exVo Platform User Guide

Contents

Introduction

We're aware that this is a whole new world for all of us and that there will be many questions about the platform we are hosting this event on as well as what the sessions will look like. These pages hope to address at least some of those questions and to bring an element of reassurance about the running of the event.

The exVo platform

We will be hosting this event on the exVo platform in a specially designed environment with all delegates, speakers and sponsors interacting through their avatars (on-screen robots). You are encouraged to watch a short video on how to log-in[1]. A step-by-step guide is also provided in the next section.

> ⚠️ The platform is accessed through Google Chrome and will NOT work on mobile or iPad devices. Your laptop/PC will also need built-in audio in order for exVo to work.

In order to access the event you will need two vital pieces of information – the platform link and the conference key.

The platform link will be sent to you via the email address you registered with. Please make sure you use this address to access the platform via the Chrome browser.

During the log-in process (please see below) you will be sent a conference key. This will be sent to the address you registered with. The conference key will be programmed to you specifically and should not be shared with anyone else.

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1.   https://tinyurl.com/altedigital2021

Logging In

Step 1 – Welcome screen
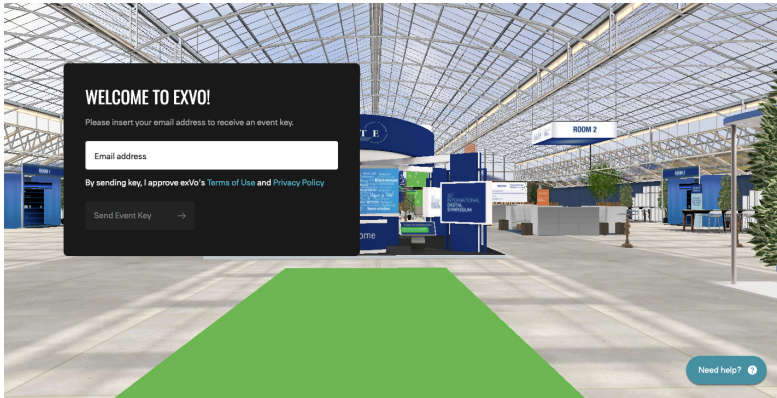
The first screen you will see is a black screen with a spinning chair.

Once the platform has loaded, you'll see the welcome screen.

Enter the email address you registered with.

Click 'Send Event Key'

Now check your email for the event key. Once you have it, come back to Chrome and enter the conference key.

Step 2 – Information about yourself

Fill in your name – this is what will appear above the avatar's head so that others know who you are.

Add a photo which appears as the avatar face. The dimensions for this are 1,000x752 pixels.

If you wish you can also add a company/institution logo. This will appear on the body of the avatar. Dimensions for this are 800x800 pixels.

Once you're happy with your avatar click 'Next' – please note if you are using a VPN connection, you will need to click on the VPN option at the bottom of the screen. This is important as you may have audio and movement issues otherwise.

Step 3 – Establishing Connection and testing your equipment

The next screen will connect your avatar. Don't worry if this takes a few moments, it's normal.
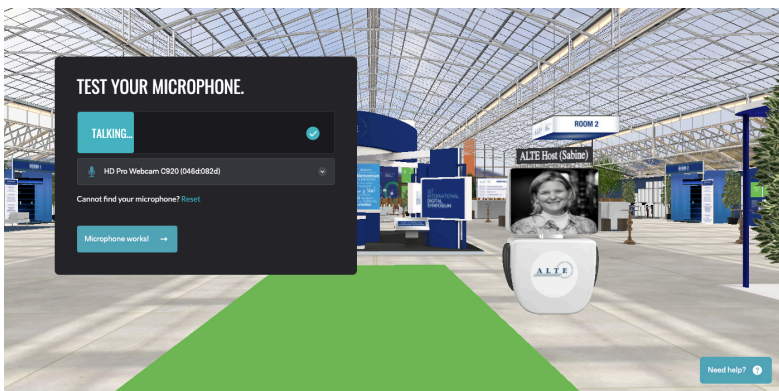
Once the connection has been established, you'll be asked to test your microphone. As you speak, you should see the word 'Talking.'

If you don't, check that the right microphone is connected by clicking on the small arrow in the microphone bar. Select the microphone you wish to use and try speaking again.

When you see the microphone is working click 'Microphone works!'

Next, check your sound. You should hear music playing. If you don't, click on the small arrow in the speaker bar and select the speakers you want to use.

Once you hear music, click on 'Yes, I hear it!'
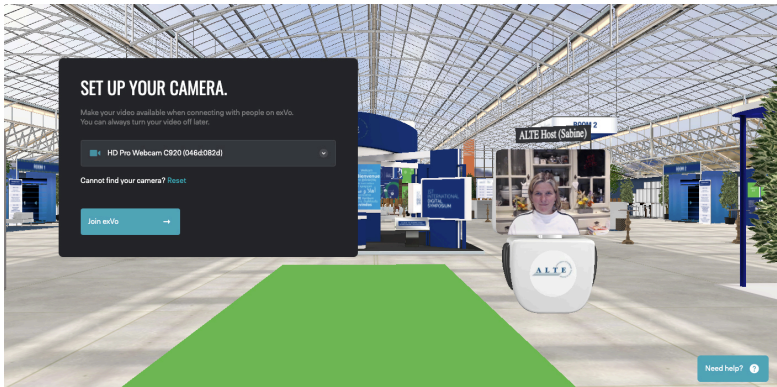
Lastly, set up your camera. This is used when you are in conversation with other avatars or if you are brought on stage to ask a question (more on this later).

When the camera is connected, you'll see yourself in the avatar. Again, if you don't see yourself, select the small arrow in the camera bar and select the right camera.

Next, click 'Join exVo'
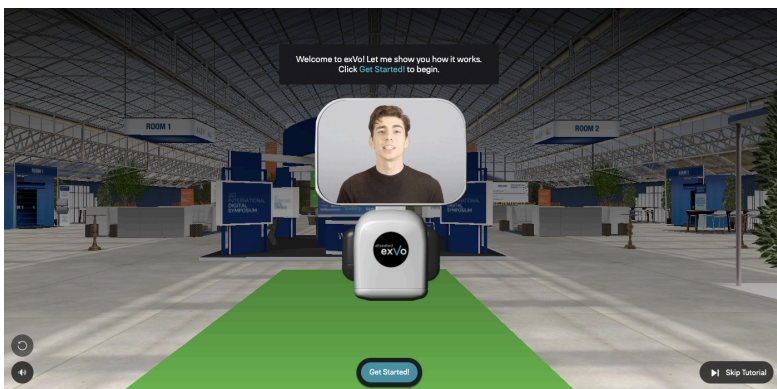
You'll now meet our helpful welcome avatar. Click on 'Get Started' for a brief introduction to the platform.

It's a useful video to watch on your first visit to the platform. For subsequent visits feel free to skip this by clicking 'Skip tutorial.'

Once the video has finished you are in the ALTE platform. If you find the background music distracting it can be muted by clicking on the 'Background Music' icon at the bottom of the screen.

ALTE
Association of Language Testers in Europe

1ST
INTERNATIONAL
DIGITAL
SYMPOSIUM
#ALTEdigital2021

Moving around
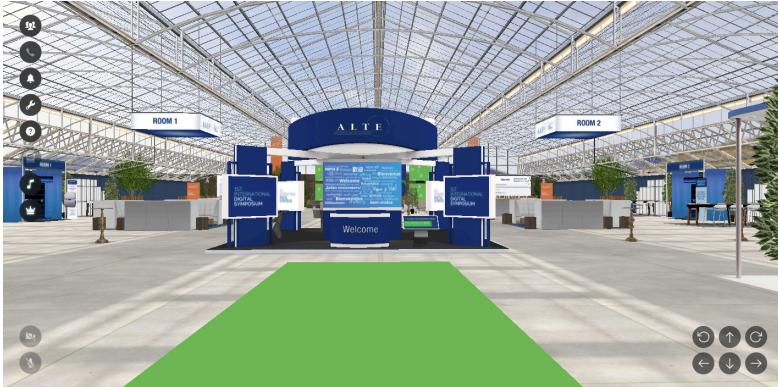
To move around, you have three options:

1. Use the arrow keys on your keyboard.

2. Use your mouse.

3. Or click on the arrows which appear in the bottom right-hand corner of the screen.

You'll notice that you can't see your own avatar – this is to give you a first-person user experience. You are 'looking out of the avatar' and seeing what is around you.

As you move around the platform you will see the 50 avatars who are nearest to you. We'll cover how to connect and communicate with avatars later in this document.

Attending sessions

We have three main session areas where sessions will take place – the Main Stage, Room 1 and Room 2. Please check the programme schedule to choose which sessions to attend and where they are taking place.

Main Stage

The Main Stage is located in the main hall where you arrive. It's found behind the large ALTE welcome booth in the centre of the room.

To attend a session in the Main Stage, simply walk towards it until you see a 'Do you want to join' message on your screen.

Click 'Join' – you are now part of the audience.

Neither your camera, nor your microphone will work while you're an audience member.

The screens will broadcast the event as they go live. Speakers appear on one of the smaller screens with the presentation on the larger central screen.

At the end of the session, if time allows, we hope to include Q&As. Once the Q&A has started, you'll see a raise hand icon on the bottom of your screen. If you wish to ask a question, click this icon. The stage manager will then work down the list of those wishing to ask a question and you'll be invited to join the stage on one of the screens when it's your turn. The audience will now hear and see you as your microphone and camera automatically activate on stage. The presenters will then be able to answer your question before the stage manager returns you to the audience. Should you not wish to appear on stage you can ask your question via the chat feature.
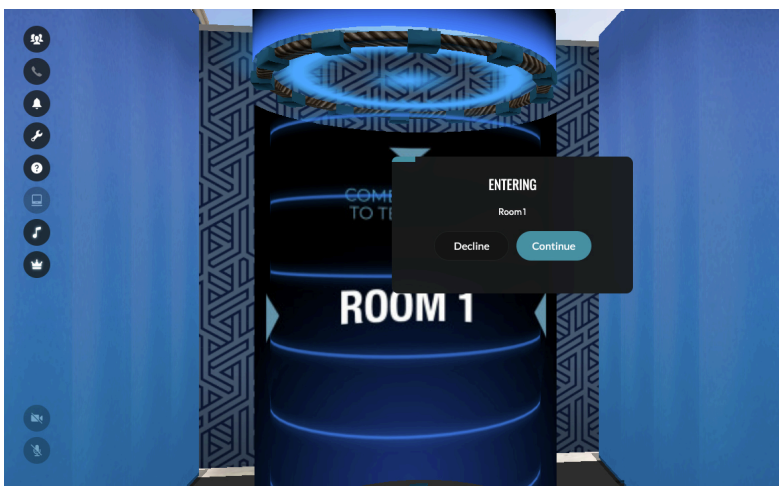
Room 1 and Room 2

Room 1 and Room 2 look like this.

To access these rooms, use the teleporters located on the left and right of the main exhibition hall. They are clearly marked as to which is Room 1 and which is Room 2.


As you approach the teleporter you'll see the message 'Entering Room' with the option to Decline or Continue. Click Continue to enter the room. Joining the audience is exactly the same process as above.

The same applies for Room 2 and also the teleporter which takes you to the Rooftop – this is found at the back of the exhibition hall.

Connecting with others

We are looking forward to welcoming language assessment practitioners, education practitioners and researchers as well as a more general audience of students and suppliers.

Participants

Alerts

Settings

Support
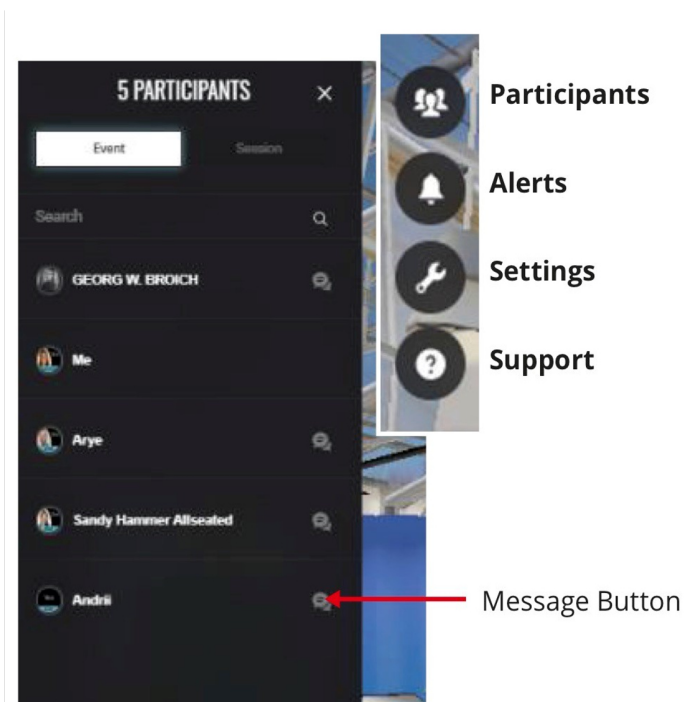
Message Button

Messaging: In the "Event" tab you can see all of the participants at the event and can send a direct message to anyone. Arrange a place to meet friends.

Support: If you need assistance, please use the Support button which appears in the top left corner of the event page. Or email: support@allseated.com

Connecting: To start a video call, click on a robot and a pop-up question will appear. Your Video and voice will start working automatically. You can also join group conversations. Just click to join.

We hope you will enjoy meeting faces old and new to connect and network with.

There are two main ways of connecting with others during the symposium; either by video call as outlined below, or by using the chat function built into the platform.

If you are unable to speak to someone when they try to connect with you, you can decline the call which will give the caller a message that you're currently busy. It's absolutely fine to decline a call!

When avatars are connected on a call, you'll see their arms and name banner change colour – this is an easy visual way to see if someone is already on a call.
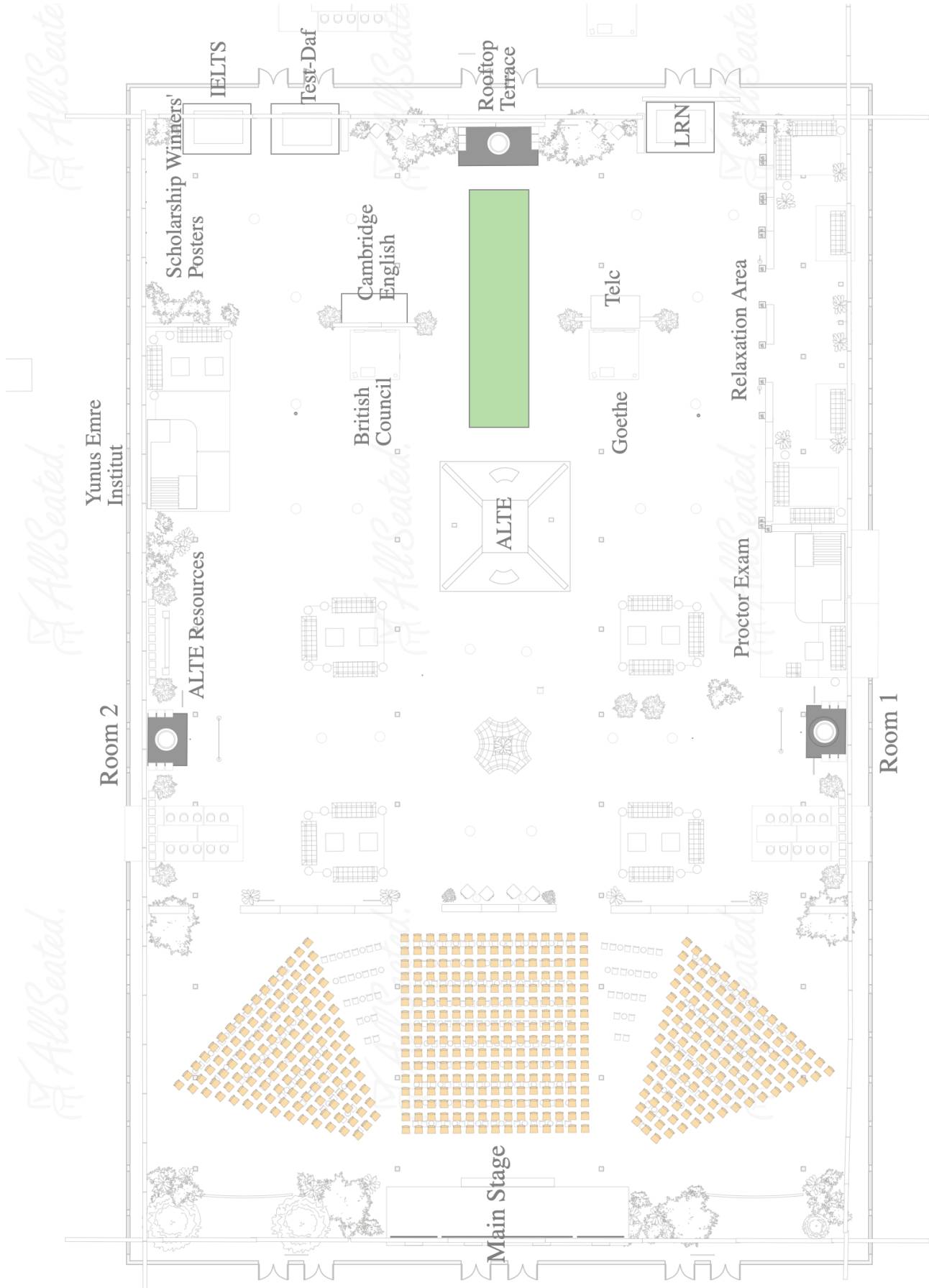
Up to 17 avatars can connect on a call at any one time. The process is the same – click on one of the avatars to join the conversation.

Floorplan

The floorplan on the next page should help you find your way around the platform. Should you have any questions please contact one of the ALTE hosts or the exVo tech support team.

ALTE Host Mariangela can be easily found at the ALTE booth in the centre of the room. ALTE Host Sabine will also be available and will be moving around the platform throughout the event – do click on her avatar if you need help.

IELTS

Test-Daf

Rooftop Terrace

LRN

Scholarship Winners' Posters

Cambridge English

British Council

Telc

Goethe

Relaxation Area

Yunus Emre Institut

ALTE

ALTE Resources

Proctor Exam

Room 2

Room 1

Main Stage

Exhibition Space

We are delighted to welcome a number of exhibitors and sponsors at the symposium. Please make some time to visit their stands in the main exhibition area.

Sponsors exhibiting at the symposium are (listed alphabetically):

- British Council
  www.britishcouncil.org

- Cambridge Assessment English
  www.cambridgeenglish.org

- Goethe Institute
  www.goethe.de

- IELTS
  www.cambridgeenglish.org

- Learning Resources Network
  www.lrnglobal.org

- Pearson
  www.pearsonpte.com

- Proctor Exam
  www.proctorexam.com

- Telc
  www.telc.net

- TestDaF
  www.testdaf.de

- Trinity College London
  www.trinitycollege.com

- Yunus Emre Institut
  www.yee.org.tr/en

Connecting with the exhibitors is the same as connecting with other avatars – click on them to call them. Exhibitor avatars are recognisable by the logo on their avatar bodies and/or the names above their heads. They should be found in the vicinity of their booths.

As you approach a sponsor booth you 'activate' the booth. Some may have videos playing which will automatically start. Others will have materials available for download. All will have an avatar available to speak with you about the services and products they offer, or just to catch up and see how you're enjoying the symposium.

ALTE Booth & Resources

ALTE has its own welcome desk (located in the middle of the main area) where you can get in touch with us or ask any questions about the symposium, download the programme, watch ALTE videos and download our History Book!

Also look out for our Resources wall, where you are free to download important ALTE publications, including our new Collated Papers for the ALTE 7th International Conference – a special publication featuring papers that would have been presented had we been able to hold our in-person live International Conference in Madrid.


ALTE will not share your contact details so the sponsors may ask you to connect with them directly via LinkedIn/social media or by filling in a contact form.

Scholarship Winners Wall

Also found in the exhibition hall is the Scholarship Winners Wall. This is a space for the winners to exhibit their abstract posters.

New researchers were invited to apply for scholarship awards as part of the abstract submissions process for the ALTE 7th International Conference, originally intended to take place in Madrid in April 2020. When it became clear that a postponed conference could not take place in April 2021 either, ALTE invited the winners to present at the 1st International Digital Symposium instead.
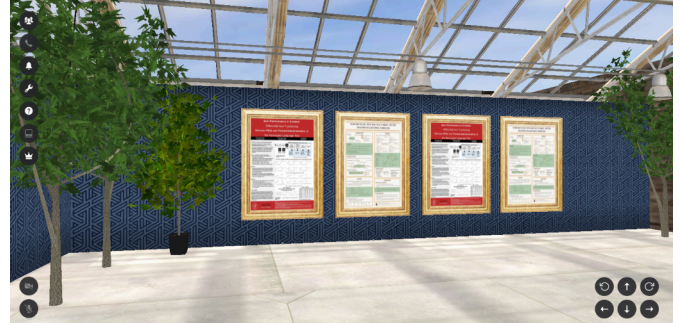
We have two sessions in Room 1 where ALTE representatives will introduce the Scholarship Winners for 10-minute presentations of their work. Following each session, the winners will make their way to the Scholarship Winners' Wall in order to chat to anyone who would like to continue the conversation, ask any questions or simply to congratulate them.

These sessions are planned for Thursday 29 April:

- Session One at 10h00CEST; and
- Session Two at 15h00CEST.

The Rooftop Bar

No conference would be complete without a social area and even though we're going virtual for this one we're no different!

We are looking forward to welcoming you on the rooftop bar during our lunch breaks and at the end of each day. Grab a drink or some snacks and join us to connect with each other, listen to some music and celebrate the day!

To access the rooftop bar, head to the back of the main exhibition area where you'll see the teleporter ready to take you to our exclusive party zone.

This works in the same way as Room 1 and Room 2.

We're not sharing any images of the bar at the moment as we want to keep some surprises for the symposium itself!

Quiet Zone

The mental health of our delegates is of upmost importance to us. We encourage delegates to disconnect as and when needed in order to refresh and have a break from 'screen time.'

We are delighted that Trinity College London and Pearson have sponsored a relaxation or quiet area which is available to all and operates a do not disturb policy – please do not try to connect with any avatars in this area.

'Screen fatigue' is something that has become more of an issue in the current climate with many long hours being spent looking at screens for work and personal entertainment. We would like to encourage you to take some time out throughout each day to refresh and recharge.

The Quiet Zone offers a screen which will cycle between showing a short, desk-based yoga session; playing some music and a poetry reading. You do not have to take part in any of this if you just want some quiet time away from the hubbub of the main area.

Need help?

If at any point throughout the event you experience any technical difficulties, be assured that help is at hand. You have several options:

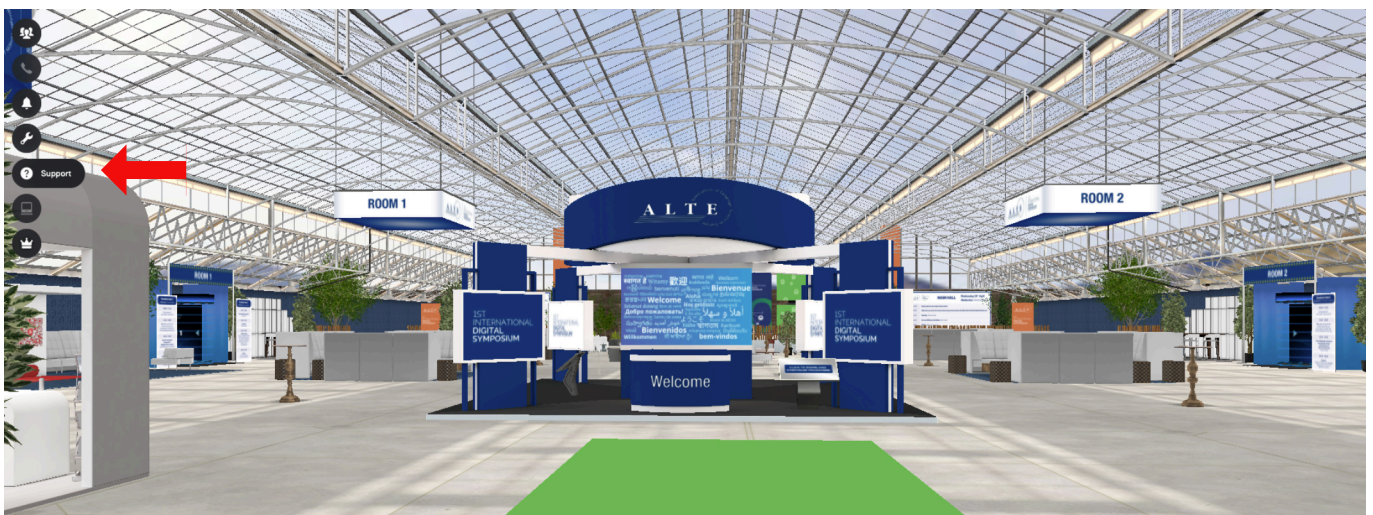| 1	2	3
Connect with one of the ALTE team: 1. ALTE Host (Sabine) 2. ALTE Host (Mariangela)	Connect with one of the exVo team – look for exVo branded avatars.	Click on the Support icon to connect with the in-plat-form technical team

Leaving the platform

If you need to leave the platform for any reason, or at the end of the day, simply close the window. There's no leaving process or exit to worry about.

Each time you leave the platform, you'll have to go through the log-in process again on your return. This includes entering the conference key.
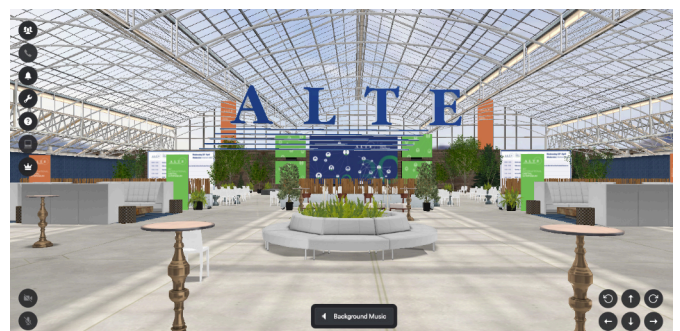
We hope you enjoy the symposium and this innovative platform!