



# Gather Checklist

## A Guide for New Gather Hosts



From our experience, the best way to use Gather is as the entire “virtual” venue. That is, have one connected space for talks, poster sessions, sponsor booths, and networking. We’ve found that this replicates a lot of the “hallway conversations” or serendipitous interactions that are so important for real life events and spaces.

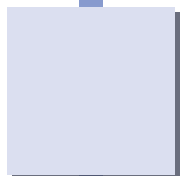


### What does purchasing a premium server mean?

On Gather, our free events are all shared on the same server. By purchasing a premium server for the time frame of your event, you are guaranteeing a private dedicated server for your event space for consistent connection. You can find our pricing plans [here](#). Please note that you are paying for the pricing tier and the expected max participant capacity for the space, so you are free to make as many rooms within your space as you’d like.

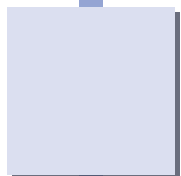


## Set Up Checklist

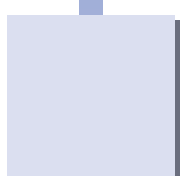


Explore our demo spaces to get some creative ideas for how to set up your own space.

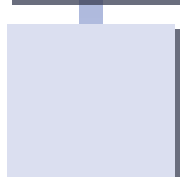
- [Demo - Live Walk Through](#)
- [Demo - Conference](#)
- [Demo - Offices](#)
- [Demo - University](#)



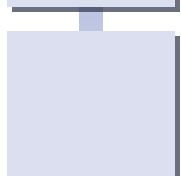
Plan out your needs for the layout of the space and rooms, which features to include for your participants, and who in your team will be in charge of building your map.



**Gather map maker** – Build your space by referencing our resources below. This is typically the most time consuming portion of set up!



Purchase your reservation through your personal **Dashboard** at least 24 hours prior to the start of your event.



Send invitations to your attendees – to invite attendees, simply share the browser space URL

Hyperlinks are in **pink!**



### Initial Planning Phase

Check out these **short introduction videos** to Gather here:

- [Our Product Hunt Introduction](#)
- [New User Introduction to Gather](#)

### Helpful Resources

- [Pricing Page](#)
- [Features Page](#)
- [FAQ](#)
- [Map Maker Tutorials](#)
- [Welcome to Gather Flyer & Security Provisions for New Users](#)
- Contact Information for our Contract Companies that help build maps and consult your event: [Virtual Chair](#) and [Uncork-It](#)
- [Additional Troubleshooting](#)
- [Privacy Policy](#)

### Terminology

**Space/Map:** the entire event space, basically everything that falls under one space’s URL link. Both terms are used interchangeably.

**Room:** individual rooms within a space, connected by portals/doors.