

Here are the 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/2022/>

In-person attendance:

Go to Hameetman auditorium in the Cahill building on the Caltech campus. **Masking:** *Current Caltech regulations require that high-quality masks (N95, KN95, or surgical) must be worn indoors on campus.* The only exception is for speakers who are speaking from the podium. The breaks and reception will be outside on the Cahill patio where masks can be removed.

Online connection (for attendees/speakers attending online):

Zoom link: <https://us06web.zoom.us/j/81572286288?pwd=b0VzU3gwY0ZveIBrdnVNaTduazRRdz09>

Meeting ID: 815 7228 6288

Passcode: 844633

One tap mobile

+16699006833,,81572286288# US (San Jose)

+12532158782,,81572286288# US (Tacoma)

Dial by your location

+1 669 900 6833 US (San Jose)

+1 253 215 8782 US (Tacoma)

+1 346 248 7799 US (Houston)

+1 301 715 8592 US (Washington DC)

+1 312 626 6799 US (Chicago)

+1 646 876 9923 US (New York)

MYSTERY VISITOR TO GISS!

We are having one special "Mystery Visitor" this year on Thursday. 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!

Reception and Trivia:

The reception will be held on Friday afternoon at the Cahill patio. George's state of IPAC address will follow the reception.

During the reception, we will hold a trivia game! Therefore, trivia is only for in-person attendees. There will be 20 multiple-choice questions that are a mix of JWST-related and "spot the fake dissertation" questions. Those who wish to participate will organize into random teams with 2-4 other players and your team will have 15 mins to answer the questions. A paper copy of questions will be distributed between teams. You may ONLY use the information in your head; NO USING THE INTERNET... After the 15 mins are up, the co-chairs will read the answers and each team will self score. The teams with the most correct answers will receive gift cards for each team member.

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 hybrid event. We will go through these “rules” again at the beginning of each day but here they are now:

Attendee Rules:

1. **Please don't interrupt the speaker** until we reach the end of the talk
2. **If you are attending online**
 - a. **please mute yourself at all times**, except while asking a question at the end of the talk
 - b. **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.
 - c. **To ask a question, you have two options:**
 - i. **"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 your question.
 - ii. **Write the question in the zoom chat**

Speaker Instructions:

1. **All speakers, send your slides via email the night before your talk, and have the final version uploaded by the time of the break before your talk. The allowed formats are: powerpoint, keynote, and pdf. Upload your talk to the email address below (size limit of 50 Mb):**
 - o GISS202.aj6bopz0hbb4ruuo@u.box.com
2. **Please practice your talk in advance** so that the length of your talk is appropriate for the time allotted. For invited speakers, the length of the talk is 25+5min for Q/A. For other speakers, the length of the talk is 12+3min for Q/A.
3. **For in-person speakers**
 - o The slides will be displayed via an IPAC laptop (not your own laptop)
 - o The chair of the session will show signs to help you track the time.
4. **For zoom speakers**
 - o The slides will be displayed on your own laptop via screen share
 - o Be prepared to “share your screen” when you are asked by the session chair.
 - o **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 above, and we will advance your slides that have been uploaded
 - 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.
 - o **We will be running a video timer** (thanks Megan!) which will be attached to our 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 3-5 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.