<u>Instructions for attendees</u>

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. A link to the zoom meeting will be sent before the school and will be opened 15 minutes before the session starts.
  - When starting the session, use your name and surname to identify you.
  - Turn your microphone off. Video sharing is optional.
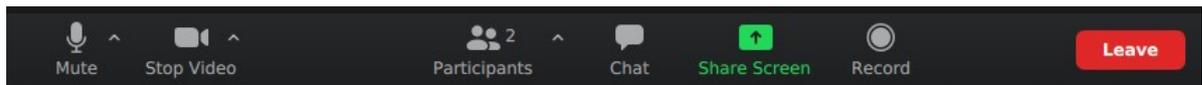 - The sessions will not be recorded.

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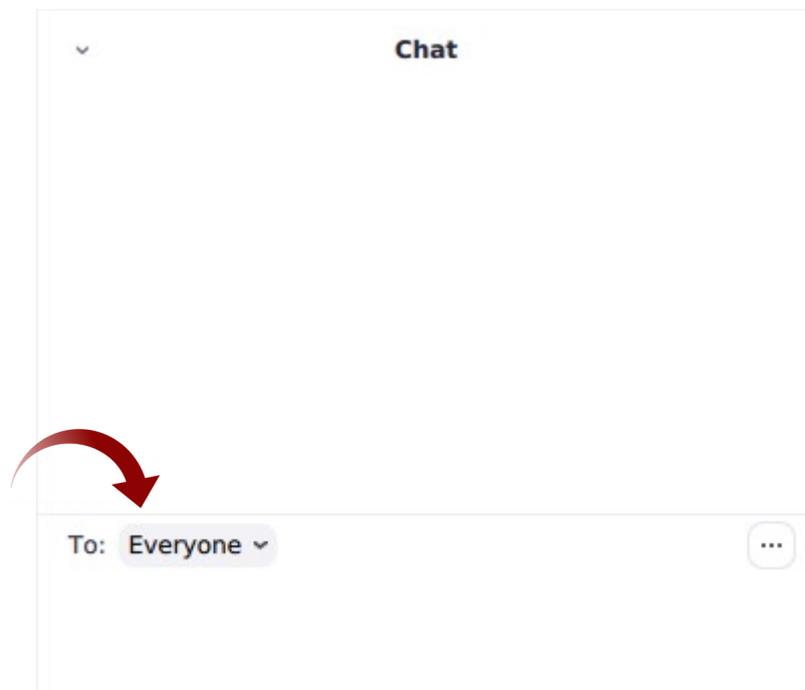
Zoom/Main room:

Will be used to follow the tutorials and lectures. Attendees will access with the microphones muted. Switching the camera on is optional. At the beginning of the session the chairperson will remind the rules for participation.

Questions can be addressed in different ways depending on the session:
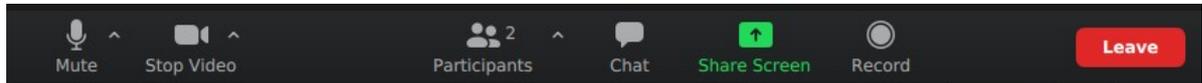
- Introduction to the school and presentation of the science cases:
  - Questions will be addressed at the end of the presentation via chat. For this, the attendees will have the "chat" option enabled on the control bar at the bottom of the main window:
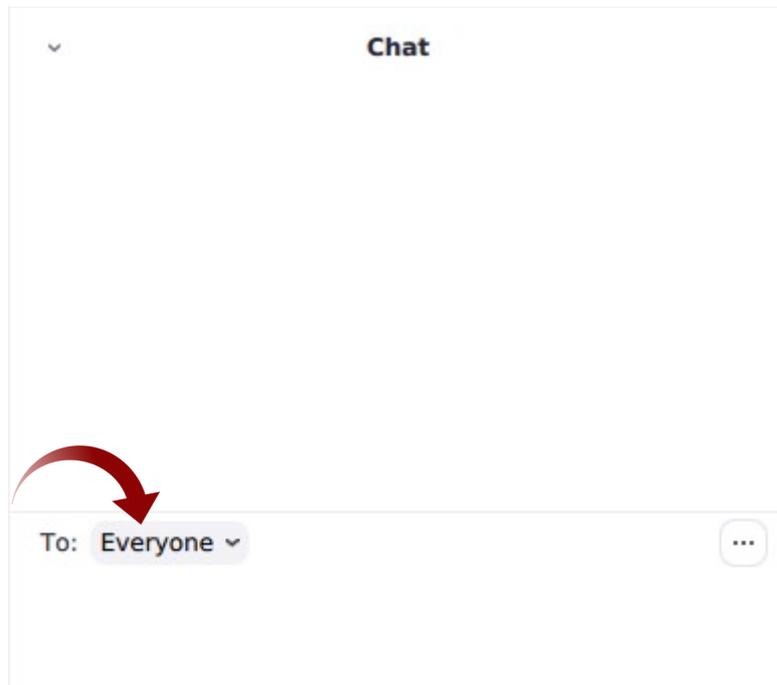
  - Questions will be addressed to "Everyone" in the chat and the tutor will answer them at the end of the session:

- Hands-on sessions:
  - Questions can be addressed any time during the execution of the tutorials via chat. For this, the attendees will have the "chat" option enabled on the control bar at the bottom of the main window:
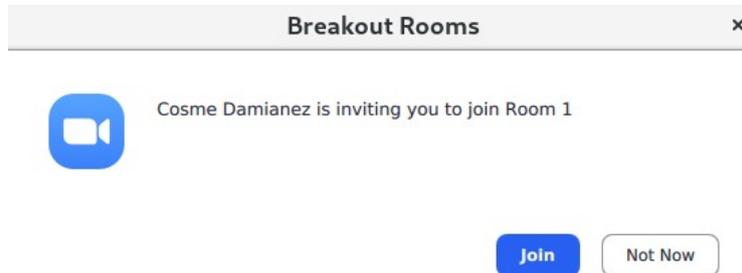

  - Questions will be addressed to "Everyone" in the chat.

    Questions will be answered by a tutor via chat or by the main tutor in the general room. 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.
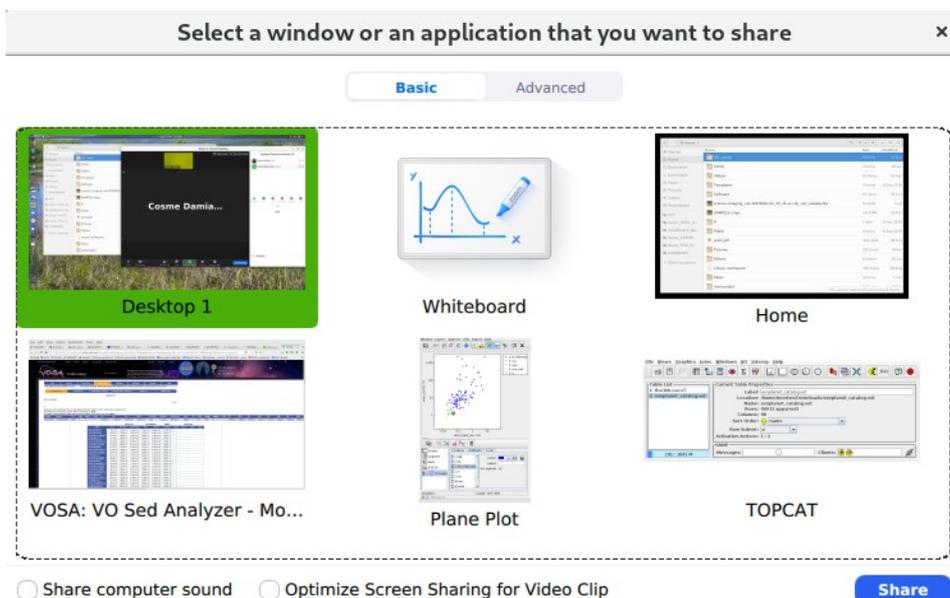
In this case, the participant who asked the question will receive an invitation to join this separate room:

After joining this room, the participant can unmute his/her microphone to talk with the tutor as well as share screen if needed:
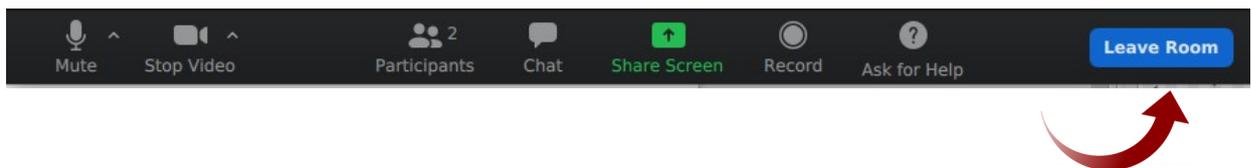

There are multiple options when sharing the screen. The participant can share the whole desktop to move across windows, or can only share one of the windows opened at that time:
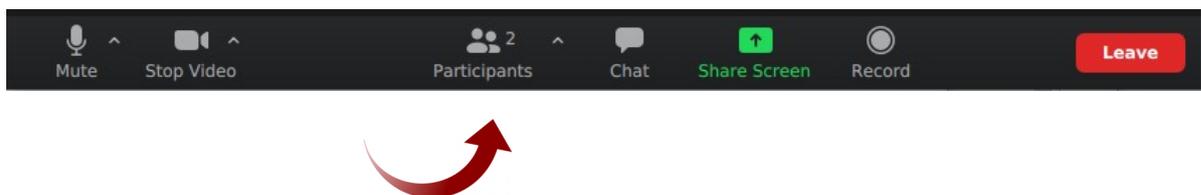
The participant can stop sharing by clicking the "Stop Share" button on top of the screen, where the control bar will be located:
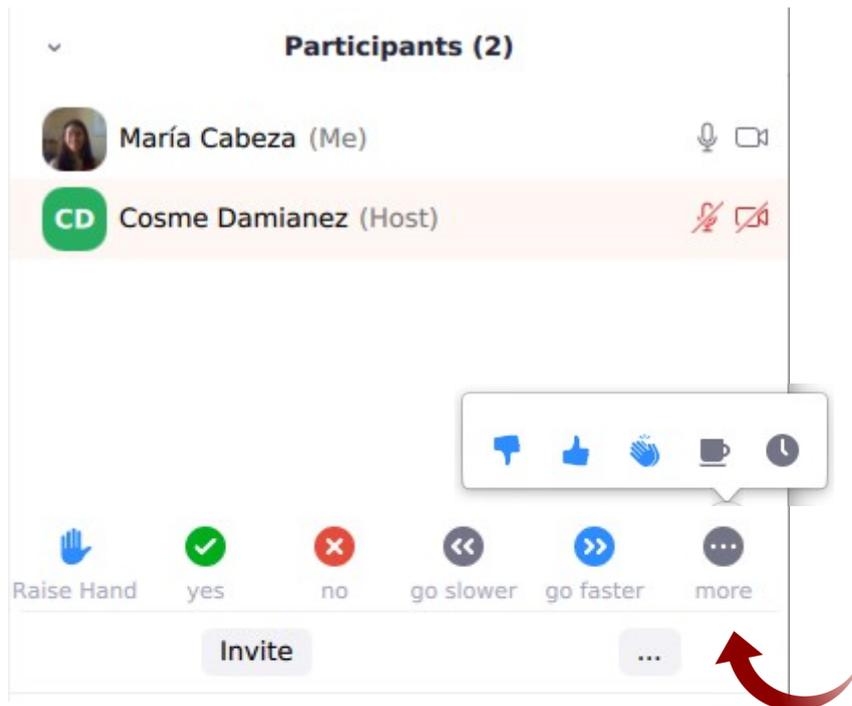

Once the doubt is solved, the participant will leave the room and automatically join the main room by clicking the "Leave Room" button to the right of the control panel located at the bottom of the main window:
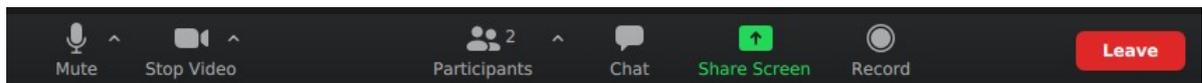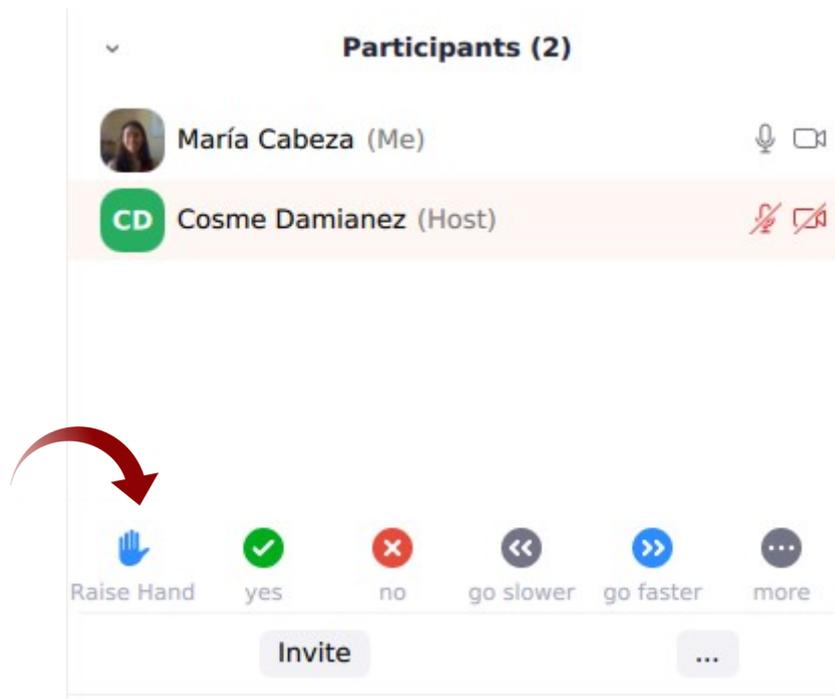

- Participants can also interact during the session by showing a thumps up/thumbs down reaction located at the bottom of the participants window, to the right:

- Discussions, presentations and feedback:
  - Questions can be addressed any time during the session.
  - To call the attention of the chairperson in order to ask a question to the speaker or participate in the debate, use the "Raise hand" button at the bottom of the participants window:

■ **Slack**

A Slack workspace will be available during the school. 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).
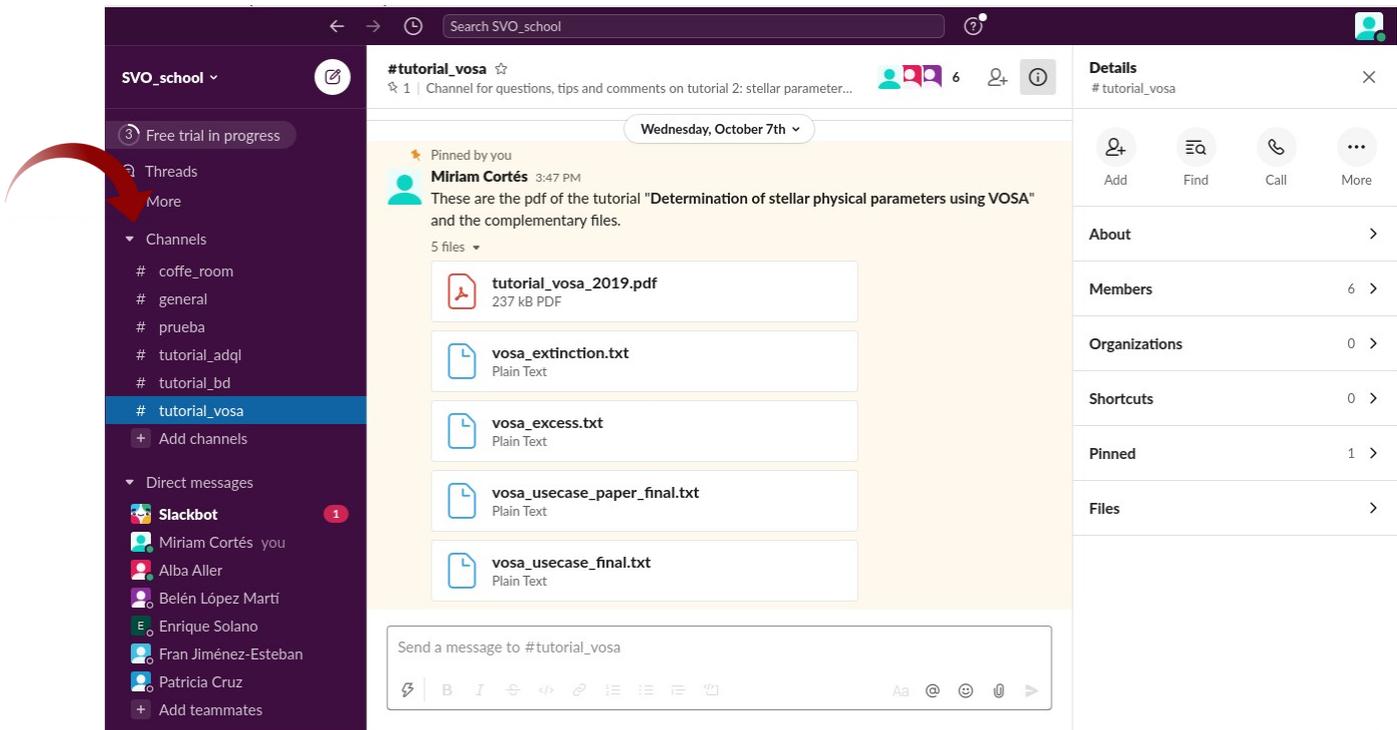
- Registered participants will receive an invitation link via e-mail. This link addresses to a Slack web page which asks for your e-mail account in order to send a confirmation e-mail. This confirmation e-mail contains a code that you will need to introduce back in Slack. Then you will be able to access the workspace.

- We recommend to access the Slack workspace via app (https://slack.com/intl/en-es/downloads).
- Please, use your name and surname to identify you.

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 topics.

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

The Slack workspace will remain active indefinitely after the school and will be the recommended way to contact the tutors.