

Here are the final instructions for all participants to next week's GISS. This information will also be posted on the GISS website: <http://giss.ipac.caltech.edu/meetings/2021/>

Zoom link: <https://zoom.us/j/99350762068>

Meeting ID: 993 5076 2068

One tap mobile

+16699006833,,99350762068# US (San Jose)

Slack channel: #giss2021

In order to have a smooth symposium, we would like to ask you to follow the instructions below for being a good participant in this purely Virtual event. We will go through these “rules” again at the beginning of each session but here they are now:

Attendee Rules:

1. **Please don't interrupt the speaker** until we reach the end of the talk
2. **Please mute yourself at all times**, except while asking a question at the end of the talk
3. **Disable your video**, except when you are either giving a talk or asking a question. We would prefer to keep the video channel just for the speaker and the video timer window.
4. **To ask a question, you have two options:**
 - a. **"raise your hand"** You will not be called on until the end of the presentation. The chair of the session will try to get to as many questions as possible. Don't forget to lower your hand after you have asked your question
 - b. **Write the question in the GISS slack channel**
(<https://join.slack.com/share/zt-tpqmg2yb-zVK~lQIPj9jGnGDFKYdiwQ>)

Speaker Instructions:

1. **Send you slides via email to the co-chairs before your talk**
 - o (dcook@ipac.caltech.edu or paladini@ipac.caltech.edu)
2. **Please practice your talk in advance** so that the length of your talk is appropriate for the time allotted.
3. **Be prepared to “share your screen”** as soon as you are asked to by the session chair.
4. **You are free to use whatever platform you want.**
5. **IF YOU LOSE YOUR INTERNET CONNECTION BADLY DURING YOUR PRESENTATION**—make sure you have written down the phone connection option for calling in.
 - o Call in by phone using the number and password info in the attached message
 - o Email your presentation to both me (dcook@ipac.caltech.edu) or (paladini@ipac.caltech.edu) asap.
 - o We will try to present your talk and you can talk us through it with slide numbers.
 - o If we don't hear from you within a few minutes we will move on to the next presentation and try to accommodate you later.
6. **We will be running a video timer** (thanks Megan!) which will be attached to Dave's video channel. If everyone follows the rules and the video channels are free, there should only be two video channels open at any one time—the speaker and the timer.

- **The timer** will show a countdown starting green, turn to orange when 5 minutes are left, and turn red when 2 minutes are left. Finally it will go black. When we get to the “question time” it will count up to 5 minutes.
- **Pin the timer:** If we have too many video channels open it may be necessary to “pin” the video timer. The chairs will know how to do this, but hopefully it will not be necessary.

MYSTERY VISITOR TO GISS EACH DAY!

We are having two special “Mystery Visitors” this year on Monday and Wednesday. These are invited guests from IPAC who have recently left. You are welcome to join for this—even if you are not interested in the science side. They will be people who most of you will know!

Trivia (Tuesday during the break)

We will have an extended break on Tuesday where we will hold a trivia game! There will be 20 multiple-choice questions that are a mix of science-related and IPAC fun facts. Those whose wish to participate will be split into random breakout rooms with 2-4 other players and your team will have 15 mins to answer the questions. A link to the questions will be given the day of the contest. Each team will choose a person to click on the questions link, share their screen with the team, and record your answers. You may **ONLY** use the information in your head; **NO USING THE INTERNET...** After the 15 mins are up, you will be brought back to the main meeting where the answers will be read and each team will self score. The team with the most correct answers will receive \$30 gift cards for each team member to the vendor of their choosing.

Talent Show

During the breaks (except on Tuesday trivia), we will showcase one performance from an IPAC staff member. The performances this year are musical in nature, and will be played in the last 5 minutes of the breaks.

Virtual Reception On the last day of the symposium (Thursday) there will be a virtual reception which will include a slideshow of pictures from select previous IPAC events. The slideshow is 10 mins long, so take the first 5 mins to grab your favorite beverage, sit back, and join us for a trip down memory lane. George’s state of IPAC address will follow the reception.