ACT community workshop online meeting protocols.

To join the meeting, go here: http://eesi.rocks/ACT-America-Teams

Please mute your microphone, except when you are speaking. This is probably the most important instruction.

If you'd like to ask a question, or contribute to the discussion, please tell us using chat. A moderator will be watching chat, and will call on you to ask your question.

Please do your best to be concise with questions and answers.

Please turn your video off to save bandwidth unless you are presenting.

Connect early to debug problems. You can connect to the MS Team at any time. Don't wait to the last minute to connect if you might have problems.

Note: We are not recording the meeting.

In case of technical problems: Please email

5a053ad2.PennStateOffice365.onmicrosoft.com@amer.teams.ms

This is a temporary email set up for this meeting that will get to our meeting support team. If you're really stuck, call 1-814-865-4504.

Presenter instructions.

1. P**lease upload your presentations** to the following folder:

https://drive.google.com/open?id=1p3BqVaewuoLp6COzgbFHZOBE7LQNFed3

You'll notice a subfolder for each day. Put your talk in the correct folder. Name your file in a way that will make it easy for our organizers to track:

LASTNAME_ShortTitle_Date.

We'll ask you to share your screen to present, but we'd like to have these files available in case of problems. We also plan to keep these available after the meeting, so if there is any material you don't want to share, please don't upload it..

2. **Time. Please respect the time limits in the agenda.** We are likely to have people moving in and out of the session, and we are trying to accommodate many time zones. If in doubt, cut it out. Cover your scientific objectives, major results to date, and opportunities for collaboration with our scientific community, and leave time for questions. We have working group meetings that you can join to engage in more detailed presentations and discussions.

3. **Practice screen sharing in MSTeams in advance, please.** You should be able to connect to the team and test this at any time before the meeting.

4. **Slide numbers**. Please number your slides, and try to remember to tell people when you are changing slides, in case we have some participants who aren't able to follow the screen sharing.