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CEDAR WELCOME and OVERVIEW

The CEDAR Virtual Workshop will begin with a virtual student workshop on Monday, June 22, 2020 and a virtual NSF TownHall on Tuesday, June 23, 2020. Both will be live streamed via YouTube (links below) and questions & answers will be via [slido](#) (information below). Tuesday-Friday individual workshops will be organized and technology (i.e., telecon platform) provided by the different conveners. Please see the [schedule here](#). Please view at your convenience the [pre-recorded presentations at the CEDAR webpage](#) which highlight CEDAR science including from undergraduates, graduate students, early-career scientists and others in the CEDAR community.

[AGENDA](#)

CODE OF CONDUCT

All CEDAR participants have to follow the [code of conduct](#).

HOW TO ACCESS THE STUDENT WORKSHOP AND NSF TOWNHALL

The student workshop and NSF Town Hall will be broadcast using the CEDAR YouTube channel. The YouTube link provided below will be the same link used on both days to access the student workshop and NSF Townhall.

Monday, June 22, 2020 - 9:00am -4:00pm
(All times are Mountain Daylight Time MDT)

Click here to access the YouTube livestream:

<https://www.youtube.com/channel/UCWfW2VTApha2OKn5PhZ4YaQ/live>

Tuesday, June 23, 2020 - 9:00am - 11:00am
(All times are Mountain Daylight Time MDT)

Click here to access the YouTube livestream:

<https://www.youtube.com/channel/UCWfW2VTApha2OKn5PhZ4YaQ/live>

*The student workshop and Townhall will be recorded and will exist on YouTube channel after the event concludes.

SLIDO Q & A

Q&A at the student workshop will be after each presentation via slido. The chat feature in YouTube will be disabled. Questions will be collected and monitored by the moderators using <http://slido.com/> with the event code CEDAR2020. At the end of each presentation the moderators will present the questions to the presenter/speaker.

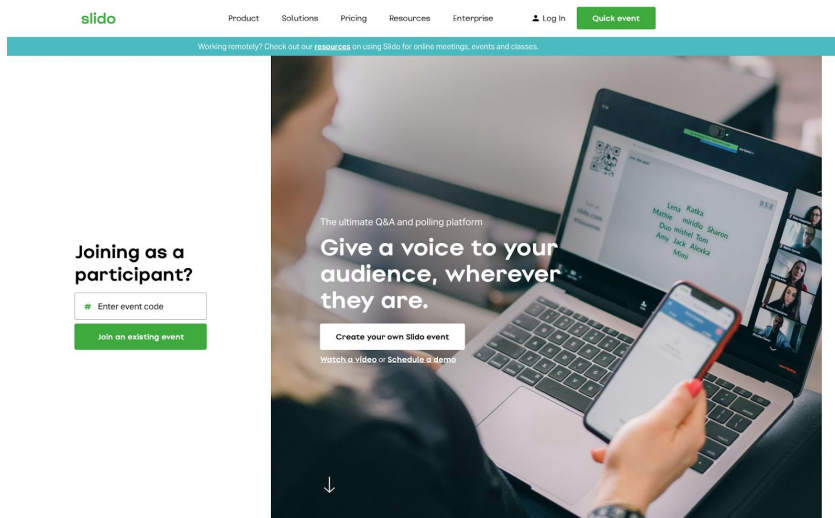
***Questions uploaded into Slido are *not* private so please keep all questions respectful and treat them as if they can be read by anyone.**

HOW TO ACCESS SLIDO

Access Slido directly by going directly to <http://slido.com/> or take out your mobile device/tablet and go to <http://slido.com/>. If downloading the app please do so prior to the event.



When you arrive at <http://slido.com/> you must enter the EVENT CODE which is **CEDAR2020** and provided at the bottom of the YouTube feed to be able to access the Q&A portal. Slido cannot be accessed without the exact event code provided.



HOW TO ACCESS THE INDIVIDUAL WORKSHOPS

The individual workshops are organized by the conveners using different software and virtual meeting platforms. The connection information will be sent via pdf to all registered participants. Some conveners posted in addition the connection information on their workshop website which can be accessed by clicking on the agenda on the workshop title.

Try to connect 5-10 min earlier to the workshop and please follow virtual meeting etiquette such as muting and the guidance provided by the conveners.

TIPS FOR A BETTER VIRTUAL EXPERIENCE

- If possible, use a wired internet connection

- Turn off all other applications on your computer that you won't need for the virtual event to enhance your broadband stability
- Download any apps or software needed before the event takes place, not during the event, e.g. test that you can access you-tube and have sound.
- For better sound quality use sound cancelling headphones or external computer speakers

TECHNICAL DIFFICULTIES?

In case of a technical difficulty during the student workshop and/or the NSF townhall a slide will be displayed to let you know if it is a general technical problem. We suggest to test software beforehand and connect at least 5-10 min in advance especially for the individual workshops which might use different software such as e.g., zoom, webex, googlemeet. For a stable network we suggest, if possible, to use a wired connection and limit the number of people using the network.

CLOSED CAPTIONING

There are several speech to text apps available that provide closed captioning functionality please feel free to download and familiarize yourself with the Otter app <https://otter.ai/login> but please note, that we do *not* provide technical support for closed captioning software.

VIRTUAL MEETING ETIQUETTE

(adapted from <https://www.conferencing.com/blog/online-meeting-etiquette>)

- Tip #1 Stick to a Schedule
- Tip #2 Minimize Distractions
 - Turn off or silence your phone (if you aren't using it to call in)
 - If you're calling in on your phone, do not work on other projects on your computer. Stay focused on the meeting.
 - If you're connecting on your computer, close down all other apps and browser windows to eliminate notifications.
 - Avoid rustling papers, eating noisy foods or making other distracting noises in the background.

- Be careful not to interrupt others when they're speaking. Though, this can admittedly be difficult if lags in audio responsiveness or video streaming make it unclear when other participants start and stop speaking.
 - Mute your mic when you aren't speaking.
 - Meeting manners just as you would have them in in-person meetings.
- Tip #3 Start the Call Right

Meetings should always start with introductions and it is also a great time to go over any housekeeping items or ground rules for the call such as expectations regarding questions, muting etc.

- Tip #4 Keep It Professional
- Tip #5 Protect Sensitive Information

If you are sharing your screen while presenting to the other meeting attendees, make sure that only intended content is seen.

- Tip #6 Keep the Meeting Moving

While being respectful of everyone's time is always a best practice, keep in mind that many workers are now juggling unanticipated childcare or other caregiving responsibilities on top of their usual workloads. The best thing you can do to support them as an organizer is to keep the meeting moving and the meeting's agenda on track. It's also a good idea to encourage participants to use the chat and file transfer features in the video conference for side conversations or questions.

- Tip #7 Plan an Effective Wrap-Up

At the end of the meeting, don't just log off and move on with your day. Instead, end with a quick recap providing decisions made and actions agreed on. A successful online meeting requires active participation by every attendee. Show your appreciation for their efforts by saying thank you before closing down the line.

- Tip #9 Give Some Grace

Be patient with participants and allow some grace for any miscommunications that occur. Because you're only receiving part of the full communication process on a conference call or a virtual meeting without video, comments may be misconstrued. Without the full context of body language and facial expressions, the tone can be misinterpreted. Subsequently, if you leave an online meeting feeling less than positive about what was said, take some time to investigate more thoroughly.

SLACK: CEDAR Science slack workspace

We would like to inform you about the newly created CEDAR Science Slack workspace (cedarscience.slack.com).

To kickstart the joining process, we have created a temporary invitation link:

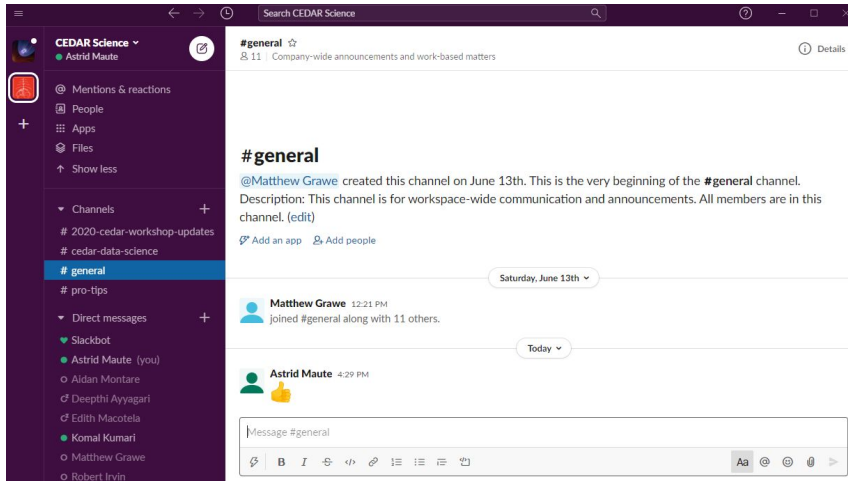
https://join.slack.com/t/cedarscience/shared_invite/zt-f3e4yin7-nrXI64KYD6EBYhjNvo2QDQ

- intended to serve the CEDAR Science community during the virtual workshop in addition to acting as a resource for sustained interactions at all times.
- current members of the workspace can freely send invites to other community members.
- workshop session conveners and other community leaders can join and utilize the workspace by creating and using channels for their subcommunities.
- invite students to play a leadership role in making this a beneficial resource for the entire community.

In recent months, most of us have been forced to innovate virtually. Our hope is that this will serve as a critical resource throughout the year and beyond.

New to Slack, or would like more information on the benefits of using Slack, the following resource may assist you:

<https://slack.com/resources/slack-101/what-is-slack>



VIRTUAL MEETING TIPS

Virtual meetings are mostly new to most of us and we should take this opportunity to learn from each other and existing sources. We gathered some information and tips in this document.

General information about virtual meeting focus on interactive meetings

- [Tools and Tips for Virtual workshops and internships by COMET/UCAR \(April 2020\)](#)
- [Takeaway Handout: Tools & Tips for Virtual Workshops and Internships by COMET/UCAR \(April 2020\)](#)

Brainstorming Apps:

- <https://milanote.com/>
- <https://whimsical.com/>
- <https://kumu.io/>
 - Mainly for building networks
- <https://miro.com/>
- <https://www.mural.co/>
- <https://www.smartsheet.com/>
- <https://www.figma.com/>
- Whova.com
- [Overview on 3rd page](#)
<https://docs.google.com/presentation/d/1sIlzETQiwYV4QykJW5YpILgkJh5pEgpBs6qR6zeiqE/edit?usp=sharing>