

Instructions for attendees

The platform used for the school is zoom. We will also use Slack for off-line communication with the participants.

- **Zoom**

- Install zoom or update it to the latest version (<https://zoom.us/download>). No registration is needed.
- Open a zoom session locally in your machine.
- When starting the session, use your name and surname to identify you.

Tutors will contact the participants in advance to ensure that they are able to properly run and use zoom and Slack (see below).

A link to the zoom meeting will be sent before the school and will be open 15 minutes before the session starts.

Zoom/Main room:

Will be used to follow the tutorials and lectures. Attendees will access with the microphones muted and the camera switched off. At the beginning of the session the chairperson will remind the rules for participation:

- Questions can be addressed at any time during the execution of the tutorials. For this, the attendees will have the "chat" option enabled. The participants can write their questions in the chat, which will be answered by a tutor via chat when possible. If the question needs special attention, the chairperson will send the participant together with a tutor to a separate breakout room so that they can speak and share screen if needed.
- During the discussions, the attendees can "raise the hand" to call the attention of the chairperson in order to ask a question to the speaker or participate in a debate.
- During the demos and in order to avoid interruptions, questions should be addressed at the end of the presentations, either by chat or raising hand.

The sessions will not be recorded.

- **Slack**

A Slack workspace will be available during the school and two more weeks after it. It is an open channel created for asking doubts about the tutorials, VO tools or anything related with the VO.

This is a second communication channel among students and tutors. Therefore, it will be used "off-line" (when a zoom session is not open).

- Registered participants will receive an invitation via e-mail to the platform. They need to register with an e-mail account to access the workspace.
- Please, use your name and surname to identify you.

- The Slack workspace can be accessed through the web browser and also via app (<https://slack.com/intl/es-es/downloads>).

There is a general room for announcements, general discussions and concerns about the school.

There is a channel for each tutorial which contains the pdf of the tutorial and complementary files. These channels will be used for comments/doubts about the tutorials and related demos.

There is also a "coffee_room" channel created for informal discussion.