

# Eg-ice 2021 - Hybrid workshop


## Instruction for Online Participants

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Thank you for participating virtually in the 2021 eg-ice hybrid workshop. This document will provide you with a brief introduction on how to participate in the workshop. During the workshop, the main communication channel with you will be Slack.

*Most likely we will learn throughout the workshop and adjust processes as we go. We will announce any changes on Slack and also will update these instructions. We will share the link to the life document on Slack and the website so you can always have access to the latest version. Any suggestions for improvement are more than welcome. You find a dedicated channel on Slack to post your suggestions, but also can always contact us in person by Slack, email, or any other means.*


### Technology

We will use  **Slack** as the **central hub of information/communication**. If you registered at the workshop you should have received an invitation to the eg-ice Slack channel. If not, please contact us right away so we can still set you up.

During the workshop, Slack will allow you to

- Get informed about the programme and how to access the different sessions
- Post questions or comments to presentations during the sessions
- Access the video recordings of sessions you missed
- Discuss with the participants

We would like to ask all participants to make full use of Slack. We are aware that a virtual conference cannot support the richness of discussions and interactions that would be possible face-to-face, but we hope that Slack can still play an important role. Please also make use of the possibility to directly connect with specific participants through private chats and Slacks possibility to allow for setting up ad-hoc video conferences between any of the participants.

We will use  **Zoom** as the main video conferencing tool. Through zoom we will provide

- All paper *presentations* and the *keynotes*
- The moderated Q&A sessions after each session
- The eg-ice general assembly (please join!!)

Zoom requires you to install the desktop app and have it updated to include the latest security patches. If you haven't used Zoom before, the first time you try to access a Zoom session you will be asked to install the desktop client. To set up and test your Zoom account,

we suggest that you connect to our Zoom test and troubleshoot channel (see Slack) to make sure that everything works as expected. If you have used zoom before, make sure it is up-to-date. The easy way to do this is to connect to the workshop provided zoom and see whether you have to update it or not. In case you need to update it, you will be forced by zoom to do so. Make sure you connect 5-10 mins in advance so that if there is a need to update zoom, you have time to do so without losing the presentations.

## General instructions

### During the paper presentation sessions:

- There are dedicated channels for each workshop session on Slack with the scheduled paper presentation for the session and a link to connect to the zoom video conference for the session (**note that the zoom link is the same for all the events organized during the conference. You do not have to switch between zoom links**)
- Papers presentation sessions are organized in batches of three papers with 10 minutes of presentation time each. After the paper presentation, the session moderator will moderate a Q&A session of 20 minutes.
- To manage the Q&A session, please post questions and comments to the different paper presentations on Slack. The main goal of any eg-ice workshop is to help presenters to improve their work so please provide your constructive questions, ideas and comments. While posting your questions please make sure that you refer clearly to the presenter that the question / comment is targeted towards. The easiest way to do so is to use the @ sign followed by the presenter's name - this is one of the core functionalities of Slack.
- In the Q&A time, the session chair will choose between the most interesting comments and questions and will revert them to the presenters in the session.

If you have any questions, feel free to contact the organizers via Slack, Email, or any other means that you feel appropriate.

**We sincerely hope that you will enjoy the workshop and of course that we all learn a lot from each other!**