

International Staff Days April 28 – 30, 2021

Wonder.me Platform Instructions

Wonder.me is a virtual space where people can meet and network. Unlike Zoom or Teams in which users have to rely on a host to join groups of people together, users of Wonder.me have the freedom to roam the virtual event space and join conversations as desired.

Participants will receive a link to join the networking space shortly before the start of the International Staff Days via email. Please note that Wonder.me is browser-based and is currently supported on Chrome or Firefox, some functions in it might not be compatible with Safari.

We will have a **virtual farewell get-together** (Friday, April 30, 2021, 4 p.m. - 4:30 p.m. (CET) on this space.

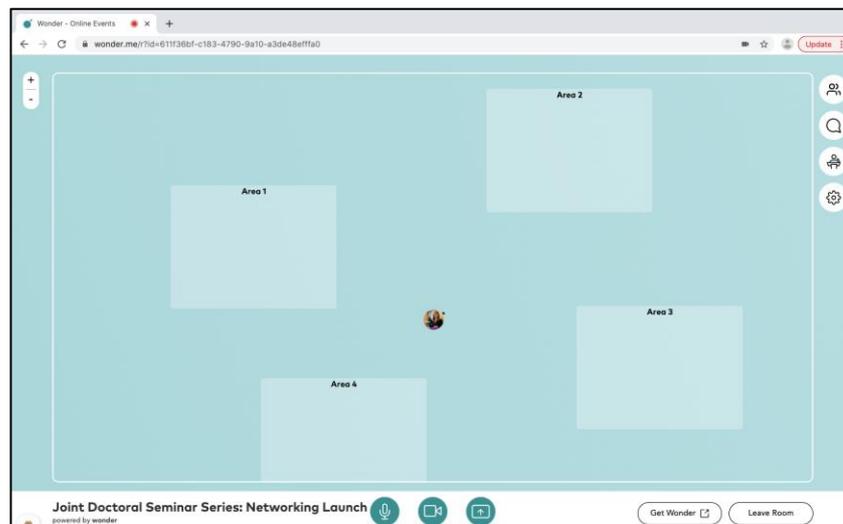
How to use Wonder.me:

1. Setting up your profile:

When you click on the link, you will be asked to type your name and either upload an avatar (profile picture) or switch your camera on. This will be what other members of the virtual room can see, and how they can identify you. You will then be automatically entered into the room.

2. Navigating the virtual room:

Upon entering the room, you will see something that looks like the below image. Your avatar will appear, and you can move yourself around the room by clicking your mouse where you would like to go.



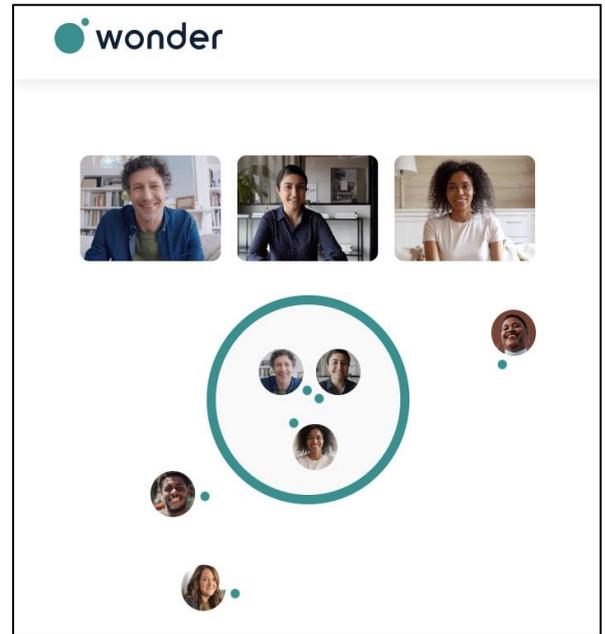
3. **Finding the people you want to connect with:** To find someone specific, you can click the chat button on the right hand side of the screen and hover over a name. The person will be highlighted in the room so that you can find them easily! (Note that the three icons at the bottom of your screen allow you to switch your camera and microphone on and off and share your screen if desired.)

4. Having a virtual conversation:

When groups of users come together, a circle will form. A circle is the virtual equivalent of a real-life conversation. As you move closer to a circle, you can click to join, which will allow you to hear and speak with your peers. One circle can hold 15 participants. **Remember to unmute your microphone for this part.**

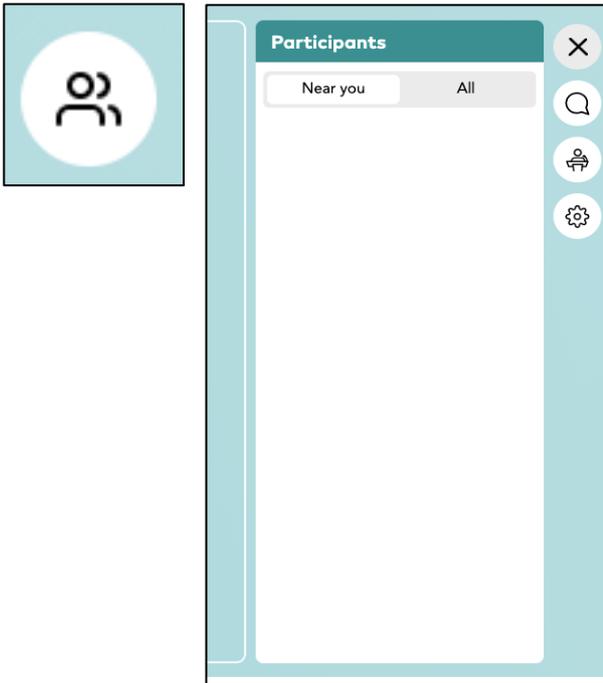
Users outside of the circle will not be able to hear the conversation inside of the circle, which allows for easier communication and eliminates background noise. To leave a circle, just click your mouse outside of it.

The blue dot next to your avatar will follow your mouse, so that you can be sure where you are going within the room.



5. Navigating the features of Wonder.me:

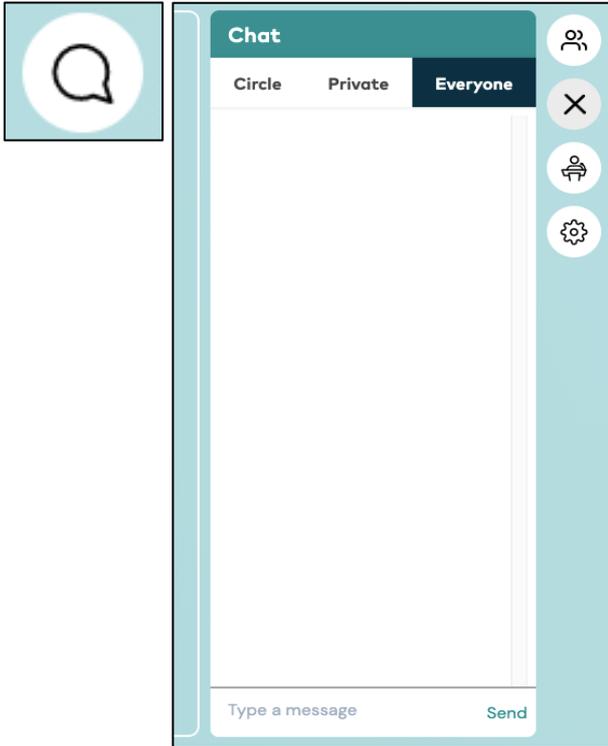
On the left-hand side of your screen, you will see four icons:



The Participants icon

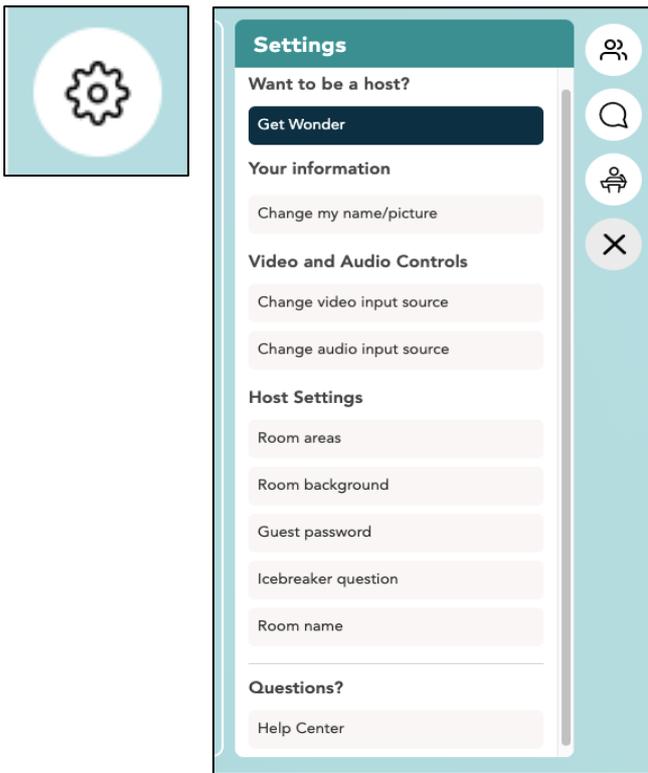
Clicking this button will allow you to see all participants in the room as well as those who are around you. Here you can invite people to a circle and chat.

It is important to name yourself correctly upon entering the room, as the name you choose will be listed here in the participants list.



The Chat icon

The chat icon allows you to message other people within the virtual event space, giving you the option to chat with a certain circle, an individual, or everyone within the space.



The settings icon

Here you can access personal settings such as renaming or changing your avatar, as well as changing the audio or video settings.

You can also access the help centre via this icon.

6. Leaving Wonder.me:

To leave Wonder.me you can simply close your browser!

Helpful tips and tricks for using Wonder.me:

- **When moving from Zoom to Wonder.me and vice versa, remember to close the application you are not using as it can 'confuse' your video and audio.**
- Once you find the people you are looking for, the conversation can start and it will remain public (meaning: any other participant may find you and join in) unless you set it to private using the lock available on the top right of your screen.
- If a participant approaches a private (locked) conversation and tries to get in, s/he will bounce off.
- The hosts may make an announcement throughout the session. If this happens, a countdown will appear on your screen and the host will begin speaking. When the broadcast is being made, all other conversations will be muted, and the hosts will be video streamed on your screen.
- It is advisable to use a head heat to reduce background noise.