



ECO CITY OPEN CAMPUS

September 8 2020

8am to 6pm UTC +3 (Europe & Asia)

Event Guide

ECO CITY BUILDERS



Welcome to Eco City Open Campus - Unlock the Future! We can't wait to welcome you on Tuesday, September 8th, 8am to 6pm UTC+3. Here is your Event Guide.

PRE EVENT SET UP

Pre-event support drop-in and walkthrough days: September 3 & 4, 5pm - 8pm UTC+3 (check for your corresponding time)

To make sure you're ready to go on September 8, make sure to attend a pre-event walkthrough in Ecocity Open Campus on VirBELA between 5pm-8pm UTC+3 on September 3 & 4 (Helsinki time).

You should have already received an email containing a link to download the Ecocity Campus platform on VirBELA. If you have not received the invitation, check your spam folder and/or contact us now: rieni@ecocitybuilders.org.

To get on to the platform, you will need to:

- 1) Download Ecocity Open Campus on VirBELA to your laptop or computer. We strongly recommend using a laptop or desktop computer for the best experience.
- 2) Create an account.
- 3) Create your avatar! Once you are in the platform, you will be able to walk around the venue in avatar form, so you will need to dress your avatar up ready for the event.
- 4) Enter and explore. The platform may feel a little disorientating at first, so take your time to look around and practice using your arrow keys to walk.

Setting yourself up on Eco City Open Campus on VirBELA is very straightforward and easy to understand, but the information below is designed to help you get the absolute best from the event.

What to expect on Event Day:

Tuesday, September 8th - 8am to 6pm UTC+3

It's event day, you have downloaded the Eco City Open Campus and your avatar is all dressed up.

Event arrival 8am UTC+3 (Helsinki)

Refer to your time zone for what time you should arrive in the world - 8am Finland; 7am Cairo; 11am Dhaka; 10:45am Nepal, 9am Dubai, etc.

Event etiquette

We cannot wait for you to have the best event, which is why we ask you to pay special attention to the event etiquette below

- Please do not go on any of the stages during sessions. If you do, an admin will remove you from the venue and you will have to re-enter.
- Do not use the public chat box, this is for event admins only.
- Stay muted on arrival and use headphones. Otherwise, your sound quality will be less than ideal for you and for those around you as your sound will create an echo. : (
- Press downbutton 1 to speak, keep your microphone on mute when not speaking.
- Do not say or do anything on the day that you would not do when meeting your fellow delegates in person.

Thank you for taking your time to read the event guide and have a wonderful event.

Using Ecocity Open Campus on VirBELA: A full guide

Technical considerations

So you have the best possible experience we would strongly encourage you to take part in the event via a laptop or desktop computer, phone or tablet will be audio only. Most devices will support VirBELA, but if you struggle to download or operate the program, you may need to check that your device's operating system is supported and that it meets the minimum hardware requirements.

If you are struggling to download the Ecocity Campus, check if the program has been blocked. For example, it may be a Microsoft issue. If you get an alert that the computer is blocking the download, you may need to double click on it and a window may open asking if you want to 'run' or 'download' anyway - please accept the download/run the program. Or, you may need to click on 'more details' to get to the 'run anyway' choice.

Setting up the VirBELA Ecocity world and your avatar

Download Ecocity Open Campus on VirBELA

You should have received an email containing a link to download the 'Ecocity Open Campus' from info@virbela.com or Kirstin@ecocitybuilders.org. Click on the link contained within the email. It will open your web browser and a webpage alongside a download for a PC or MAC. The webpage also contains a tutorial on how to download and how to make your avatar. If you can't find the email, let us know right away - rieni@ecocitybuilders.org and we will resend it to you. Check your spam folder first!

Logging In

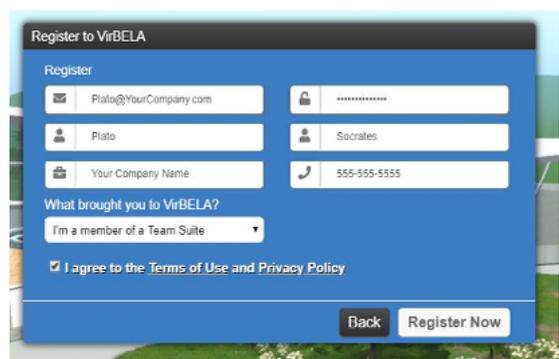
Once VirBELA is downloaded, create a VirBELA account and click Register.



You will need to provide your email, first name, last name, organization, create a password. You have the option to provide your phone number but this is not required.



Once you have completed the form, click Register Now. After doing so, you will be redirected to the login screen. From here you will enter the email you provided and password you created, then click Login. Click 'Remember Me' and it will log you in automatically on event day.



Creating your avatar

Once Ecocity Open Campus on VirBELA is installed, log in and create your avatar.

When you log in the first time, you will be taken to the character creation screen.

Here you will be able to create your own avatar. Keep in mind that this platform is still being developed and options for personalization are basic at this stage. This is not meant to be a replica of you but a fun cartoon character, so you can have great fun setting up your avatar, especially when trying on different outfits!



Once your avatar is created, select save and exit – use the green button in the bottom right hand corner of the character creation screen). This will then bring you into Ecocity Open Campus world.

How to move your avatar – the basics.

Movement: By default, you can move around the world with either the keyboard or the mouse.



The up and down arrow will move you forward and backward.

The left and right arrow will turn the camera.



W and **S** will move you forward and backward.

A and **D** will turn the camera.

Look around

By pressing the spacebar, you can unlock your camera and look around freely.

Pressing the spacebar again will lock the camera back in place. This function works both when standing and when sitting.



Space

Take a look at a short tutorial on how to move your [avatar](#).

Using the on-screen menus

Context menu – the blue box

In the upper left corner of the screen sits the context menu. Here you will find information about how many users are in the same area as you, names of people in the area, and the GO TO menu, which allows you to navigate the world easily.

How to navigate to rooms

The GO TO menu within the context menu allows you to jump to different locations. For example, if you have finished networking in the Exhibit Hall and want to go to the Auditorium for the Keynote, you would:

Select GO TO and Auditorium. Your avatar will then be transported and arrive in the Auditorium.

To go to beach > GO TO > Campus Locations > Beach

To go to roof > GO TO > Campus Locations > Roof

If a location you want to go to does not appear, select GO TO > Campus. Once you have arrived on campus select GO TO > and the location you need to get to.

How to communicate

There are two main ways of communicating within VirBELA, each managed in the lower left of the screen.

Voice communication: When you arrive in the world, your microphone will be on mute. Please keep it on mute except when you are talking, to avoid background noise.

You can speak to your fellow guests by pressing and holding 1 and speaking normally. When you are speaking, a chat bubble will appear both above your head and above the icon.

Chat communication: The other method of communication is Chat. In the chat menu you can send messages, share files, and communicate with others privately.

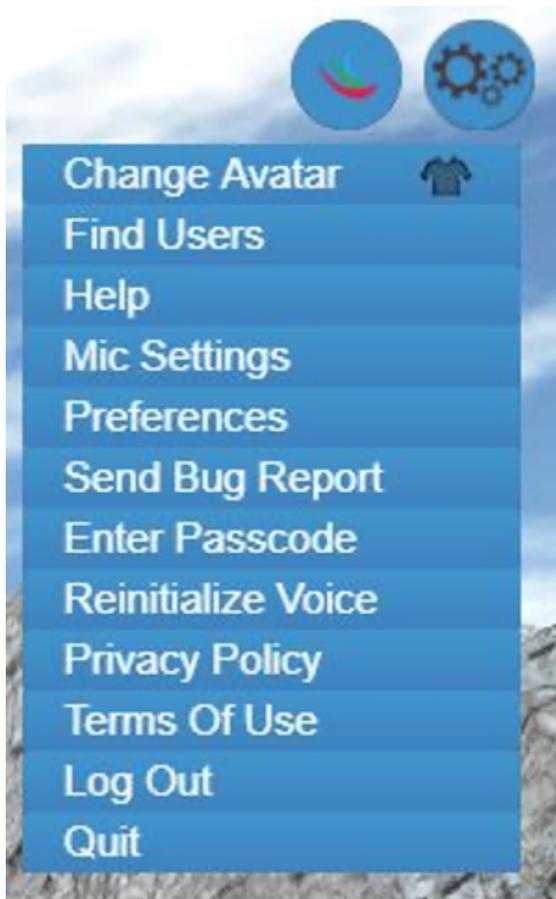
To use the chat, compose your message then click send or press enter on your keyboard. Please note; only talk in private chats NOT public chat.

The smiley face provides emojis for adding flair to your messages.

To upload a file, click the up arrow on the right side of the chat box.

Gear Menu

The gear menu in the top right-hand corner houses many important tools.



Change Avatar

allows you to customize your avatar.

Find Users

allows you to locate other people within the Open Campus. Enter the person's name or display name and it will show you where they are located.

Help

Opens up the VirBELA Zendesk page, a repository for helpful guides and information.

Mic Settings

used to set microphone sensitivity, select the active mic, and quickly open your computer's microphone settings. You can also use this setting to reduce the environmental sounds, such as if the background noise at the beach is too loud.

Reinitialize voice

if you're having issues with feedback on your voice, click on this to reset your microphone.

Getting ready for the day

The Agenda

Eco City Open Campus - Unlock the Future

September 8th - 8AM - 6PM UTC+3 (Helsinki) / Europe & Asia Timezones



1 | 8 AM - Check in & Campus Exploration

2 | 9 AM - Keynote Panel "Tomorrow's Cities, Future Earth"

Dr. Daniel Moran - The Carbon Footprint of Cities
Dr. Mariela Alfonzo - State of Place

3 | 11 AM - Plenary "Cities on the Frontline"

Ms. Saara Väuramo - City of Lahti, Finland
Dr. Sahar Attia, City of Cairo, Egypt
Mr. Pradeep Amayta, City of Lalitpur, Nepal
Prof. Ahmed Majumder, City of Dhaka, Bangladesh

4 | 1 PM - Concurrent Workshops

- State of Place Demo
- Mindfulness for Leaders and Organizers
- Personal Carbon Trading Demo
- Greening Cairo's Downtown

5 | 2:45 PM - Ecocity Film Festival

- Milan's Food Policy
- Nepal's Ecocity Network
- TU Delft's Eco Campus

6 | 5 PM - Social Event and Dance Party

DJ Pavel Altabasov, streaming live from Ho Chi Minh City, Vietnam



ECOCITY BUILDERS

LAHTI

BYLC
Bangladesh Youth Leadership Centre



urbanA



VirBELA



VirBELA™ Campus Map

1. Landing Area / Campus
2. Auditorium
3. Welcome Seating Area
4. Information Center
5. Tech Support
6. Main Hall
7. Skyscraper 1
8. Skyscraper 2
9. Room 9 - Large Boardroom (seats 20 - 35)
10. Board Room
11. Conference Hall
12. Room 14 - Medium Boardroom (seats 13)
13. Room 7 - Large Boardroom (seats 20 - 35)
14. Room 2 - Small Boardroom (seats 6)
15. Room 5 - Large Boardroom (seats 20 - 35)
16. Room 8 - Large Boardroom (seats 20 - 35)
17. Room 13 - Medium Boardroom (seats 13)
18. Room 6 - Large Boardroom (seats 20 - 35)
19. Outdoor Shutter Offices
20. Soccer Field
21. Beach
22. Room 4 - Medium Boardroom (seats 13)

Technical support

If you are having issues downloading Virbela onto your computer, ensure that you have the requirements [outlined here](#). If you have the correct requirements and are still having issues downloading the application email: help@virbela.com

If you are having any technical issues once in the world and your avatar is set up, when you arrive in Virbela there will be Virbela Concierge who can help most situations how-ever if they are unable to, they will direct you to pull a ticket to wait to speak to the tech team.

FAQ

I'm having issues downloading Virbela

If you are having issues downloading the Virbela application please contact Virbela tech support: help@virbela.com

Please include Ecocity Open Campus Event in your email title.

They are very responsive and will be able to help you with any issues if you encounter them.

I'm in the Ecocity Open Campus world, however I am having issues with sound and talking?

Any technical issues when you are inside the world, Virbela Conceirge and technical staff are all on hand to help you with. Any issues should be fixed on the pre-event days (Sept. 3 & 4), however if issues do arise on event day, the Virbela team will be on hand that day too.

I can hear a lot of people talking, what shall I do?

Like in a real-life event, if you are stood in a busy space with lots of people talking it's going to be noisy. Like in real-life, if you move away from crowds of people the sound will get quieter.

I keep getting feedback

If you are experiencing feedback, turn off your microphone and hold down number 1 when you wish to speak.

I am lost and don't know how to get back to where I need to be

Ecocity Open Campus is a large place, however if you ever find you don't know where you are. Use your GO TO menu to navigate back to campus. From campus you can then use the GO TO to get to any location.

Ecocity Open Campus app seems to be running very slow

We recommend shutting down all other applications on your computer whilst running the Campus to allow the application to run at full speed.

Operating Systems Supported

- Windows 7 SP1+ or newer
- Mac OS X 10.11 or newer
- Intercom Apps Require iOS 8.0 or later. Compatible with iPhone, iPad, and iPod touch.

Hardware Requirements

Note: The minimum requirements are the very least necessary to run VirBELA. If your device doesn't meet these requirements, unfortunately we can't guarantee that your computer will be able to run VirBELA. In order to get the best performance out of VirBELA, you'll need to make sure your computer meets the "recommended requirements."

Minimum PC Requirements

CPU: 1.8GHz Intel Core i5 or 2GHz AMD Phenom II

Memory: 4GB

Graphics: Graphics device with DX10 (Shader model 4.0)

Storage: 2.5GB

Minimum Mac Requirements

CPU: 2GHz Intel Core i5

Memory: 4GB

Graphics: Intel HD Graphics 4000

Storage: 2.5GB

Recommended PC Requirements

CPU: 2.5GHz Intel Core i7 or 2.2GHz AMD A8

Memory: 8GB

Graphics: Dedicated graphics device with DX11(shader model 4.0) and at least 1GB of on-board memory

Storage: 2.5GB

Recommended Mac Requirements

CPU: 2.5GHz Intel Core i7

Memory: 8GB

Graphics: GeForce GT 750M or better

Storage: 2.5GB