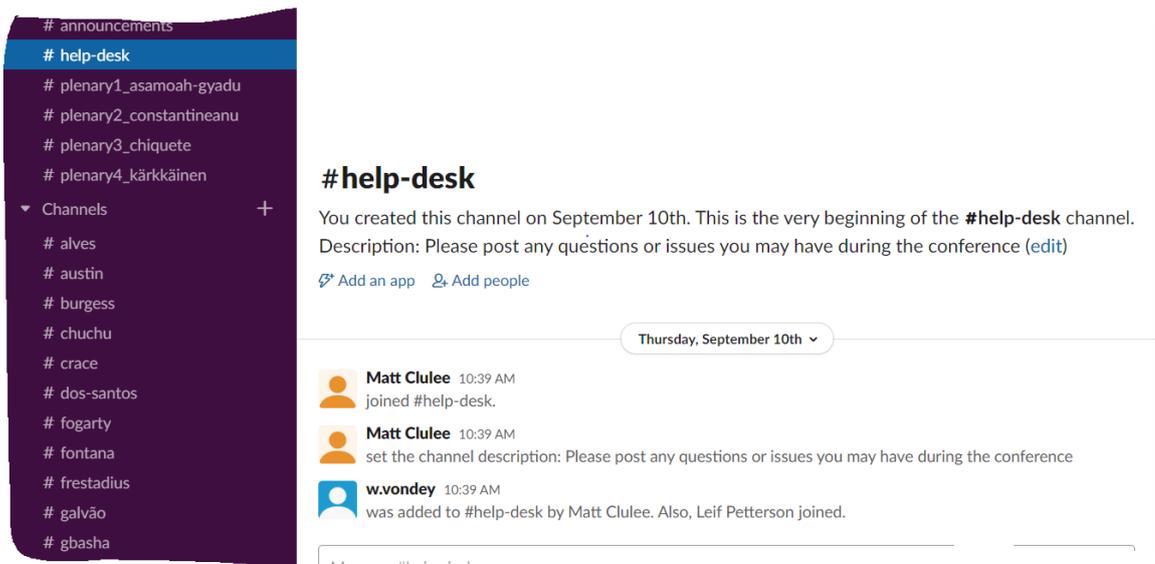


## Joining and using Slack – the Glopent World 2020 discussion platform

Slack is a shared space for you to interact with your fellow delegates and speakers – to join conversation threads, pose questions and discuss future collaboration. We have included information below on how you can sign up to and make the most of Slack.

### Signing up to and Setting up Slack

1. Click on [this invitation link](#) and you will come to the Slack workspace sign up page.
2. Enter your email address. If you already have a Slack account, you will be added automatically to the workspace. If you are new to Slack, you will be sent an email inviting you to join.
3. When you confirm your email address, you will be asked to create a password and then you will be added to the conference Slack workspace which should look something like this!



Once you have joined you will be able to see a list of channels on the left menu (as above), where you will find the conference topics and discussion streams. We would advise you to download the Slack desktop App at this point for ease of use, as follows:

1. Click on your name in the top left corner and scroll down to the bottom of the menu.
2. Click on the 'Open the Slack App'. If you have not used it before, you will be given the option to download it on to your computer.
3. Once downloaded, you will then need to run the App.

## **Making the most of the Conference Slack page**

### **How do I use Slack to communicate?**

In Slack, conversations happen in these channels and also via direct messages. You can [send and receive messages](#) within these channels or directly to another participant.

### **How do I post on a Slack channel?**

If you want or need to notify a whole channel you can use @channel in your message (all users in the channel) to send out notifications to everyone. Please be aware of the channel you are posting to.

### **What are the conference Slack channels?**

- Channels for each presentation e.g. #allen
- Announcements – general useful information for all
- Generic academic – for posts relating to topics not specific to presentations
- Generic social – for non-academic posts, such as life in lockdown, favourite recipes, exercise tips and beyond!
- Help Desk – for assistance with any conference related questions

### **How do I send direct messages to other participants?**

- Direct messages (DMs) are smaller conversations outside of a channel, between you and up to eight other colleagues. Your direct messages are listed in your left sidebar. You'll see your most recent DMs below **Direct messages** by default.
- **You can find a list of conference speakers and delegates signed up to Slack under 'People' on the left hand menu.**

### **Slack 'netiquette':**

- Please use the 'thread'-feature to keep your conversations organized.
- Please make use of the 'status'-feature to indicate whether you are available or not. Please also respect the statuses (e.g. "do not disturb") of other participants.
- Please feel free to use the 'call'-feature for private conversations (only available for 121 discussions).
- Feel free to make use of all semiotic resources - including (reaction) emojis. Reactions (reaction emojis) can, for example, be used to acknowledge a message.