
**About the on-line system
for SKYNET Workshop 2021, Japan**

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Image of the online system

Fig.1 shows the image of the 6th SKYNET Workshop 2021 online system. Slack and Zoom are used together as online tools. It is highly recommended to download and install their application, although both tools can be used on a web browser. If you use your web browser, Chrome is recommended.

Please try the online system before the date of the workshop. If you have any concerns, please contact the SKYNET Workshop secretary (skynetws@cr.chiba-u.ac.jp) or ask us on the Slack's help channel (see the section "When you need help..." below).

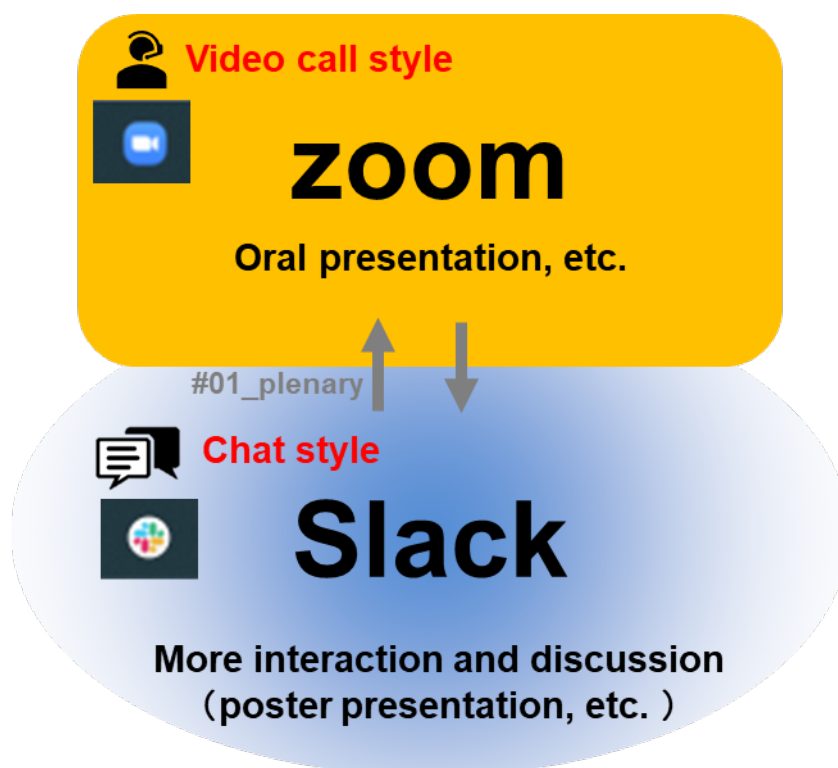


Fig. 1 Image of the online system used in SKYNET Workshop.

Installation of Slack and Zoom

If you use Slack and Zoom on your web browser or have already installed them, please skip this section.

To install Slack

■For Windows user

Please visit the following web site in Chrome.

<https://slack.com/downloads/windows>

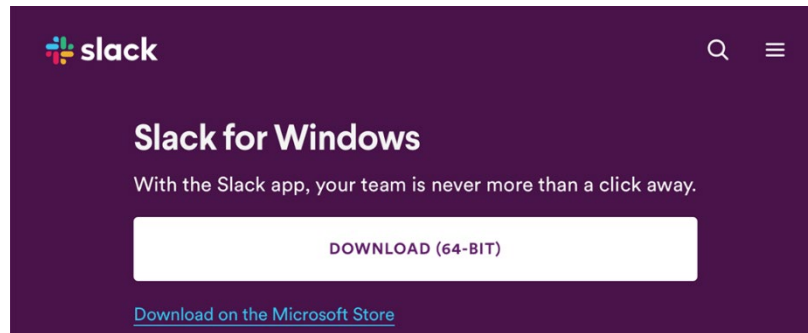


Fig. 2 Slack for Windows Installation web site.

■For Mac user

Please visit the following web site in Chrome.

<https://slack.com/downloads/mac>

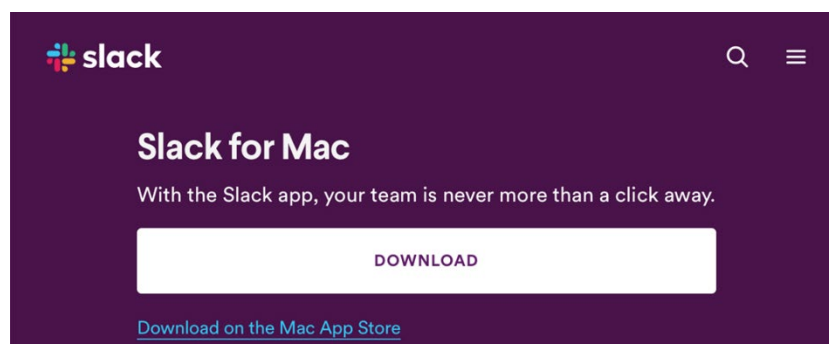


Fig. 3 Slack for Mac Installation web site.

To install Zoom

Please visit the following web site in Chrome.

<https://zoom.us/support/download>

To join the online system

On November 1, an invitation to the "SKYNET Workshop 2021 (Japan, online)" workspace on Slack is sent to the email address of registered participants. Following the instructions in the email, please log in to the "SKYNET Workshop 2021 (Japan, online)" workspace. Please log in and try the online system before the date of the workshop.

After logging in, you can use "Slack", but NOT use "Zoom" yet. Links to the video call on Zoom will be available during the SKYNET Workshop (**Fig. 1**).

【Change your name and profile image】

- Please change your name to "[First name] [Family name] ([affiliation])".
e.g.) Hitoshi Irie (Chiba U)
- Please change your profile image to your face photo or something unique.

How to change your name and profile image:

Select your profile account > Profile > Edit profile

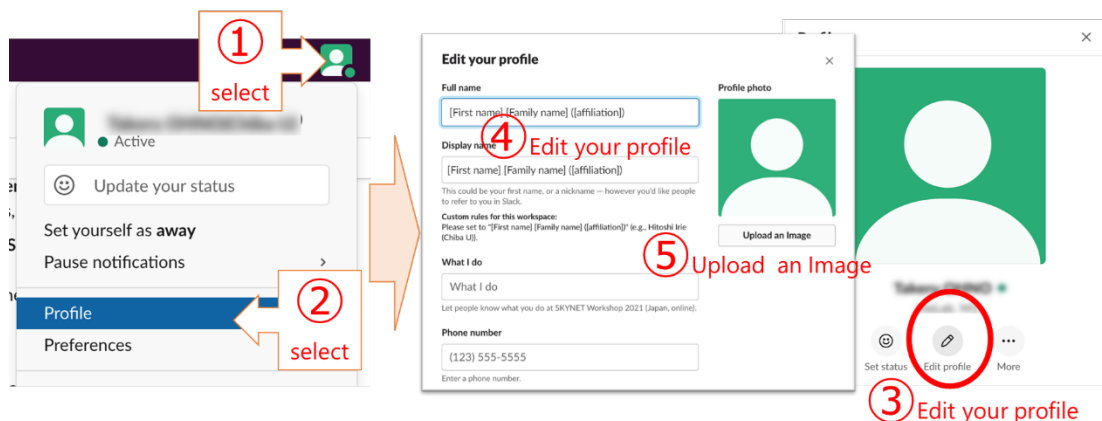


Fig. 4 How to change your name and profile image.

How to attend video call events (oral presentation, Zoom)

The links to the video call events will be announced on the plenary channel (#01_plenary; ① in **Fig. 5**) on Slack. Please click on the Zoom link (② in **Fig. 5**).

For security reasons, the links may change each day during the workshop.

How to Attend Video Call Events (Zoom)

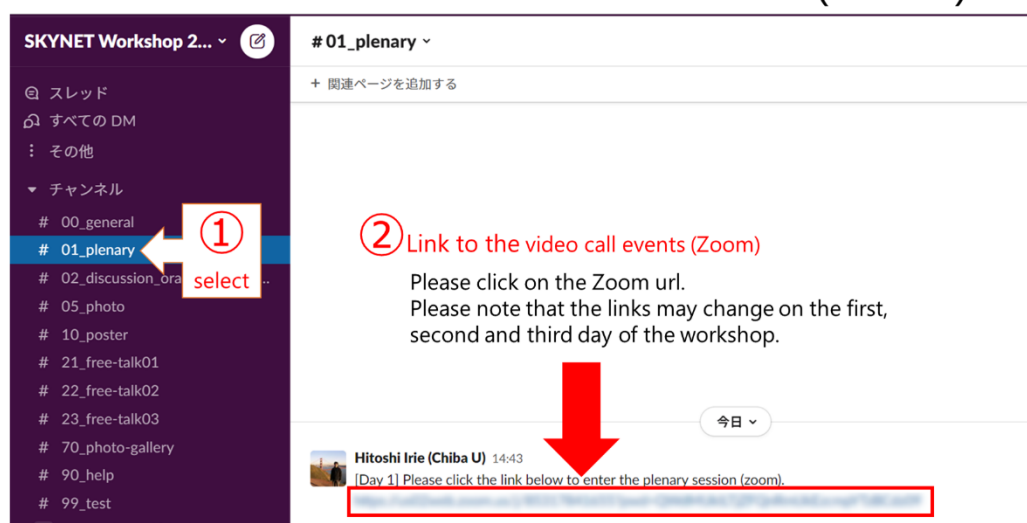


Fig. 4 How to attend video call events.

Free talk (“breakout rooms” in Zoom or “chat” in Slack)

During break time, you can enjoy the conversation using 1) a video call in the Zoom breakout rooms or 2) chat in Slack.

① Video call in the Zoom breakout rooms

You can talk with specific people (individually or in a small group) instead of the whole group. The breakout room is not available in a web browser version. Please consider installing their application on your device.

How to enter or exit the breakout room?

【How to enter a breakout room】

- 1) Click **Breakout Rooms** (① in Fig. 6) at the bottom of the app.
- 2) Click **Join** next to the room name you want to enter (② in Fig. 6).

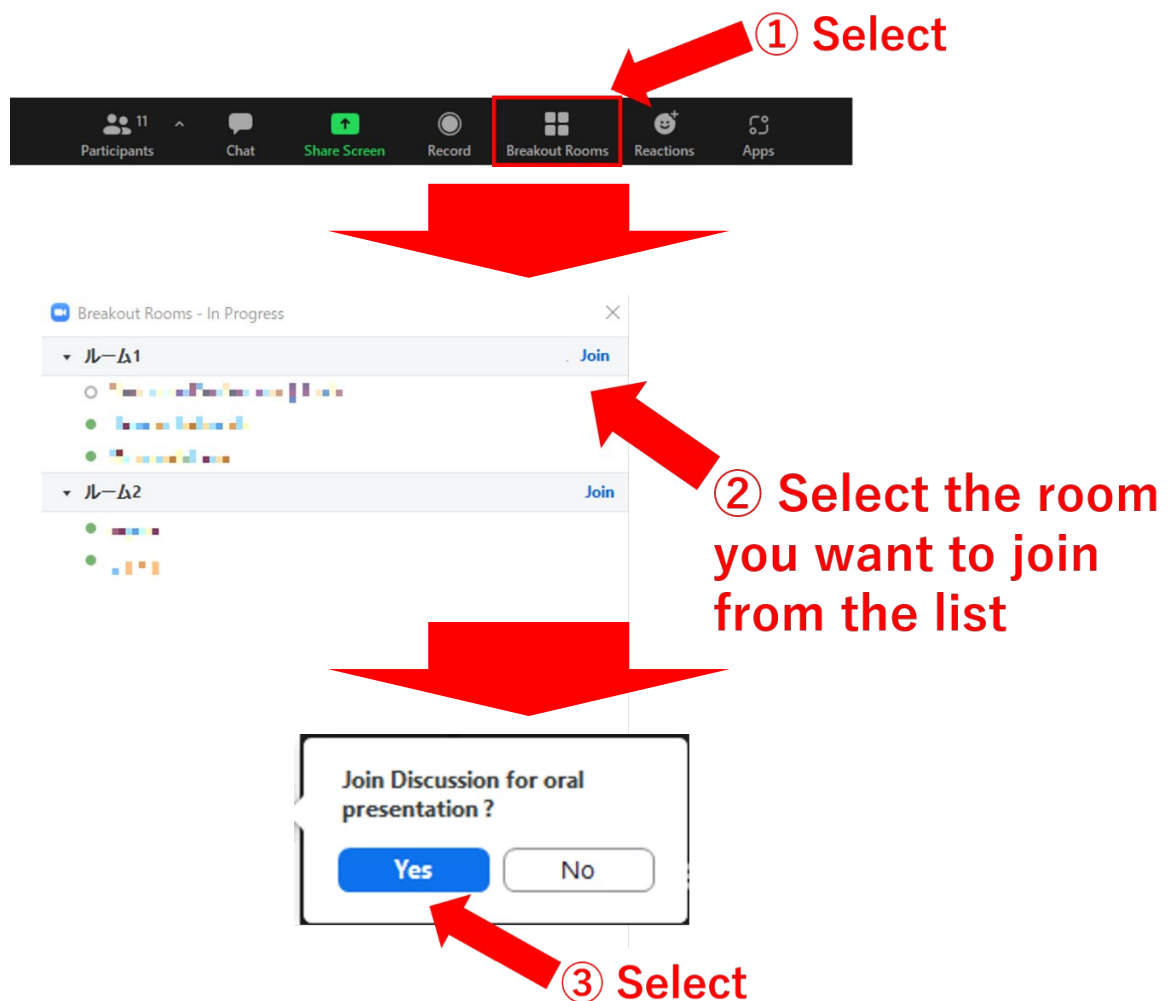


Fig.6 How to attend breakout room.

【How to leave from the breakout room】

- 1) Move to another room: Click **Breakout Rooms** and choose "Choose Breakout Room" (Fig. 7).
- 2) Return to main room: Click **Leave Room** and choose "Leave Breakout Room" (Fig. 8).

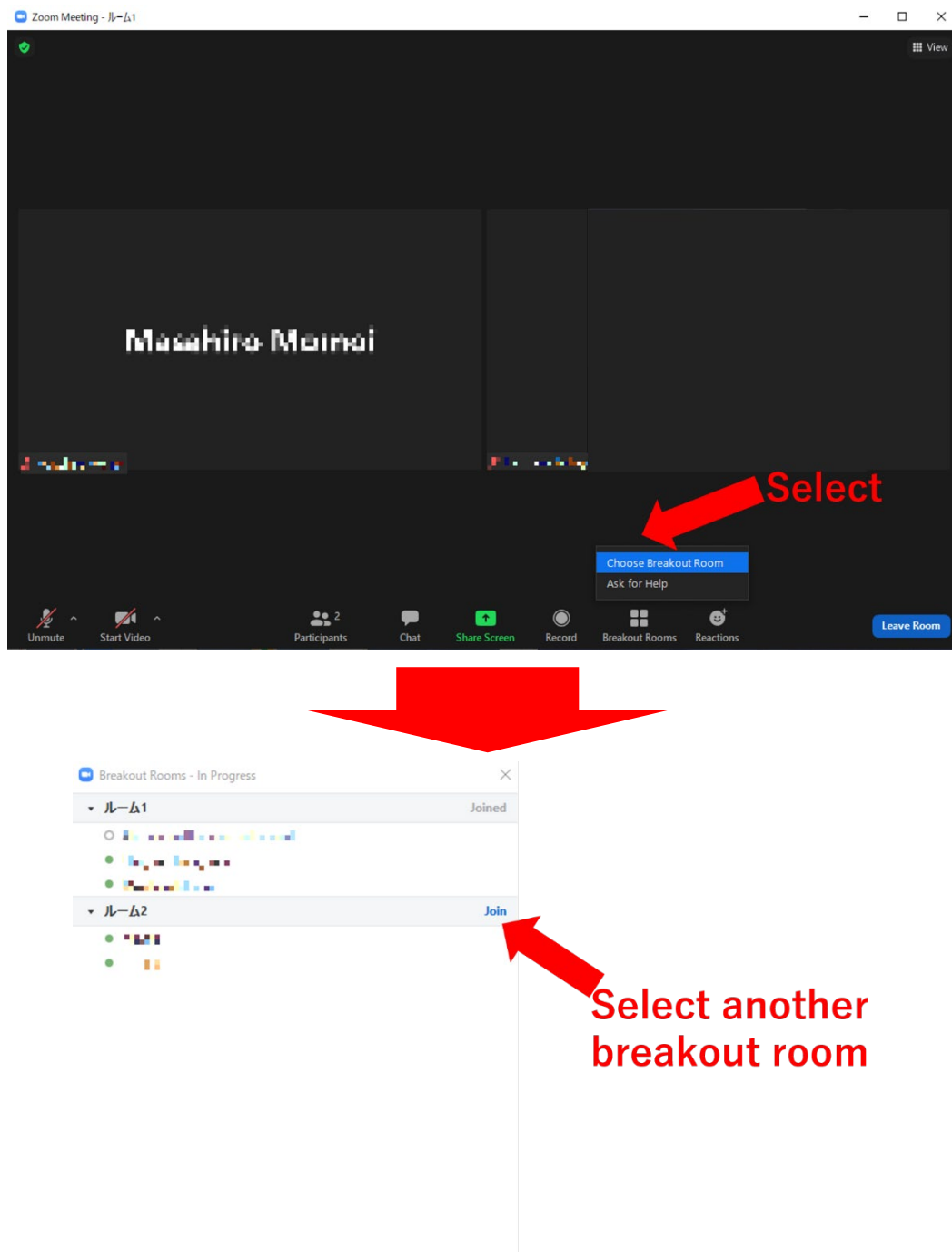


Fig.7 How to change another breakout room.

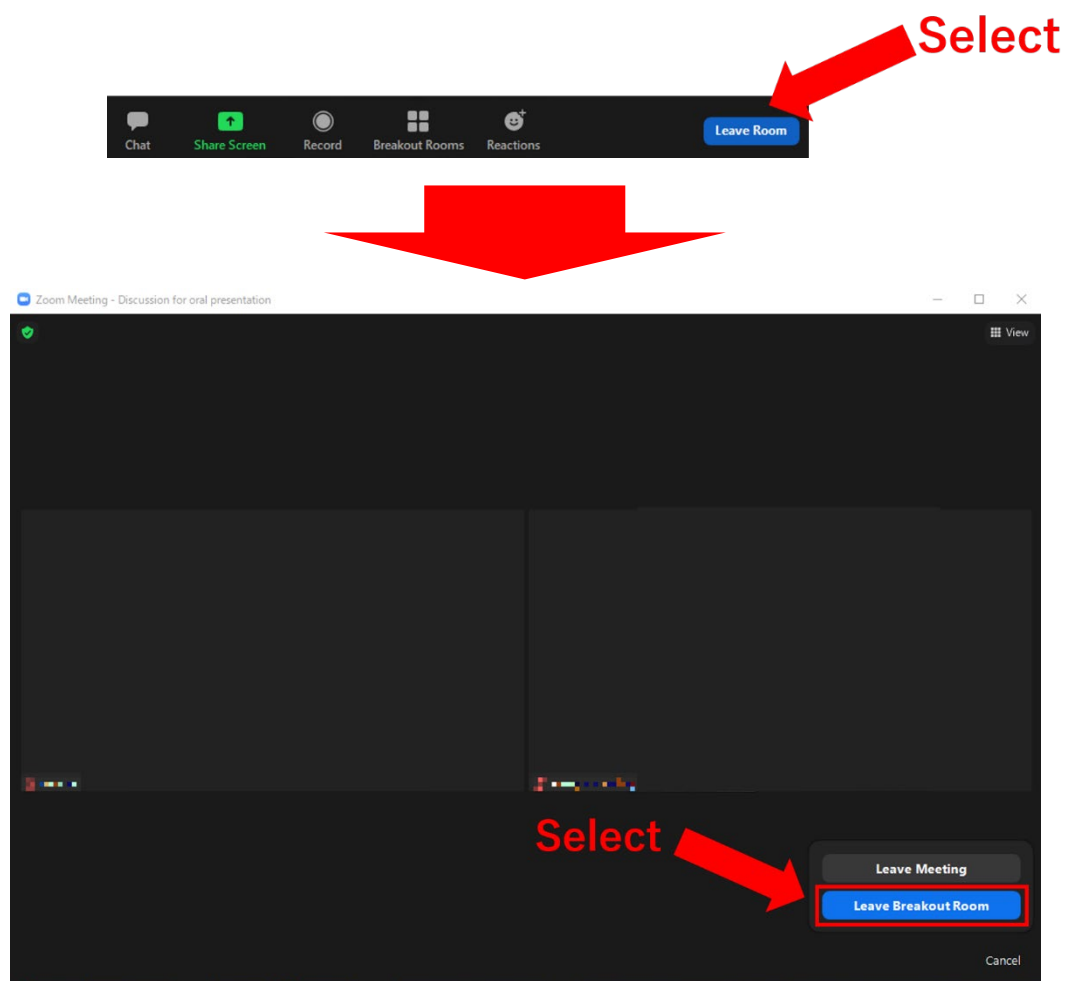


Fig.8 How to leave breakout room.

② Chat on Slack #free talk channel

There are free talk channels 21-23. Feel free to use them.

Poster presentation

- For poster presenter: please follow the description below.
- For participant: please follow the next page.

【For poster presenter】

Poster presenters should post their materials in their own pre-assigned thread on Slack (Fig. 6). Various formats (e.g., PDF, ppt, etc.) are acceptable. There is no limit on file size, but please make it as small as possible in consideration of communication restrictions of Internet.

Poster Presenter : How to upload files

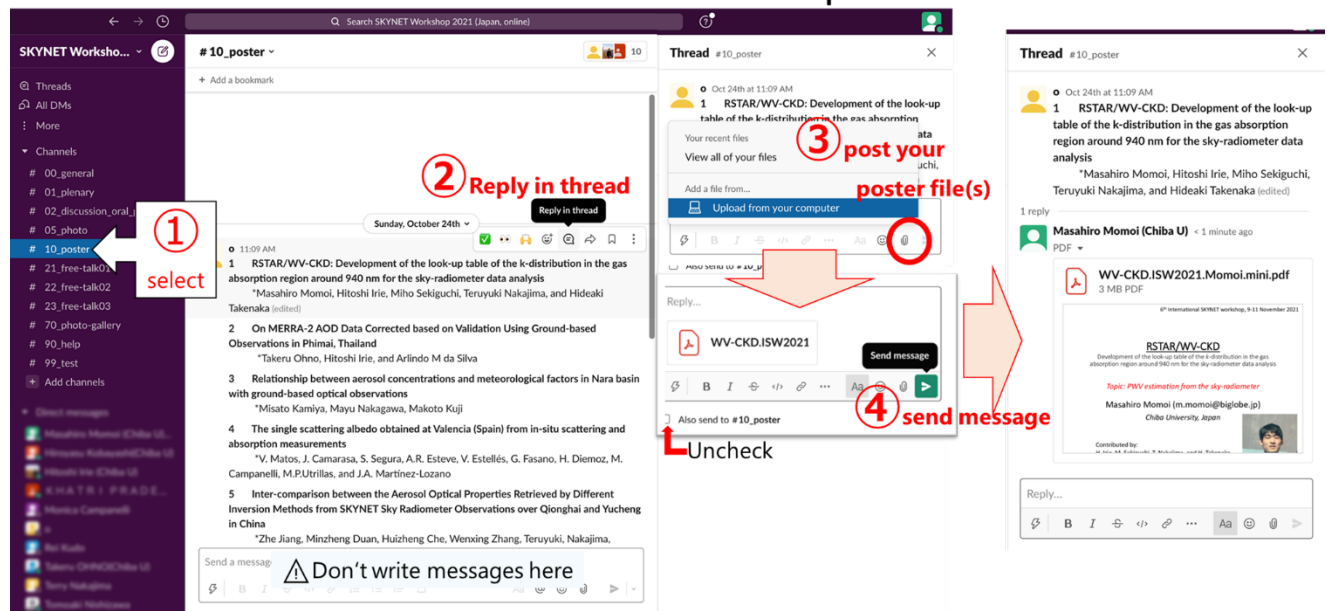


Fig.9 Procedure of poster submission for poster presenters.

【Discussion at the poster presentation】

You can discuss in two ways:

- 1) Chat style in each thread on Slack (available throughout the workshop, **Fig.7**)
- 2) Video call style using Zoom breakout room (Day 2 core time only)

Please consider browsing poster materials without downloading them. If you download it to enlarge text and figures, **you are sure to discard the saved files** by the end of this workshop.

Poster Presentation : How to view posters • Discussion in chat

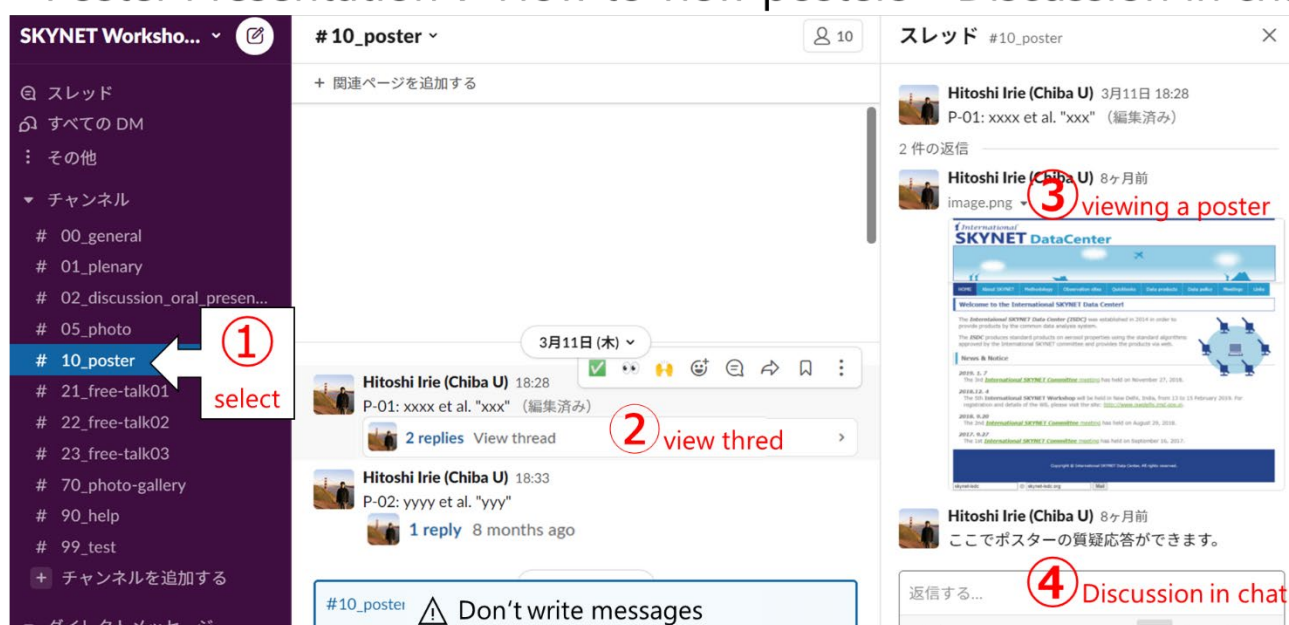


Fig.10 Image of poster presentation.

How to use direct message (DM)

You can contact specific individuals using DM.

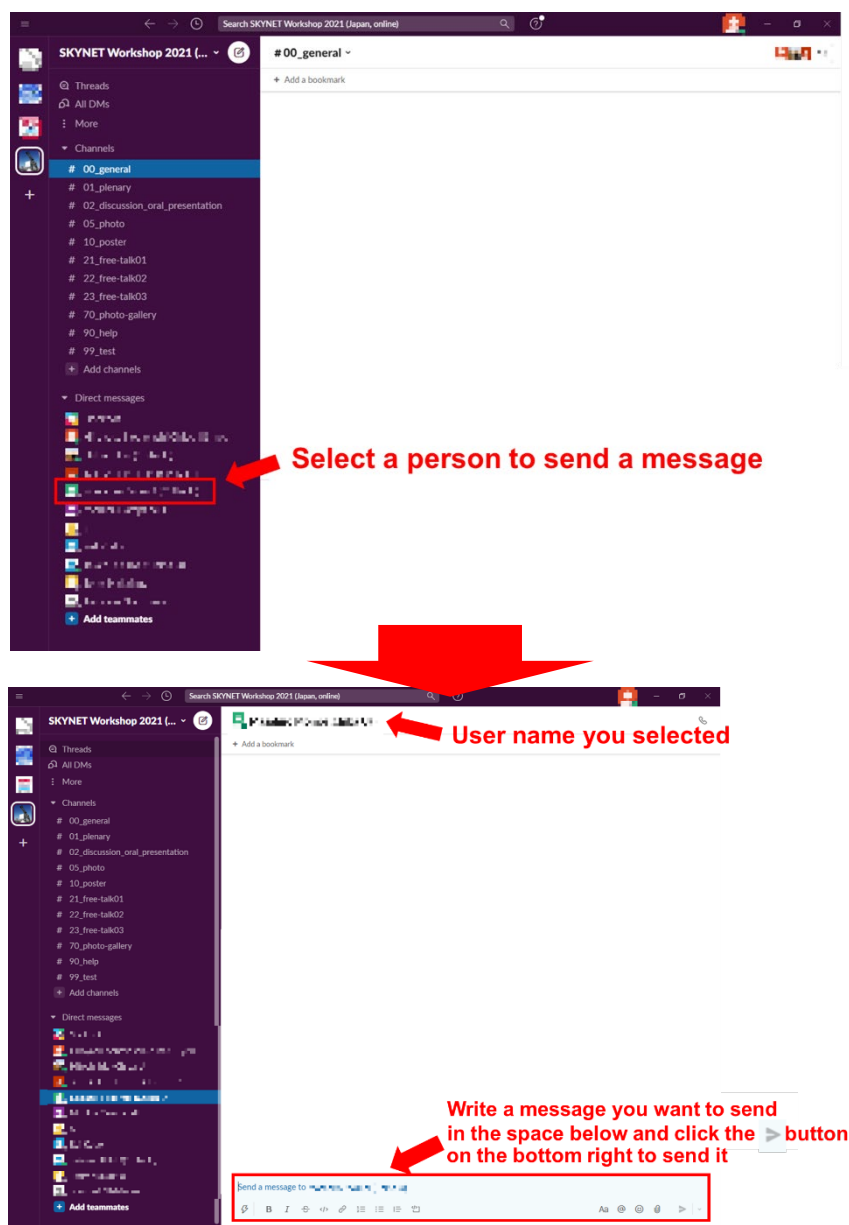


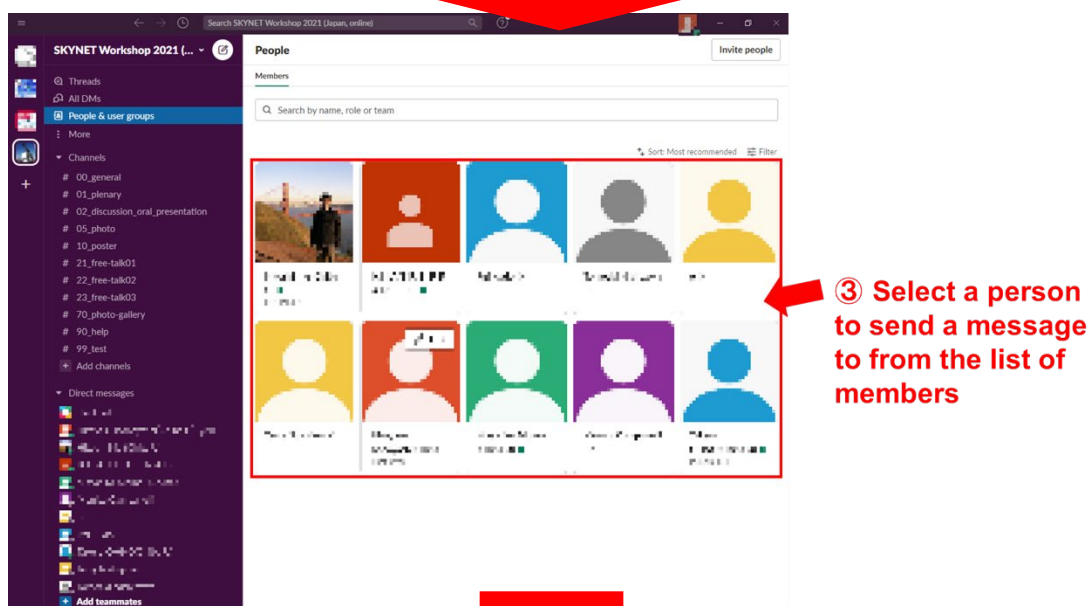
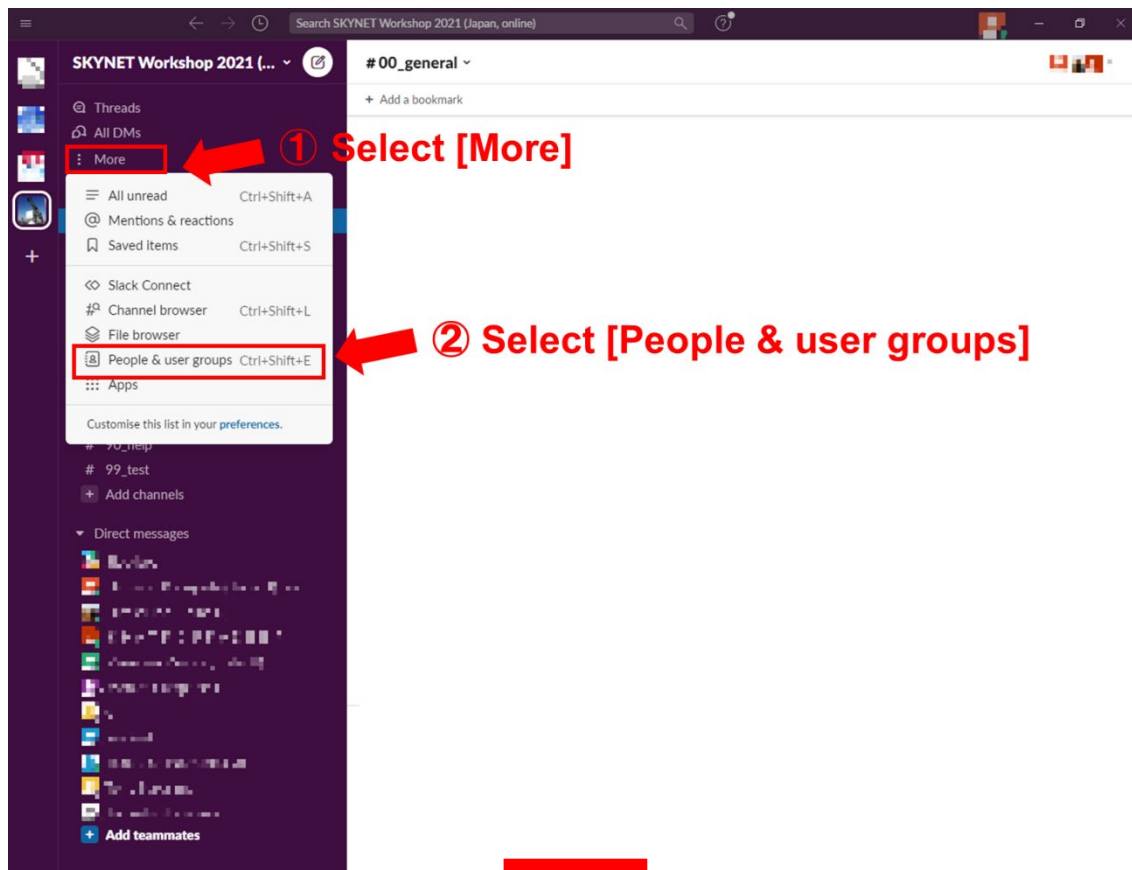


Fig.11 How to send direct messages.

☆ If the persons you want to send messages are not listed in your left sidebar, you can find and contact them in the following process:

- 1) Click **People & user groups**  at the top of your left sidebar. If you don't see this option, click **More**  to find it (①&② in Fig. 9).
- 2) Click a photo to open someone's profile (③ in Fig. 9).
- 3) Click **Message** to send that person a DM (④ in Fig. 9).



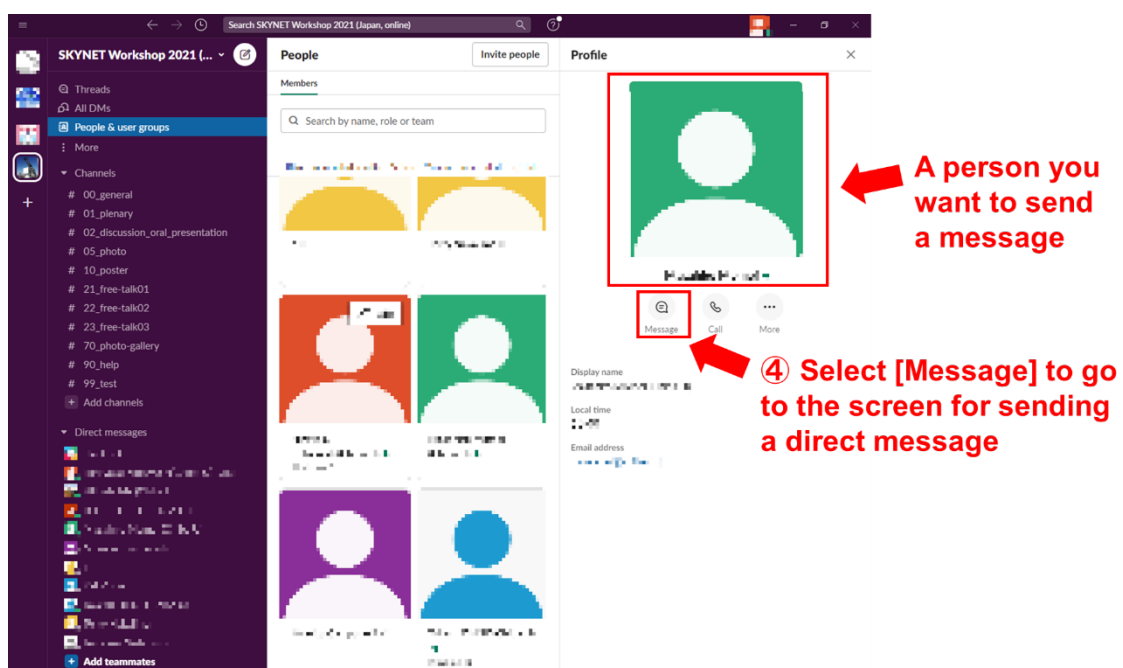


Fig. 12 How to send a direct message when the person you want to send it to is not in the list of direct messages.

When you need help...

For announcements to all, please check the general channel(#00_general). If you have any problems, please use the help channel (#90_help).



Fig.13 Channel for announcements to everyone and in any trouble.

Others

Slack is available 24 hours a day. Please use it for close (!) communication that transcends generations and organizations.