

A quick guide to Kumospace



Joining Kumospace

<https://www.kumospace.com/gma-foe>

You will have been sent a joining link to join one of the networking spaces. Please open this in your browser. You can set up your own Kumospace profile, or just join.

Please note that Kumospace is a third-party software and has its own Privacy Policy and terms and conditions.

Setting up your Profile

When you set up your profile, it would be useful to include your institutional affiliation in brackets after your name. The profile name doesn't allow for many characters, so abbreviate your affiliation as necessary.

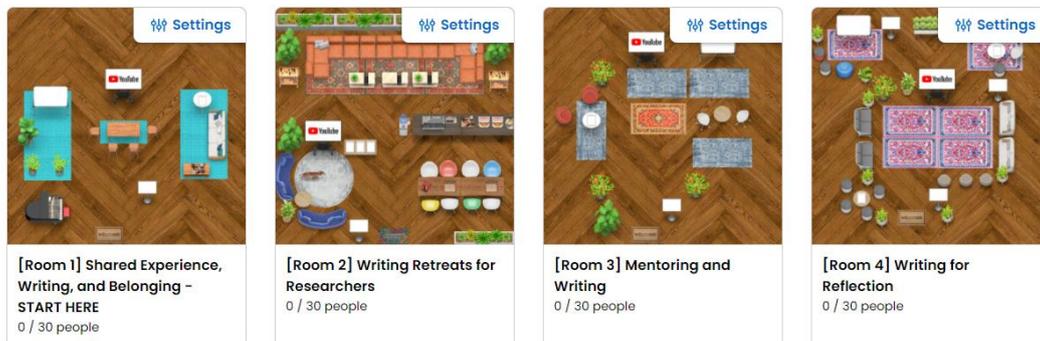
Remember to designate a camera and microphone. Depending on your system set-up, you may not be able to use your camera and microphone across more than one platform, so if you are using another application such as Zoom or MS Teams, close that or disable your camera and microphone so that they are available for Kumospace. You may get a system message from your browser to confirm access to these peripherals.

Select Join to enter the lobby.

The Lobby and entering a room

Once you have entered the Kumospace lobby, you will have four rooms to choose from. We recommend you take them in sequence (Room 1 – first, Room 2, Room 3, and Room 4 – last)

Join a room below



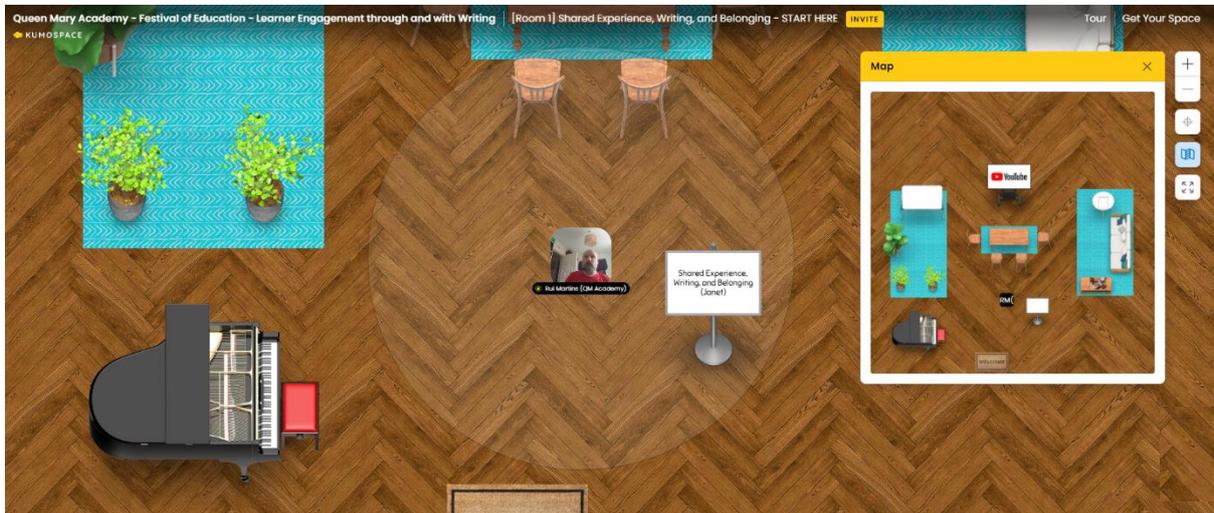
To join a room, click on the room's image. This image is an aerial view of the room's layout.

Room 1 – Shared Experience, Writing and Belonging: attendees explore the value of the shared experience of academic writing. Academic writing is challenging and through sharing the experience it has been shown to be a key part of transformative learning.

Room 2 – Writing Retreats for Researchers: here, we explore our approach to online writing retreats. During 2020, at a time of increased isolation and uncertainty, the Academy introduced online writing retreats to support research students. These retreats provide structured time for research students to progress their writing projects and promote wellbeing.

Room 3 – Mentoring and Writing: will provide an insight to our approach for mentoring in writing. We aim to demystify the writing process through structured support offered by critical friends in mentoring partnerships. Writing is discussed and rethought as a collaborative social practice.

Room 4 – Writing for Reflection: attendees can discover how students can reflect through academic writing. Reflective practice is critical for personal development and academic growth.



Navigating and moving around the room

Once in the room, you can move around the room using either your mouse click or by the cursor keys on your keyboard. On the right, there are zoom in and out functions for the room layout so you can see who's in the room with you.

By clicking the folded map icon (this can also be toggled on/off with the M key), you will see a room map on the right side of the screen. Clicking a place on the map also allows you to navigate to that spot directly. You can see others' initials and where they are in the room. It's entirely up to you where you go to in the room and then who you start a conversation with!

Having conversations

As you move around the room, you will see the avatars of other delegates. The circle around your and others' avatars indicates the span of your audio and video sharing. When you approach someone else's circle, you can start to hear them (and they can hear you). The closer you are to them the louder they will be. If you move outside someone else's circle, you can no longer hear/see each other. Others can join your conversation by entering your circle and vice-versa.



Using the Chat

Kumospace has a chat feature too. You can use this to chat to all rooms, the whole room that you're currently in and just those nearby. Just be aware how far you're broadcasting your chat. You can change this using the pull-down menu in the chat window. Your options include specific users (within your room by selecting their name from the list), to the whole room, to those nearby, or to all rooms. If you just want to exchange contact details with someone you're currently in conversation with, then use the Nearby or personal options only!

Interactive elements

Kumospace has several interactive elements in the rooms that include videos, external links, games, and virtual refreshments. You'll see them as you move around the space – interact with them by clicking on them. Our poster is a series of videos (one in each room), that are set to play on a loop when we're not in the room. These have the usual video controls, so please augment the volume, and track the video back and forth as you might do in YouTube, for example. You will also see tablets in the spaces that direct you to external links, like this one that directs you to a [Padlet we've created](#) to enable you to ask questions and comment on our presentations.



Navigating between Rooms

You can navigate between rooms by selecting the 'Back to Lobby' button from the menu bar at the bottom of the screen. Once in the lobby, you can select a new room to enter.

Leaving the event

Exit the room you are in via the lobby, as above. Once in the lobby, you can exit our Kumospace by selecting the button on the bottom-right, or by selecting 'Sign Out' from the top-right of your screen.