Eg-ice 2020 -virtual workshop
Instruction for participants

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Thank you for participating in the 2020 eg-ice virtual workshop. This document will provide you with a brief introduction in how to participate in the workshop. Please also refer to our welcome video that provides a short discussion about the program for more information.

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

- All paper *presentations* and the *keynote*
- The moderated Q&A sessions after each session
- The *international discussion sessions*
- The eg-ice general assembly (please join!!)
- The Virtual Bar and Discussion Rooms at the end of each day

Zoom requires you to install the desktop app. 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.

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
- Papers presentations 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 question 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.

International discussion sessions:
- We will provide recordings of every session in case you cannot attend a session (because of the timezone you are in or any other reason).
- To allow for further discussions with the authors of each paper presentation session (independent of whether you watched the recording or followed the presentation live), we scheduled **International Discussion sessions** at a time that is convenient for most global time-zones to give everybody the chance to further discuss with authors. We hope that the international discussion sessions allow all participants to have more in depth discussions than we can provide in the general Q&A after each session.
- For the sessions 1,2,3 the International discussion session is organized on Thursday, July 2nd from 14:00 (Berlin Time); for the sessions 4,5,6 the session is organized on Saturday, from 13:00 (Berlin Time).
- If you would like to discuss with a specific author during the international discussion sessions please indicate so on Slack: again use the @ + presenter's name function of Slack and announce that you would like to discuss more. Ideally you also provide some first comments or questions.

- We can then upfront organize dedicated break-out rooms on Slack where you can meet the authors of the paper to discuss freely within a small group of likeminded participants.

Virtual bar and discussion room:

- In the evenings, from Wednesday to Friday, from 17:30 to 18:30, we organize the so-called "Virtual Bar and Discussions Room". During this, you get the chance to start informal discussions with the other participants. Grab a beer, and get connected.

- The virtual bar and discussion rooms provide the opportunity to discuss in an informal setting
- We will create some dedicated breakout groups on various topics. You are free to join any of these discussions. Your suggestions for specific discussion rooms are very welcome - so provide is your ideas on Slack and we can set it up!
- If you like to discuss longer than scheduled, we can provide you with a specific space, please contact us on Slack and ask us to set it up

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 online workshop and of course that we all learn a lot from each other!