

## Entering KC Chapter's KUMOSPACE:

**IMPORTANT:** Several days before the event, we recommend that you test out the space (by creating your own free account). KC Chapter is unable to troubleshoot with you during the event.

- **The Day of the Event:**
  - **First:**
    - Close all other programs;
    - Close all other browser windows;
  - **Enter the URL:** Will be sent to Eventbrite registrants one hour before the event;
    - This URL will not work until the organizer opens the event's doors at noon on May 17, 2023;
      - **When prompted:** Test your mic and video
      - Click "Join"
  - Enter the Auditorium on the 1<sup>st</sup> Floor;
  - Take a seat behind the roped-off area;

### **How-To:**

**Test mic and video:** Upon entering the space, you will be prompted to test your mic and video (we are unable to trouble shoot these for you)

**Moving around the space:** use your arrow keys.

**Actions:** hover over your window to see your action options and emoji options.

**Audio range:** the halo around you is your audio range (to hear and be heard others must be in your audio range).

**Visual of the space:** to see the entire space or just a portion of the floor, use the white "+" or "-" buttons in the upper right. Or see the entire floor by clicking the white "map" button in the upper right.

**Recenter yourself in the space:** use the white "recenter" button in the upper right.

**To change floors:** go to the elevator > click the doors > select floor.

**Settings** (lower right): Allows you to select and test your mic and video.