



Conference guide – Living Norway Colloquium 2021

Code of conduct

We want to ensure that everyone who attends our colloquium feels welcome, safe and comfortable. We do not tolerate harassment of conference participants in any form, including during talks, workshops, on Twitter and other online media. Conference participants violating these rules may be sanctioned or expelled from the conference at the discretion of the conference organisers.

We ask everyone to help us maintain an inclusive, safe meeting for all attendees by agreeing to the common principles of our code of conduct:

- Being courteous, respectful and professional towards others
- valuing the diversity of participants, their views and opinions

If you feel you have experienced any harassment or discrimination or would like to report any concerns, you can send a confidential email to anette.havmo@nina.no.

Using Slack as a platform for the virtual conference

At the Living Norway Colloquium 2021 we will use Slack (www.slack.com) as a platform for discussion and communication during the colloquium. If you have no prior experience with Slack, we suggest you use some time beforehand to get familiar with it. It's less tricky and confusing than it first appears.

Before we move on, there are some terms that you should get familiar with:

- ❖ **Workspace:** A Slack workspace is a collection of *Channels*. During the conference we will only be using the Living Norway Colloquium 2021 workspace.
- ❖ **Channel:** In Slack channels are where teamwork and communication between participants happens. Related information or themes are placed together in a channel (in our case each of the colloquium sessions will have a dedicated channel). Channels consist of *Threads* for each component (e.g. each *Livestreamed* presentation)
- ❖ **Thread:** A thread is where you can ask questions about a particular presentation. Some of the questions will be read out to the presenter and answered live. For the

other questions that we do not have time to answer we will encourage the presenter to answer them later on during the colloquium in the thread.

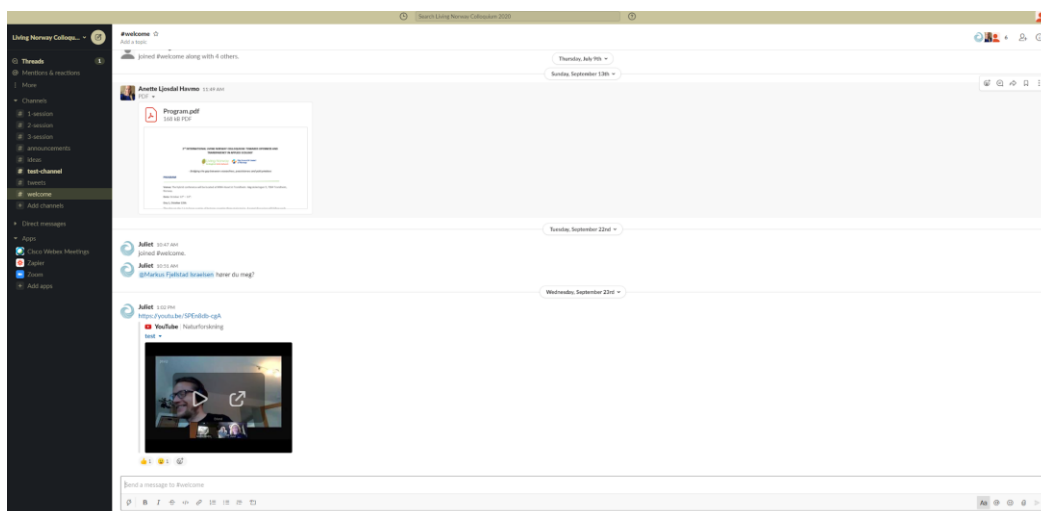
- ❖ **Livestream:** The livestream is a live (with a short delay) presentation which will be available to all participants in the relevant channel for each session. The livestream will be an embedded link to YouTube. Virtual participants can watch the presentations as live from Trondheim and interact using the thread in the Slack channel. After the live event the recording will remain available in the Channel so virtual participants who can not attend the live stream (we appreciate that the various time zones in which many participants live means that for some of you joining live may be impossible) can watch the presentations and add questions to the speaker in the thread.

Slack has many features and possibilities, and we will only use a subset of those in this colloquium. Below we give a brief introduction to how we intend to use Slack during the colloquium. Some aspects will be relevant for all sessions, whereas other features are only relevant during some sessions.

Getting started with Slack

The first thing you need to do is to **sign in to the Living Norway Colloquium 2021 workspace**. If you have registered for the conference, you should have received an invitation to join our Slack workspace. If you cannot locate the mail, you should first search for it in your spam filter before you contact us (anette.havmo@nina.no) and ask us to resend the invitation. If you have used Slack before with other workspaces, you can connect these so that you can move between them without having to log in each time, but this is not needed to take active part in our colloquium!

Once you have signed in to the Living Norway Colloquium 2021 Slack workspace, you will see a screen that looks something like this:



There are a few things to note. The first and perhaps most important thing is that **all the channels are listed in the left margin of the screen**. The channel is where everything is happening, and every screen you see will live inside a channel.

Some key channels that you should get familiar with for the colloquium is:

#Welcome: Here you will find the programme for the Colloquium (the latest version will be pinned to the top of the channel), and a link to this document. In the #Welcome channel we will also have a troubleshooting thread, where you can ask questions if you get lost in Slack.

#Announcements: The latest announcements will be added to this channel. Please keep a close eye on this channel so that you see any important updates or changes to the programme.

#Livestream: In this channel we will always have the live stream running, so if you get lost and only want to watch the talks, you can always visit this channel. However, it is not possible to join any discussions through this channel, so it basically would be like watching a video.

#Session 1: This is where all presentations and discussions relating to the first session on day 1 will be located.

#Session 2: This is where all presentations and discussions relating to the second session on day 1 will be located.

#Session 3: This is where all presentations and discussions relating to the third session on day 1 will be located.

#workshop_novel_tools: Novel tools for reproducible and transparent workflows in ecology and evolution

#workshop_meeting: Open work meeting in the Living Norway Steering committee

Asking questions to the presenters in Slack

Because this is a hybrid conference, we will only open up for questions via Slack. This is also the case for in-house participants. At the end of each presentation, a session chair will select a few questions from the list of questions posed by the participants in the relevant thread. It is important that you place your questions within the correct thread in Slack. Each presentation will have a separate thread, and this is where you should ask your questions. To find the thread, first you must select the correct **channel**, and join it by clicking "Join Channel". Once inside the correct channel, you should find the correct talk, which are all listed in the channel. By clicking on "View thread" under the talk title, the thread will open up and you can ask your questions. It is easier than it sounds! The figure below illustrates what the channel "1-session" will look like, with all talks included as separate threads.

Post-presentation question and answer sessions

In order to be as inclusive of our virtual participants as possible, we request that all questions be put to the speaker via the thread in the appropriate channel in the Slack workspace. Each speaker will be asked a selection (depending on time) of questions from the thread and these will be answered live. After the session we will encourage the speakers

to answer all the questions about their presentation in the thread. We encourage other participants to interact with the questions as well if they can provide useful insight. A new thread could be started to facilitate a longer discussion about a particular question or comment.