



CHEVENING

Scholar Event Guide



Class of 2019, welcome to your Farewell Event Guide. We can't wait to welcome you to your Farewell event on 20th and 21st August.

What to expect on pre-event day: Wednesday 19th August

To make sure you're ready to go on the day, you can access our digital venue the day before on Wednesday 19 August.

You can access **VirBela**, the platform we are using to host the event, between 8am-4pm BST the day on the 19th (UK time). You will receive an email from Virbela containing a link to download the platform.

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

- 1) Download VirBela to your laptop, computer or mobile (we strongly recommend using a laptop or desktop computer for the best experience, if possible).
- 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 VirBela is very straight forward 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: Thursday 20th August

It's event day, you have downloaded the 'Chevening Event World' and your avatar is all dressed up.

Event arrival

Refer to your personalised agenda for what time you should arrive in the world.

Event etiquette

We cannot wait for you to have the best Farewell 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 head straight to your first location - Blue group are to go to Auditorium 1 and the Red group go to the Expo Hall.
- Press down button 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 Chevening Scholars in person.

Thank you for taking your time to read the event guide and congratulations class of 2019, have a wonderful Farewell event.

Using 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, rather than on a phone or tablet.

Most devices will support VirBela, but if you struggle to download or operate the programme, you may need to **check that your device's operating system is supported** and that it meets the minimum **hardware requirements**.

If you are still struggling to download VirBela after ensuring that your device meets the requirements, check if the programme has been blocked by your firewall.

Setting up the VirBELA world and your avatar

Download VirBELA

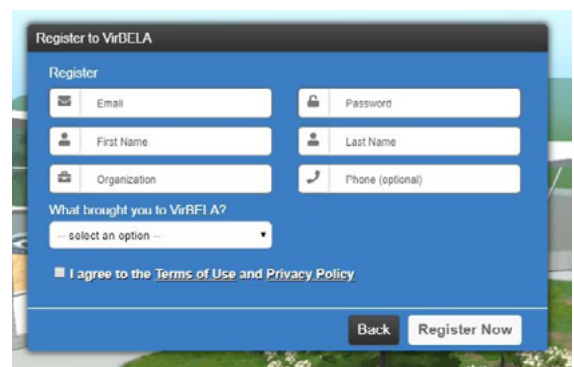
On the morning of the 19th August, you will receive an email containing a link to download the 'Chevening Event World' from info@virbela.com. Click on the link contained within the email. It will open your web browser and a webpage with the heading 'Chevening Class of 2019 Farewell event' alongside a download for a PC or MAC. The webpage also contains a tutorial on how to download and how to make your avatar.

Logging In

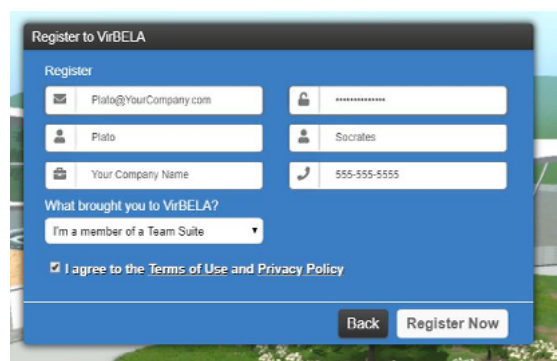
Once VirBELA is downloaded, create a VirBELA account and click Register.



You will need to provide your email, first name, last name, organisation (this will be Chevening), create a password, and let us know that you are here for the Chevening Farewell event. 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, 20th August.



Creating your avatar

Once 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 personalisation 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 Chevening Event 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.



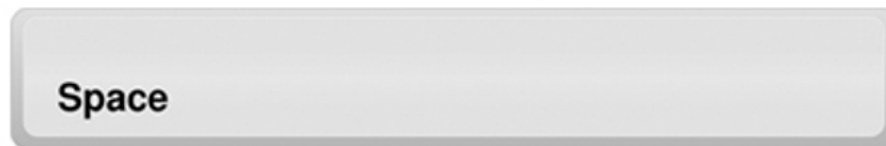
W and **S** will move you forward and backward.

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.



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 Expo Hall and want to go to the Auditorium for your welcome speeches, 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 scholars 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.

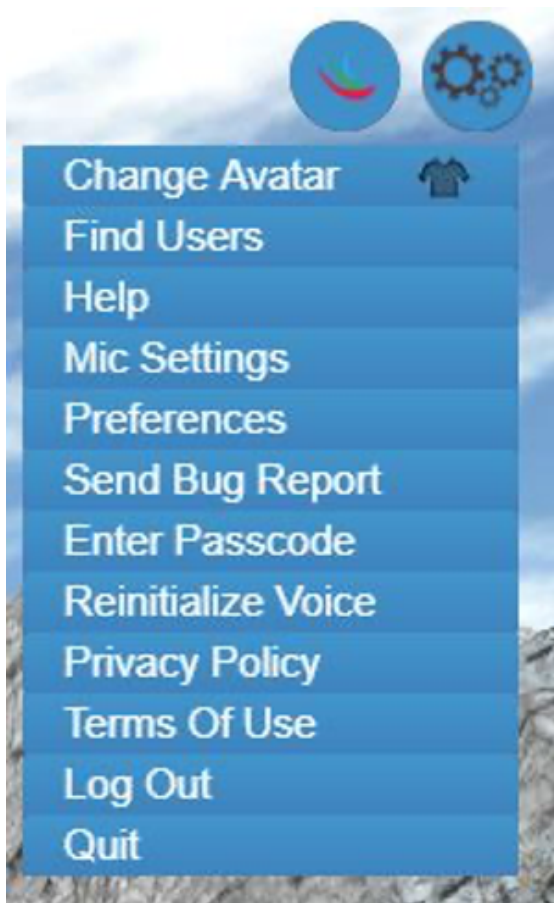
Please note; **only talk in private chats NOT public chat.**

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

You will have received your agenda in email communications. Your agenda tells you if you are in the Red or Blue group and also what regional event you should attend.

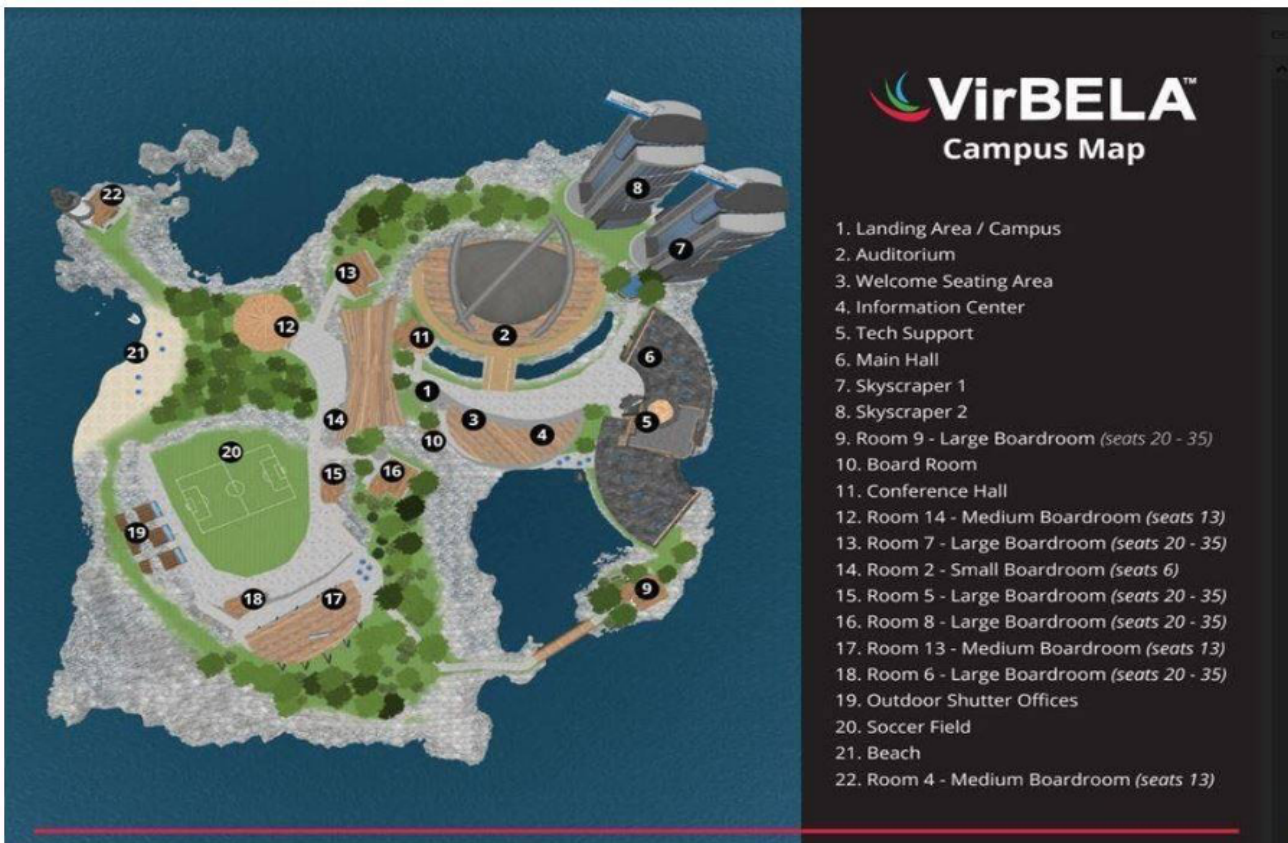
Familiarise yourself with agenda and take some time to look through the timetable beforehand. Your schedule is specific to you, so make sure you know what time you are joining the central events, as well as your regional event. Make a note of anything you are specifically interested in attending - some sessions will be on a first-come, first-served basis so it's important to know when these are taking place

Please read through these before the day to avoid missing out on.

Map

When you are in the event world, in the bottom right hand corner of the screen, you will see a map which shows you the location you are currently in.

Our event campus is large, have fun exploring in your free time. Here is a map of the whole campus.



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 however 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 Chevening Event in your email title.

We have been assured they are very responsive and will be able to help you with any issues if you encounter them.

I'm in the Chevening Event campus world, however I am having issues with sound and talking?

Any technical issues when you are inside the world, Virbela Concierge and technical staff are all on hand to help you with. Any issues should be fixed on the pre-event day (19th August), 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](#)

Virbela 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 in VirBELA.

Virbela seems to be running very slow

We recommend shutting down all other applications on your computer whilst running Virbela 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