

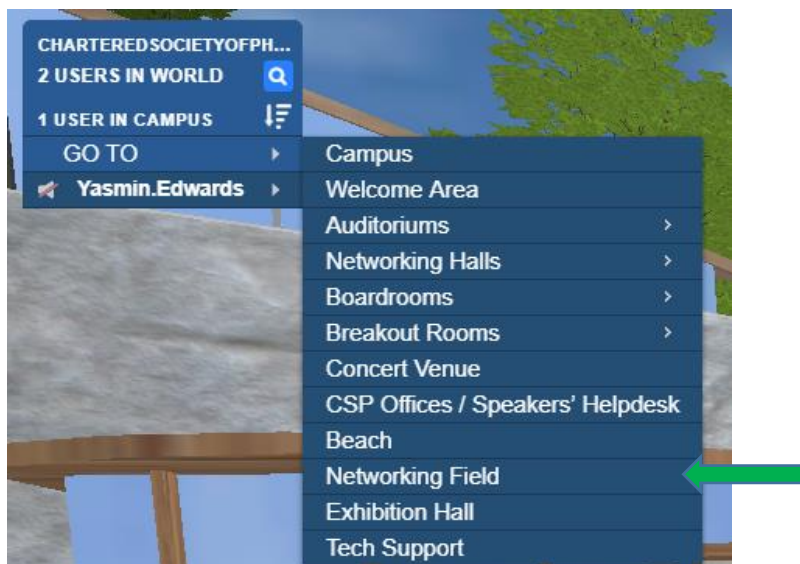
Networking Field Guidance

This guidance is designed to help you plan and manage your networking field session. Please read this and plan your presentation with the other speakers and chair involved in your session.

More information can be found on the [vPUK speakers' page](#) and we can be reached at physiotherapyuk@csp.org.uk if you have any questions.

Networking Field Space

The Networking Field is located outside, and can be reached using the GO TO menu and selecting Networking Field.



This year, all networking sessions will take place in the Blue Zone. This can be found by looking for the large blue circle under the screen on the networking field.



Audience Management

There is no seating, so you may wish to ask delegates to stand within a certain space. You can do this by speaking to them as you would in an in-person event, putting a notice on the display screen or using sticky notes to provide instructions. More details on sticky notes can be found below.

Please note that we cannot prevent avatars from joining you at the networking field even when your session has reached your desired capacity. Therefore you may wish to decide how to accommodate a larger audience if required or know that some may not be participating in discussions.

For larger audiences than expected, you can utilise the orange networking zone in addition to the blue networking zone. However, please note that we cannot control who else might be using this space and communication between the two zones can only be done by moving between them or in a private chat box.

Sticky notes

There is a sticky note function which you can use to put up notes which everyone can see. You can use these notes, for example, to inform people where to stand or if the session is full. The sticky note function is only available to speakers and can be found via the blue menu in the top right hand corner of your screen, click on your names and scroll to the bottom to select sticky note.



Please note that sticky notes are viewed front on only and therefore for anyone behind them the writing would appear backwards. You can place sticky notes on the floor. You can delete and move sticky notes using the tabs at the top of the sticky notes. Please do not use the orange colour sticky notes as these will be used for official vPUK messaging throughout the virtual world.





Showing a presentation or slide

The screen within the networking zone can be used to show slides as a backdrop to your networking session. You must be within the 'stage area' which is within the blue circle, to use the presentation tools. You can put a slide up before the session starts to ensure delegates know what the session is when they arrive and what they should be doing. Please refer to the presentation tool guidance which is a separate document for information on how to do this. This guide and the presentation tools can be found [here](#).

Audience Polling and Q&As:

Audience polling or Q&A's are taken live during the session. You can take Q&A's or conduct a poll at any time.

For audience polling we would ask that you use [Poll Everywhere](#) as this is the polling software which integrates best with the platform. If you wish to use this feature, let us know by **Friday, 10th September at Midday** so we can provide you with additional information.

Speaking

Please be aware that if you are speaking to someone else, everyone in the area can hear you, unless the private volume is turned on and you are speaking within a private volume (explained below). We recommend that all speakers and the chair arrive 15 minutes before the session begins. You can also arrange to meet your fellow speakers in one of the speakers' lounges at any time for a private conversation. The private chat function for one-on-one conversations can be used, or you could create a WhatsApp group for all of your speakers and chair for private conversations as a group.

Private volumes

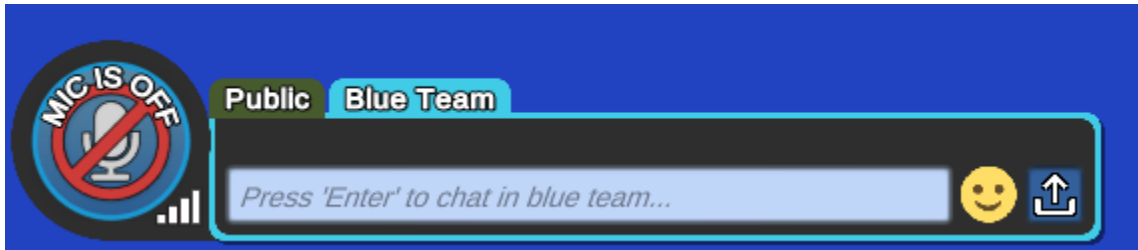
The blue zone is surrounded by a blue dotted line. This means that it is a private volume. This function means that anyone within the blue circle can hear each other, but avatars outside of this space cannot hear their conversation. You can find the private volume icon in the stage controls at the top of your screen. You must be within the screen area to activate these controls.

Outside of this space, everyone can hear each other if they are close enough. If you wish to breakout into discussion groups, you can ask delegates to form groups and for each group to find a space where they can't hear others' conversations. The sound will fade as the distance increases.

Public and Private Chat Box.

You can use the public chat box to share for information, links and documents with delegates. However, the Networking field is part of the wider campus of outside space so if you use this, everyone in the welcome area, beach etc. will see your message.

Please DO NOT use the public chat box and instead use the private chat box, which will show up as 'Blue Team' for everyone stood inside the blue circle on the networking field.



If you would like to copy a transcript of the text in the chat box, place your mouse cursor in the black area of public chat box and right click. When you do this a blue tab at the top of your screen will briefly pop up to say transcript copied. You can then open a word document and paste the chat box transcript into it.

Microphones – when facilitating discussion

You can use the microphone icon to mute and unmute yourself. If you are facilitating a discussion, you may find it easier to hold down the 1 key when you wish to speak and letting it go when you have finished speaking. This shortcut is easier and reduces the risk of forgetting to mute yourself or risking microphone feedback from other delegates.

Breakout Rooms

You can also make use of any of the breakout rooms which can be found on the 'GO TO' menu on the top left-hand side of your screen, should you have more people than can fit around the tables.

There are 14 breakout rooms available for use but please be aware that these rooms cannot be reserved so you may find they are in use by others.