



FUTURE SCIENTIFIC METHODOLOGIES

Virtual Community of Interest Workshop
November 2, 5, 10, 2020

Workshop Welcome Packet

Welcome to the Future Scientific Methodologies (FSM) workshop. This document will serve as your one-stop-shop for all links and materials you will need for the workshop. Much of this information is also available on the [website](#). The beginning of the document gives a list of the most important links. The rest of this document contains a [guide for participation](#), an introduction to the [workshop format](#), and helpful information on the [software packages](#) that will facilitate discussion.

Pre-Workshop Quicklinks

List of topic areas: [Topical areas](#)

Main Workshop Quicklinks

Workshop Agenda: [Workshop Agenda](#)
Accepted Papers: [White papers](#)
Participant List: [Participant list](#)
Meeting Sphere: [Join Meeting Sphere](#)
Slack Channel: [Join the community](#)

Main Zoom Session: [Main zoom link](#)
Alternate Call-in Numbers: [Detailed Zoom information](#)
Help with Zoom and Slack: [See instructions at end of document](#)
(If we experience technical difficulties, new links will be sent to the slack channel)

Guidelines for Workshop Preparation and Participation

1. The workshop is limited to invitees only, so please **do not share the links to sessions or other materials** associated with the workshop.



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2. Plan to be on camera and to use your mic; this is a meeting, not a webinar and you'll be talking over issues with your colleagues.
3. Join on a laptop, not a phone or tablet. It will make the experience better for you and everyone else.
4. Use your computer's audio instead of dialing in separately on a phone.
5. Download and use the [Zoom \(desktop\) app](#).
6. Have paper and a pen handy.
7. Set your name to "**First Last (Institution)**" in Zoom. Place your mouse over your picture in Zoom and select more->rename. This must be done every time you restart Zoom.
8. You are expected to follow the [code of conduct](#) (courtesy of the FABRIC team).
9. This will be a fun, interactive workshop. Honest.

Virtual Workshop Tools

We will use a combination of tools throughout the workshop. In particular, we will make use of [Zoom](#), [Slack](#), and [Meeting sphere](#). Links to the FSM instances for each software package are in the quicklinks above. Attendees will need to have the associated software and be signed into their accounts to access workshop sessions and materials.

You can join the Slack workspace, **FSM**, by clicking [here](#), or accessing it through the invitation emailed to you. Please take a moment before the workshop to ensure you are able to access the Slack channel and document links.

Virtual Workshop Format

A key goal of this workshop is to hear feedback and collect opinions from attendees. During the presentations and panel, there will be opportunities for you to participate by raising your hand and participating in polls and Q&As. During the breakout sessions, you will be able to participate in a live discussion led by an FSM moderator and through interaction on Meeting Sphere.

We will use a slightly different approach for each type of interaction:



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- **Main Sessions:** Use the [Zoom link](#) to connect to the main session. Please keep your *audio and video off* except for breakouts. Please test your audio and video ahead of time. Headphone use is encouraged during breakouts to reduce possible feedback.
- **Plenaries:**
 - **Verbal Questions:** If you want to verbally ask a question, [use the Zoom feature to "raise your hand"](#) and the session leader will call on you to ask your question. We will enable your audio.
 - **Other questions/comments:** Additional questions can be asked using the Q&A box in Zoom (the chat box will be disabled). Additionally, to encourage questions and discussions, a *#community-workshop* Slack channel has been created. We encourage anyone to write questions, comments, answers, or discussions there at any time. Please start any answers with @Name, replacing Name with the name of the person you are responding to.
- **Breakout sessions:**
 - We will have 25-30 breakout sessions occurring simultaneously. You will choose your preferred breakout session by changing your zoom name to start with the breakout session number, e.g. "10 Jane Smith." ORISE will send you to the associated breakout at the appropriate time. If you have not selected a breakout session, you will be assigned to a random breakout by ORISE.
 - In the breakout zoom section will be a link to the associated MeetingSphere session for that breakout. You must click on that link to enter MeetingSphere.
 - There will be a facilitator and a scribe, assigned to each session.
 - Up to 10 participants can join a session.
 - During breakouts, all attendees are encouraged to enable their video and, when speaking, enable their audio (pressing the spacebar is an easy way to temporarily enable audio in Zoom).
- **Slack Channels:**
 - To facilitate as much one-to-one or group discussion as possible, **we created a [Slack workspace](#) where attendees can easily communicate** (via text) with one another.
 - **FSM:** use this channel for questions, comments, discussions related to the presentations
 - **Breakout Channels:** Each breakout will have a separate channel for comments and discussion associated with the breakout
 - **Attendee-defined Channels:** Feel free to create new channels for topics of interest



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- **Direct Messaging:** Please feel free to communicate with any other attendee(s) through Slack's direct messaging capabilities. Remember to follow the [code of conduct](#) in any conversation with attendees.

Shared Documents

- **MeetingSphere:** Each breakout session will use a MeetingSphere breakout to guide discussion. The brainstorming produced on MeetingSphere will be recorded for writing of the final report. Comments are default anonymous, but if you would like us to follow up with your comment, you are welcome to attach your name to comments. We expect that the MeetingSphere comments (as well as the breakout Slack channel) will serve as the basis for the final workshop report.

Software Information

FSM will use a combination of Zoom, MeetingSphere, and Slack for communication.

Zoom

Video conferencing will be held remotely via Zoom.

- Create a **Zoom account** for a more streamlined approach to our conference.
 - To create an account, visit <https://zoom.us/signup> and follow the instructions.
- To download the **Zoom software**, visit <https://zoom.us/download>.
 - Click on the blue "Download" button under the section, "Zoom Client for Meetings."
 - Open the download "Zoom.pkg" and follow the installation instructions.
- **Helpful Commands in Zoom:**
 - "Away" Status
 - Please use the away icon if you step away.
 - Click on your profile icon in the top right corner. Set your status to "Away" by clicking the corresponding option in the drop-down menu.
 - Learn more about Zoom status icons [here](#).
 - Breakout Discussions



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- Breakout discussions are sessions that are split off from the main Zoom meeting. They allow the participants to meet in smaller groups.
- When the host is ready for attendees to break out into groups, an invitation will pop up on your screen.
- To join the group, click “Join.” If you choose “Later,” you can join by clicking the “Breakout Rooms” option in your meeting controls.
- Chat:
 - While in a meeting, click “Chat” in the meeting controls.
 - This will open the chat on the right. You can type a message into the chat box or click on the drop down next to To: if you want to send a message to a specific person.
 - When new chat messages are sent to you or everyone, a preview of the message will appear and Chat will flash orange in your meeting controls.
- Gallery View:
 - In the Zoom client, click “Settings,” and then click “Video” to display the video settings page.
 - Enable the option “Display up to 49 participants per screen in Gallery View.”
 - Start or join a meeting.
 - Click “Gallery View” in the top-right corner.
 - If the meeting has 49 or fewer attendees, all of them are displayed on a single page. If more than 49 attendees are in the meeting, 49 thumbnails are displayed on each page.
 - Learn more about Gallery View [here](#).
- Hide Non-Video Participants
 - When you are in “Gallery View,” right-click on any participant that either has their video off or dialed in via telephone, or you can click on the 3 dots at the upper right of their participant box.
 - Choose “Hide Non-Video Participants” to hide all users with their video off.
 - To show non-video participants again, click “Total non-video participants” at the top of your screen and select “Show non-video participants.”
 - Learn more about Video Layout [here](#).
- Polls + Q&A:
 - When a meeting host would like you to participate in a poll or answer a question, a message box will pop up on your screen.
 - You will have a limited amount of time to submit your answers.
- Raise Hand:



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- During a meeting, click on the icon labeled "Participants" at the bottom center of your Zoom window.
- At the bottom of the window on the right side of the screen, click the button labeled "Raise Hand."
- Click "Raise Hand" if you want to say something in the meeting.
- Your digital hand is now raised. Lower it by clicking the same button, now labeled "Lower Hand."

Slack

FSM will use Slack for instant messaging and updates.

- Join the **FSM Slack**
 - Before the conference begins, you will receive an email inviting you to join the FSM Slack. Or, you can [click here to join](#). Follow the instructions in the email to get connected.
- To download the **Slack software**, visit <https://slack.com/downloads>.
 - Click on the white "Download" button.
 - Open the downloaded Slack installer and follow the instructions.
- Join the **FSM Slack channel**
 - Once on the FSM Slack, click the option "Add a channel."
 - Type "FSM" into the "Browse Channels" search bar and click on the option that pops up.

Meeting Sphere

FSM will use Meeting Sphere to guide brainstorming and discussion during the breakouts.

- Join the FSM Meeting Sphere discussion [here](#).
 - The ORISE team and facilitators will guide attendees through the use of MeetingSphere during the meeting
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