. The “Help” button provides dial-in info for each room.

3. This area displays announcements, Sched pages, shared documents, and other resources for each room. Hide the sidebar to expand this content.

Visit the Networking Lounge and other informal spaces

Miss the hallway conversations with your colleagues? Here’s where to go!
How to network during the breaks

• Go to the “Networking Lounge.”

• You’ll be asked about cookies (1) and then for permission to use your camera and microphone.

• You’ll see your webcam image (2) and be asked for your name, when you click “Next,” it will snap your photo.
  • If you don’t like it, you can retake on the next screen (3).

• You’ll do a quick speaker/microphone test.

• And you’re in!
  • The mouse scroll wheel lets you zoom in and out.
  • Click and hold to move your avatar to a new area.

• Once you’re set up, you should not have to repeat these steps when you return.
The Networking Lounge

1. Zoom in and out here, or use your mouse scroll button.

2. Click and drag to move your avatar around the space. Get close to another avatar or group of people and you’ll pop into a live video chat!

3. The labeled spaces are just an easier way to tell someone where to meet you.

4. See who is here and text chat with anyone.

5. Bonus! You can even share your screen.
“Meet me at the...”
Other options for informal meetings

1. Scroll way down the sidebar to see several rooms for meeting with others.

2. Join with Zoom, just as you do for other meeting rooms in QiqoChat.
Poster Showcase featuring sponsor booths

View at any time & join the live Showcase Event on October 19 at 4pm ET
How the Poster Showcase featuring Sponsor Booths works

1. As with other events, the first room has information about posters and sponsors. Start at that room for some guidance.

2. Visit posters or sponsors to view their displays, and then join Zoom for a live video chat!

3. While the official time for the Poster Showcase is October 19 at 4pm ET, you can visit this event any time during Week 2. Feel free to contact or leave a message for the presenter/sponsor to set up a time to chat!
Learning Labs

Discuss a topic.

It can be something you care about or an idea from another session.
Propose a topic or join a topic

- Learning Labs are on **Tuesday, Wednesday, and Thursday**.
  - Scheduled Labs will be posted on Sched and at the Welcome/Help Desk.
  - Scroll down the sidebar to find the Learning Lab rooms.
- The form to propose a topic is linked at the Welcome/Help Desk.
- Read more about Learning Labs on the conference website.
New to Zoom? Key features to know

1. Turn on/off your microphone and video, and check the device settings with the tiny menu arrows.

2. In the Participants list, you can raise your hand and send feedback as well as rename yourself.

3. Use Chat to send questions or comments to the presenter or other participants. The button will turn orange if Chat is closed and something new appears.

4. If you’d rather see the current speaker larger than everyone else, switch to Speaker View.