How will the meeting be conducted?

We will use **two platforms** to conduct different components of the meeting: **Crowdcast and gather.town.**

Crowdcast will be used for all talk sessions. All talks will be live. <u>**Presentations that were originally scheduled as poster presentations will be held as short talks (3 minutes + 1 minute for questions).**</u>

During talks, you will be muted and only the speaker and a moderator will be seen on the screen. You will have opportunities to ask questions and interact with the speaker through video and chat (more on this below). All talks will be recorded, and the recording will be made available on tsfnc.org and Youtube after the meeting.

To make the meeting as interactive as possible and to bring you a true conference experience, **we will use a second platform, gather.town, to facilitate open conversations during social breaks and networking sessions**. Gather.town is a virtual environment much like you see in an old-fashioned computer game. There will be an information desk and rooms to meet and talk with fellow attendees one-on-one or in groups. You will be represented by an avatar, and you can "walk" up to others and talk to them through text or video chat. To learn more about how gather.town works and to get an overview of the virtual environment, watch our video demo [here](), or read this quick documentation [here](), which explains everything you need to know.

We encourage you to visit our gather.town meeting space a few days in advance of the meeting. You may not encounter other people, but you will have the opportunity to explore the space and get familiar with how to navigate the platform.

The schedule indicates which parts of the program will take place on Crowdcast and which will take place in gather.town. Although we have dedicated times in the schedule to meet in gather.town, the gather.town meeting space will be open throughout the entire meeting for those who wish to use it for informal meetings or to check out information and announcements from SfNC and member labs.

How do I join the meeting?

If you have registered for the meeting, you will receive an email from Crowdcast with a link and a password to join the meeting. You will receive a separate email to join Gather.town.

(Gather.town can also be accessed directly from Crowdcast.) The emails will be sent to the email address you used to register for the meeting. **Please keep the links confidential, as this is a members only event!** You can also find **links to each Crowdcast session in our program, however, to log on for the first time, you will need to go through the link you received via email!**

Please make sure to log in with your real first and last name. This is important, because it lets others know who you are and allows them to interact with you. Think of it as the equivalent to your name badge.

Crowdcast and gather.town work with the latest browsers, including: Google Chrome (recommended), Microsoft Edge and Firefox. **They do not work with Safari. Chrome tends to work best for both platforms!**

Where can I find the schedule?

The schedule at a glance is posted here and a PDF of the program is attached. Note that short talks that were previously assigned as posters will be held in parallel sessions.

I am a speaker, what do I need to know?

Each session will have a host (or Admin) and a moderator. The host works behind the scenes and is responsible for technical issues. The moderator will be on the screen with you, will introduce the session and take questions from the audience. **Your moderator will reach out to you—or may have done so already—to schedule an optional dry run and walk you through how everything works.**

On the day of the meeting, please confirm ahead of time that you have your audio and video set up correctly: go to https://www.crowdcast.io/setup to test your set-up. Make sure your presentation is ready to run. For instructions on how to share your slides in Crowdcast, see https://docs.crowdcast.io/en/articles/13312-sharing-a-powerpoint-presentation. There are other ways to share a presentation, but if you follow these steps, you will be able to see both the crowdcast chat and your slides at the same time. If you have any difficulties, please note Google Chrome is the preferred browser for Crowdcast sessions.

Please be present 10 minutes before the start of your session. Shortly before your talk, the session host will invite you into the "green room" to test your audio and video setup and queue up your presentation.

During your talk, attendees can ask questions via chat. You aren't expected to pay attention to these questions while you talk. But you might find it helpful to have someone—a co-author for instance—answer simple questions on your behalf. This will allow you to focus on the more interesting questions later in the Q&A, and will allow the audience to pay closer attention to the main issues without getting stuck on the little things.

The moderator will signal to you when your speaking time is about to be up. **We will adhere to strict timing in order to stay on schedule.**

The moderator will also facilitate the Q&A after your talk and enable attendees to come on-screen and ask questions via video chat.

We encourage you to upload your presentation to **our OSF page** after the meeting. This will allow others to discover your work or revisit your presentation. You can make revisions and update your materials at any time. All uploaded materials will be archived and available for future reference.

How can I ask questions during talk sessions?

You can use the "Ask a Question" feature at the bottom center of the screen to ask a question at any point during a talk.

Short "in the moment" clarification questions can be answered immediately by anyone. It is unlikely that the speaker will watch the Chat window in real time, but all attendees are encouraged to answer each other's Chat questions.

You will also be able to "up-vote" each other's questions as they come in. This helps the moderator prioritize which questions will be asked during the Q&A.

During the Q&A, if the moderator selects one of your questions, you will have the opportunity to come on-screen to interact directly with the speaker via video chat. **If you think you might like to participate on-screen** at some point during the meeting, please confirm **ahead of time** that

you have your audio and video set up correctly. Go to https://www.crowdcast.io/setup to test your set-up.

How can I get the most out of social breaks and networking sessions?

During social breaks and networking sessions (as indicated on the schedule), you have the chance to mingle with fellow attendees in gather.town. The space equally facilitates planned meetings with people you know and chance encounters with people you haven't met yet.

If you want to meet with a particular person or group of people, you may reach out to them ahead of time and schedule a time and a virtual meeting place (e.g., "the main hall", "the Networking Cafe"). You can also easily find each other in the gather.town environment by using the "navigate to" function and typing in a person's name. This will show you a path you can follow to "walk up" to the person. **Please make sure you are using your real first and last name, so others can find you too!**

When you are in close range to other people, you will be able to hear them and talk to them via video chat. Anyone close by will be able to hear you and join the conversation. The Gather.town space has opportunities for private conversations as well. To learn more, watch our video demo here, or read this quick documentation here.

To meet new people, we also encourage you to "wander" into the different rooms in gather.town and join conversations.

To discover SfNC related projects or news from SfNC members, such as job postings, events, or book releases, explore the virtual space and check out the exhibits in dedicated exhibit rooms.

Help us keep our meeting a safe space

SfNC is dedicated to providing a harassment-free experience for everyone. We expect cooperation from all attendees to help ensure a safe environment for everybody. Please remember to keep the links to the SfNC meeting strictly confidential. We reserve the right to remove and ban attendees who engage in harassing or inappropriate behavior. If you are being

harassed, notice that someone else is being harassed, or have any other concerns, please notify SfNC at tsfnc.org@gmail.com and/or email the co-chairs of the SfNC organizing committee:
Darya Zabelina, dlzabeli@uark.edu
Yoed Kenett, yoedkenett@gmail.com

I missed a part of the program. Can I watch it later?

Yes. Check out our website https://www.tsfnc.org/2020-conference in the days after the meeting to watch the recordings of the Crowdcast sessions.