# 30th Annual Computational Neuroscience Meeting CNS*2021 Online

## Participation Guidelines and Frequently Asked Questions

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# Useful links

- Registration and general information: https://www.cnsorg.org/cns-2021
- Detailed program information: https://cns2021online.sched.com
- Discord server invitation link: https://discord.gg/waQm6zuS49
- Youtube channel: https://www.youtube.com/channel/UCgz8NIG24tV1HHCkKidA4Nw
- Common hashtag in use: **#CNS2021Online**
- Twitter: https://twitter.com/CNSorg
- Instagram: https://www.instagram.com/cns_ocns/
- Facebook: https://www.facebook.com/CNSorg/
- LinkedIn:
  https://www.linkedin.com/company/organization-for-computational-neurosciences/

# Code of Conduct

Please go through the OCNS Code of Conduct to remind yourself of the standards of behaviour that are expected at OCNS. The Code of Conduct must be followed during all interactions. If the need arises, please contact conduct@cnsorg.org.

# OCNS Members' meeting

OCNS members: please attend the annual members' meeting if possible. It has also been added to the conference schedule on Sched.

# Getting help

Please read the documentation provided below to see if it answers your query.
If it doesn't, you can contact the conference support team:

- **Discord**: #help channel (see Discord Usage instructions below)
- Via **e-mail** at cns2021support@cnsorg.org

The conference support team will attempt to reply to you as soon as possible.

# Content license for CNS*2021

By default, in the spirit of Open Science, all content that is presented at the conference is made available under the CC by license. This is the same Open Access license under which the proceedings from the conference are later published.

Speakers and attendees, please read the link to understand what your rights under this license are. We strongly encourage everyone to use the CC by license.

In cases where speakers do *not* want to make information/uploads related to their sessions available under this license, they must explicitly state so. To prevent issues, speakers/presenters, please clearly state so at the top of the description of your event on Sched so that attendees are aware of this.

# General program information for attendees

Program information for the conference is available through the Sched page at https://cns2021online.sched.com. Sched is an event management system that allows users to search through all sessions, and create their own agendas.  The conference **official time is**

**EST/ New York time zone**. **Please remember to set your time-zone on Sched once you have logged in**. If you are presenting at the meeting, please remember to log in to Sched using the e-mail address that you used to register for the conference.

The Sched page is password protected to prevent links to sessions becoming public, in an attempt to prevent trolling during the conference. To receive the password, one must be registered for the conference on https://www.cnsorg.org/cns-2021. All currently registered users will be sent the password. All new registrants will receive the password in the registration confirmation e-mail. A copy of the program, without links, will be provided on https://www.cnsorg.org/cns-2021.

When logged in to Sched, attendees can search through the various sessions and create their own personalised event agendas. Please refer to the Sched documentation for more: https://sched.com/support/section/guide-for-attendees/

## Communicating during the conference

Communication could be difficult during virtual meetings. This year, we decided to provide a persistent environment using **Discord**. In this environment, presenters and attendees can find each other and leave asynchronous messages or have a live chat. If you have been missing chatting with your colleagues during coffee breaks and group lunches, it can offer an alternative environment for socializing.

Discord also offers video meetings, and can be used for your **poster presentations**. Similarly, we are offering designated communication channels for discussion about **oral presentations**. Discussion questions for **keynote talks** will be collected on Discord.

We will also offer **conference support** through Discord. We **strongly recommend** that you join our Discord server from the beginning of the conference and use it to its fullest extent to improve your networking during our event. We have prepared a Discord Guide for you at the bottom of this document, and also added instructions in various places if you opt to use it for your presentations.

# Oral presentations: keynotes, featured talks, oral sessions, and showcases

CNS*2021 Online will be using Sched for the official event schedule & directory. If you are speaking at the conference (keynote/featured talk/oral presentation/showcase/ workshop) please follow the instructions below to prepare for your session.

# Instructions for Attendees

Please familiarise yourself with Sched/Crowdcast/Discord/Zoom/Google Meet.

- **Sched** guide for attendees: https://sched.com/support/section/guide-for-attendees/
- **Crowdcast** guides for attendees:
  https://docs.crowdcast.io/en/articles/651701-attendee-quick-reference-guide
- **Discord**: see our Discord Guide below and read:
  https://support.discord.com/hc/en-us/articles/360045138571-Beginner-s-Guide-to-Discord
- **Google Meet** documentation: https://support.google.com/meet/
- **Zoom** documentation: https://support.zoom.us/hc/en-us

All oral presentations are listed on Sched under the following categories:
- Keynote
- Featured talk
- Oral
- Showcase
- Workshop
- Tutorials

Where applicable, these have also been divided into subject based sub-categories for convenience.

- Please join sessions on time. Sessions will start and end strictly at scheduled times.
- Crowdcast can be quite resource intensive. If you experience issues viewing sessions on Crowdcast, please use the Youtube streams.
- You can ask questions on the CNS 2021 Discord server after the session.

# Instructions for speakers

Sched documentation for speakers: https://sched.com/support/section/speaker-tools/

Oral presentations by individual speakers will be made live using the OCNS account on the Crowdcast platform. Links to these sessions will be available in the descriptions of the individual sessions on Sched. Each consecutive set of sessions without a break form one Crowdcast session.

The Crowdcast sessions will be set up by the conference organizers, and links to each session will be added to the related session on Sched. All sessions in the main meeting will be managed by a team of OCNS moderators.

**Crowdcast records all sessions for later viewing**. Where necessary, these sessions will also be streamed live on the OCNS Youtube channel, and archived there for later viewing. Links to the Youtube streams will be added to the sessions on Sched.

Crowdcast allows for live Q&A during the talks. Asynchronous discussions will occur on **Discord**. A Discord channel for your oral session will be available with the same session number (e.g. **o12** or **fo2** for "featured orals") under one of the "Posters/Orals X" categories, if the speakers have activated them. All attendees and speakers are encouraged to use the Discord platform for asynchronous discussion. Details on how to use the Discord server to interact directly with other participants during the session are provided below in the section [Discord Guide]. To activate your presentation channels for the first time only, join the **#bot-commands** text channel and type "**!add oYYY**", where YYY should be replaced by your session number. If you do not activate your channels, attendees will NOT be able to find your channels. After activation, you still need to type the command "**!see oYYY**" to make your channels visible to yourself for one time only. Your audience members would also need to type the !see command once to make your channels visible.

## Before the conference

- **Please sign up to the OCNS Sched instance:** All conference information is made accessible through the OCNS Sched instance. This includes descriptions for sessions, attachments and links to the platforms where sessions are being held. All speakers will be granted access by the organizers to access and edit your profile and sessions. Once you have logged in and can access your sessions, please verify them and correct any errors that our automated upload may have introduced. Please remember to log in to Sched using the e-mail address that you used to register for the conference.
- **Check the date and time of your presentation on Sched**. Please contact the organisers if you notice any errors here.
- **Optional:** Upload on Sched any additional materials that you'd like your attendees to view. Suggestions: PDF format of presentation, presentation slides, abstract, Youtube link to your short video (maximum 2 minutes in length) describing your work.
- **Important:** Session moderators will organize test sessions to familiarize you with **Crowdcast**. Please aim to attend these sessions. Times TBA. Please get yourself ready by following Crowdcast instructions https://www.crowdcast.io/setup, running a test session on your own, and contacting your moderators to practice with them.
- Finally, please be ready to customize your profile in Sched by adding your photo and short bio for the directory, so that attendees can learn about your work.

## During the conference

- Please aim to connect to the Crowdcast session 10 minutes before the start of your session.
- Please prepare your session so that it uses the complete time allotted to it, but does not run over. This will enable the next sessions to start on time.
- If your session is the first in the series, the moderator will invite you to the "Green room" before going live.

- The moderator will introduce you and your session, and then handover to you to begin your talk.
- During the session, attendees will be able to use the Q&A features of Crowdcast to ask questions. You will have time to answer these after completing your talk.
- After the Q&A session (or if time has run out), the moderator will take back control of the crowdcast session to introduce the next speaker.
- Unanswered questions will be transferred to the CNS 2021 Discord server at the particular channel where the discussion can continue asynchronously.

## After the conference

- Feel free to contact the attendees using Sched to gather feedback and comments.
- Please continue to monitor the discussion on the CNS 2021 Discord server.
- Please feel free to set up additional video-conferencing meets to speak to other attendees to emulate informal gatherings at physical conferences.

# Instructions for hosts/administrators/moderators

Crowdcast instructions for admins:

- General questions here: https://docs.crowdcast.io/en/collections/112108-features-tools
- Host controls: https://docs.crowdcast.io/en/articles/8693-host-controls
- Multiple hosts/admins: https://docs.crowdcast.io/en/articles/2663215-can-we-have-multiple-admins-or-hosts
- **Important:** We will organize training and test sessions to familiarize you with Crowdcast, Discord and Zoom. Please aim to attend these sessions. Times will be send to you via email.

# Workshops

Workshops will run in parallel as Zoom or Google Meeting sessions, and workshop organizers will administer and moderate the Zoom sessions for their workshops, with additional support from OCNS personnel when required. Links to each workshop session will be made available in the description of each workshop session in Sched.

## Instructions for Attendees

Sched guide for attendees: https://sched.com/support/section/guide-for-attendees/

- Please go through Sched beforehand to decide what workshops you want to attend. You can mark these sessions on Sched when creating your agenda. This will also allow the various workshops organizers to gauge interest in their sessions and contact you with updates.

- Please join sessions on time. Sessions will start and end strictly at scheduled times.
- When joining workshop sessions, please mute your microphone.
- Please listen to the instructions given by the organizers.
- Please use the chat function to ask questions. Organizers will invite you to unmute your microphones when necessary.

# Instructions for organizers and speakers

See the Sched documentation for speakers: https://sched.com/support/section/speaker-tools/

**Note for workshop organizers:** We encourage all workshop organizers to record their sessions for later streaming. We offer to post the video recording of the workshop on the OCNS Youtube channel after the event, if you wish so. For this, we suggest you record your session and then edit it to remove dead time (like for example when participants are working on a task) and the unwanted parts. Please send your video after the event to the Workshops Chair.

## Before the conference

- **Please sign up to the OCNS Sched instance:** All conference information is made accessible through the OCNS Sched instance. This includes descriptions for sessions, attachments and links to the platforms where sessions are being held. All speakers will be granted access by the organizers to access and edit your profile and sessions. Once you have logged in and can access your sessions, please verify them and correct any errors that our automated upload may have introduced. Please remember to log in to Sched using the e-mail address that you used to register for the conference.
- **Check the date and time of your presentation on Sched**. Please contact the workshop organisers if you notice any errors here.
- **Optional:** Upload on Sched any additional materials that you'd like your attendees to view. Suggestions: PDF format of presentation, presentation slides, abstract, Youtube link to your short video (máximum 2 minutes in length) describing your work.
- **Optional:** Ask conference support to set up your workshop Discord channel if you wish to allow participants to chat.
- **Important:** We will organize training and test sessions to familiarize you with Discord and Zoom. Please aim to attend these sessions. Times will be send to you via email.
- Finally, please be ready to customize your profile in Sched by adding your photo and short bio for the directory, so that attendees can learn about your work.

## During the conference

- Please aim to connect to the Zoom session 10 minutes before the start of your session.
- Please prepare your session so that it uses the complete time allotted to it, but does not run over. This will enable the next sessions to start on time.

- The moderator will introduce you and your session, and then handover to you to begin your talk.
- If the workshop organizers have set up a channel in the CNS 2021 Discord server, unanswered questions may be transferred to this channel, where the discussion can continue asynchronously.

### After the conference

- Feel free to contact the attendees using Sched to gather feedback and comments.
- Please continue to monitor the discussion on the CNS 2021 Discord server.
- Please feel free to set up additional video-conferencing meets to speak to other attendees to emulate informal gatherings at physical conferences.

# Poster presentations

All poster sessions will be listed on Sched under the poster category. Posters, as at physical OCNS conferences, are presented during 4-hour time slots in each of the two main conference days, where in each session you only have to present your poster during one hour. The rest of the time, one is free to visit other posters or to stay by their own poster. Poster presentations will occur over Discord (alternatively on Zoom or Google Meet) to allow for a more interactive atmosphere. Dedicated poster discussion area and video channels can be accessed on Discord by interacting with our Poster Bot. If using alternative means, links to Zoom or Google Meet meeting rooms will be available in the description of each poster session on Sched.

## Instructions for Poster Attendees

Sched guide for attendees: https://sched.com/support/section/guide-for-attendees/

Poster sessions at CNS*2021 are designed to closely simulate poster sessions at physical conferences. However, the user of video-conferencing applications requires us to keep some things in mind:

- **Please go through Sched beforehand** to decide what posters you want to attend. You can mark these sessions on Sched when creating your agenda. This will also allow the various speakers to gauge interest in their sessions and contact you with updates.
- This year, we are using **Discord** for the advantage of having a persistent communication environment for posters throughout the conference. You will be able to post text messages to poster presenters before, during, and after their scheduled presentation times. Presenters can also use Discord for their interactive video presentation if they have opted to use it.
- **To add a poster session to your Discord**, issue the "**!see pYYY**" command (where YYY is the poster number) in the #bot-commands channel. If the presenters have opted

to use Discord, their poster text and voice channels will show up under a category named as "Posters X", where X could be 1 to 5.

- When joining meetings for posters, **please join with your microphone muted**. Please keep your microphone muted if the poster presenter is speaking to another attendee.
- If you are unable to view a poster, feel free to contact the presenter later.

# Instructions for Poster Speakers

Sched documentation for speakers: https://sched.com/support/section/speaker-tools/

If your contribution has been accepted for a poster presentation at the online CNS*2021 meeting, please follow the instructions below to prepare for your poster session.

CNS*2021 Online will be using Sched for the official event schedule & directory. For poster presentation delivery, we suggest you use the **CNS*2021 Discord server**. Discord provides both text chat and video conferencing features. The text chat is persistent, meaning that you can asynchronously communicate with your audience throughout the conference (not just during your presentation time). This is especially advantageous in a virtual conference where attendees are in multiple time zones and distracted with other commitments. Please see instructions for Discord below. You may opt out of using Discord for either the chat or video functionality. If so, we suggest that you use **Zoom** or **Google Meet** (see below for details).

Poster presentations will run as parallel 'virtual rooms' (i.e. video calls) in CNS*2021. Each poster presenter will post a poster in PDF format as a preview on Sched and present it or additional materials to interested colleagues using a videoconference platform. Information on each poster session, including the PDF and link to your virtual room will be available on Sched. Attendees will use this information to access their poster sessions. A number of posters will be presented in parallel so you will likely have people entering and leaving your virtual room, as in a regular 'physical' conference. You can find more details below:

## Before the conference:

- **Please sign up to the OCNS Sched instance:** All conference information is made accessible through the OCNS Sched instance. This includes descriptions for sessions, attachments and links to the platforms where sessions are being held. All poster presenters will be granted access by the organizers to access and edit your profile and sessions. Once you have logged in and can access your sessions, please verify them and correct any errors that our automated upload may have introduced. Customize your profile in Sched by adding your photo and short bio for the directory, so that attendees can learn about your work. Please remember to log in to Sched using the e-mail address that you used to register for the conference.
- **Check the date and time of your presentation on Sched**. CNS*2021 has two poster sessions (one on July 4th and the other on July 5th) of four hours each. Each poster presenter has been allocated a 1-hour time slot for their presentation.

- **Prepare and upload your poster to Sched in PDF format (one page only).** You can include relevant links as part of the poster. Landscape format is preferred for presentation on computer screens, but you can use vertical orientation if you wish. We recommend that you upload it to Sched by Thursday July 1st. We can't guarantee that your presentation will be accessible to attendees if you fail to upload your poster by this date.
- **Prepare a virtual room for your presentation**. We suggest you use the allocated space on our Discord server for both the text chat and video session for your poster. This may increase participation at your presentation as we aim to invite all attendees on Discord and use it for general conference communication and events. You will have to follow the below instructions to join our server and **activate your poster chat and voice/video channels**. **Alternatively**, you could use an application like Zoom **as long as you add the room link on Sched**. However, please note that Zoom requires the installation of the Zoom application, and free accounts on Zoom are limited to 40 minutes meetings only. If you do not wish to use Zoom, we suggest you use Google Meet, which is a web application that does not require any installation and/or set up. Users with Google accounts can now set up Google Meets free of charge and speak to 100+ participants without a time limit.
- **Add a brief message to your poster's Sched description** to direct your audience to the correct place. If your poster presentation on **Discord**, you can write something like this:
  - On **Discord**, come to **channel #p51** (for text messages) and the corresponding **voice/video channel p51 (for live presentation)**. Join the server and go to the **#bot-commands** channel to issue command **"!see p51"** to see the channels at the bottom of the left side-panel. See our Discord Guide for details."
- Please activate your Discord room OR schedule meetings for your poster sessions and add the link to the description of your session on Sched by Thursday July 1st.
- **Optional: prepare a short 2-minute teaser video of your presentation and upload the link to Sched.** Poster presenters are invited to record a short (1~2 minutes) video teaser to attract attendees. If you opt for doing so, please record your short video in any format you like, upload it to your personal Youtube account, and add the link to the video in your Sched session information by Thursday July 1st.
- **Optional: Prepare additional audio-visual materials for your presentation.** Since you will be in control of your virtual room, you do not have to limit your presentation to a 1-page PDF. Based on your needs, you can use a slide presentation, videos, etc., to enhance your presentation.

- **Advertise your presentation**. Please spread the word about your session, using the #CNS2021Online. Sched also allows sharing sessions on social media.

## Activating your Discord Text and Voice (Video) Channels

If you are new to Discord, please see the Discord guide below. To activate your presentation channels for the first time only, type "**!add pYYY**" in the **#bot-commands** text channel. See the Discord guide below for details on how to do this. If you do not activate your channels,

attendees will NOT be able to find your channels. After activation, you still need to type the command "**!see pYYY**" in the same channel to make your channels visible to yourself. Find your poster channels under a category "Posters/Orals X" on the left sidebar. Your audience members would also need to type the !see command to see your channels.

## During the conference:

- You can interact with attendees during the meeting the same way you would walk up to a colleague and engage in conversation. Feel free to tell your colleagues that you are presenting a poster and invite them to attend your presentation. Please also feel free to post messages in your poster text channel on the Discord server for asynchronous discussion.
- Enter your virtual room a few minutes before the start of your 1 hour presentation time. Have your equipment (laptop, headphones, etc) ready and tested well in advance to avoid problems.
- You can organize your one-hour presentation in any way you want; for example giving an explanation about your work in the first 5-10 minutes and addressing questions from your audience during the rest of the time. If at some point you see many new faces in the room, you can give a short explanation again---as you would do in a normal poster session. Keep in mind that, during your one-hour time slot, ~30 posters will be presented simultaneously, so people might stay in your room for only part of the hour and then go to see other posters.
- Use the text chat channel in Discord (or chat window in Google Meets/Zoom) to write down relevant information for your audience (for example, a link to the preprint of your work, or some papers relevant to the discussion you would be having at a given moment). If you are using Google Meets, you can also put your poster PDF in the attachments of the call
  (https://www.youtube.com/watch?v=uQp0D9kL1Qs&feature=youtu.be).
- If an attendee is disruptive or does not follow the conference code of conduct during your poster session, you can mute them on Discord or ask a helper volunteer (#help channel on Discord) to have them kicked (temporarily removed) or banned (permanently removed) from the Discord server. See more about this in the Discord guide below. On Google Meet, you have the authority to remove them from your session. Please report any such incidents to the conference organizers.
- Finally, we ask each poster presentation to be active for at least one hour. You can continue longer if you want and if you have a group of people engaged in conversation in your virtual room. We would like to ask everyone, however, not to actively divert people from the plenary sessions. Remember also to attend other poster presentations once yours is over.
- PDF files uploaded to Sched will remain on Sched throughout CNS*2021. Even after your poster presentation, you will still be able to refer to your poster and short teaser if you meet colleagues who couldn't attend your presentation.

## After your session

- Some attendees may not have been able to attend your session due to time and timezone constraints. If you notice that some attendees marked on Sched did not make it to your poster session:
  - Consider adding your contact details in the event description on Sched
  - Consider e-mailing your attendees after the session suggesting additional video-calls to discuss your work with them.
  - Consider posting follow-up messages on your poster's text channel on Discord to continue discussion.

# Tutorials

To allow for interactive sessions, tutorials will run as 'virtual rooms' (i.e. video calls) during CNS*2021.

## Instructions for Attendees

Sched guide for attendees: https://sched.com/support/section/guide-for-attendees/

- Please go through Sched beforehand to decide what tutorials you want to attend. You can mark these sessions on Sched when creating your agenda. This will also allow the various tutorial instructors to gauge interest in their sessions and contact you with updates.
- Please join sessions on time. Sessions will start and end strictly at scheduled times.
- When joining tutorial sessions, please mute your microphone.
- Please listen to the instructions given by the organizers.
- Please use the chat function to ask questions. Organizers will invite you to unmute your microphones when necessary.

## Instructions for organizers and speakers

Sched documentation for speakers: https://sched.com/support/section/speaker-tools/

### Before the conference:

- **Please sign up to the OCNS Sched instance:** All conference information is made accessible through the OCNS Sched instance. This includes descriptions for sessions, attachments and links to the platforms where sessions are being held. All tutorial organizers will be granted access by the conference organizers to access and edit your profile and sessions. Once you have logged in and can access your sessions, please verify them and correct any errors that our automated upload may have introduced.

- **Check the date and time of your session on Sched**. Each tutorial session has been given a slot that is visible on Sched. Please inform the OCNS Tutorials organizer if you see any errors here. Remember, the official time for the conference is EST/ NY time.
- **Upload relevant information on Sched:** please upload relevant teaching material/documentation/links on to Sched well before the session to allow your attendees to prepare themselves.
- **Prepare the virtual room for your presentation and add the link to Sched**. OCNS suggests using Zoom for the presentation. Please note that Zoom requires the installation of an application, and free accounts on Zoom are limited to 40 minute meetings only. Another option we offer is Google Meet for tutorial sessions. Google Meet is a web application that does not require any installation and/or set up. Users with Google accounts can now set up Google Meets free of charge and interact with 100+ participants without a time limit. If none of these options work for you please contact the OCNS Tutorial Organizer and ask for help. Please schedule your tutorial sessions and add the link to the description of your session on Sched by Friday June 25th.
- **Asynchronous discussions will occur on Discord.** Links to Discord channels for all tutorials will be listed in the description of each session. All attendees and speakers are encouraged to use the Discord platform for asynchronous discussion. Instructions on how to join the Discord channel: see below, section Discord Usage.
- **Advertise your presentation**. Please spread the word about your session, using the #CNS2021Online. Sched also allows sharing sessions on social media.
- **Attend one or more of the training sessions for Zoom or/and Discord.** Schedule of training sessions will be sent to you via email.

Note: **We encourage all tutorial organizers to record their session for later streaming.** We offer to post the video recording of your tutorial on the OCNS Youtube channel after the event, if you wish so. For this, we suggest you record your session and then edit it to remove dead time (like for example when participants are working on a task) and the unwanted parts. Please send your video after the event to the Tutorials Chair.

## After the conference

- Feel free to contact the attendees using Sched to gather feedback and comments.
- Feel free to continue using the CNS 2021 Discord server for discussion during and after the conference.
- Please feel free to set up additional video-conferencing meets to speak to other attendees to emulate informal gatherings at physical conferences.

# Discord Guide

This year, CNS*2021 will be utilizing Discord for interaction among participants. Discord is an online platform where participants can communicate via text messages, voice, and video chats.

## Getting Discord

There are 3 ways to login to the Discord server:

1. Through your browser : https://discord.com/app
2. On your Desktop : https://discord.com/new/download
3. On your Mobile devices (Google Play Store for Android users and Apple App Store for iOS users)

While not necessary, we suggest you install the Discord app on your device since it provides more flexibility.

## Logging in

After registering for a Discord account, connect your existing discord account to the CNS*2021 server by using this link: CNS*2021 .

## Getting Started on CNS*2021 server:

Upon joining the CNS*2021 discord server, you arrive at the #welcome channel.
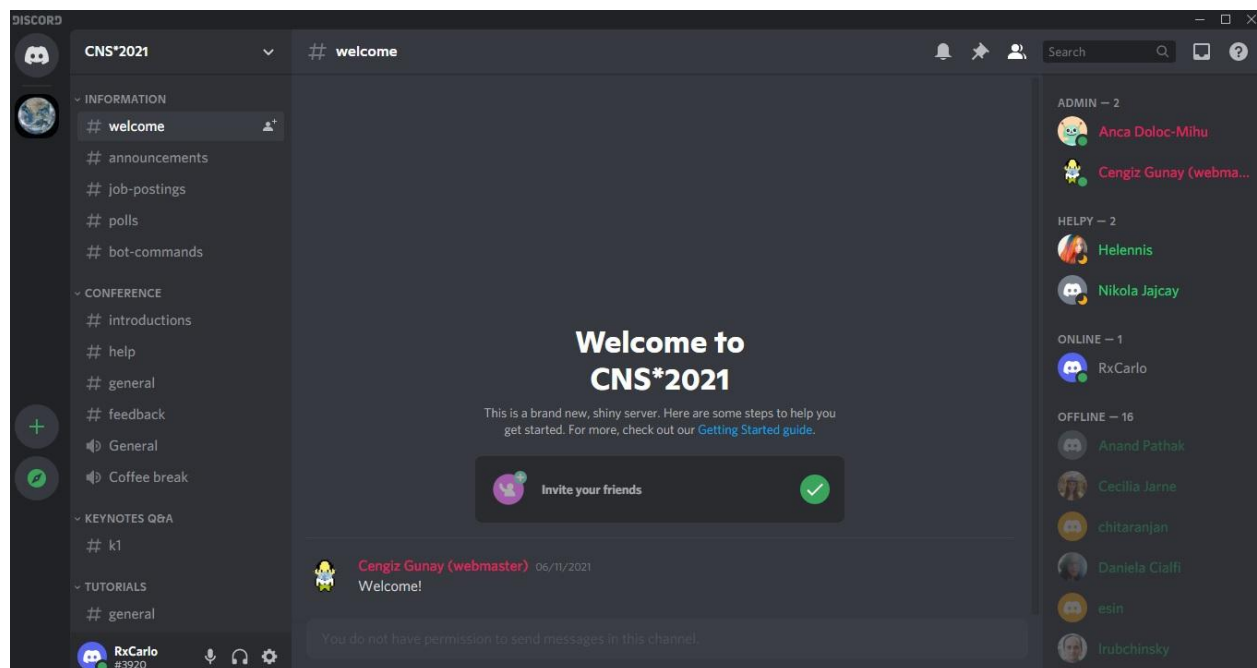
We recommend that the participants change their nickname to the name with which they registered for the conference. (This allows the organizers and participants to easily identify and contact you when necessary).

## Changing your Nickname

**Desktop**: Click the dropdown menu near 'CNS*2021' (on the left panel). You will find the 'Change Nickname' option.
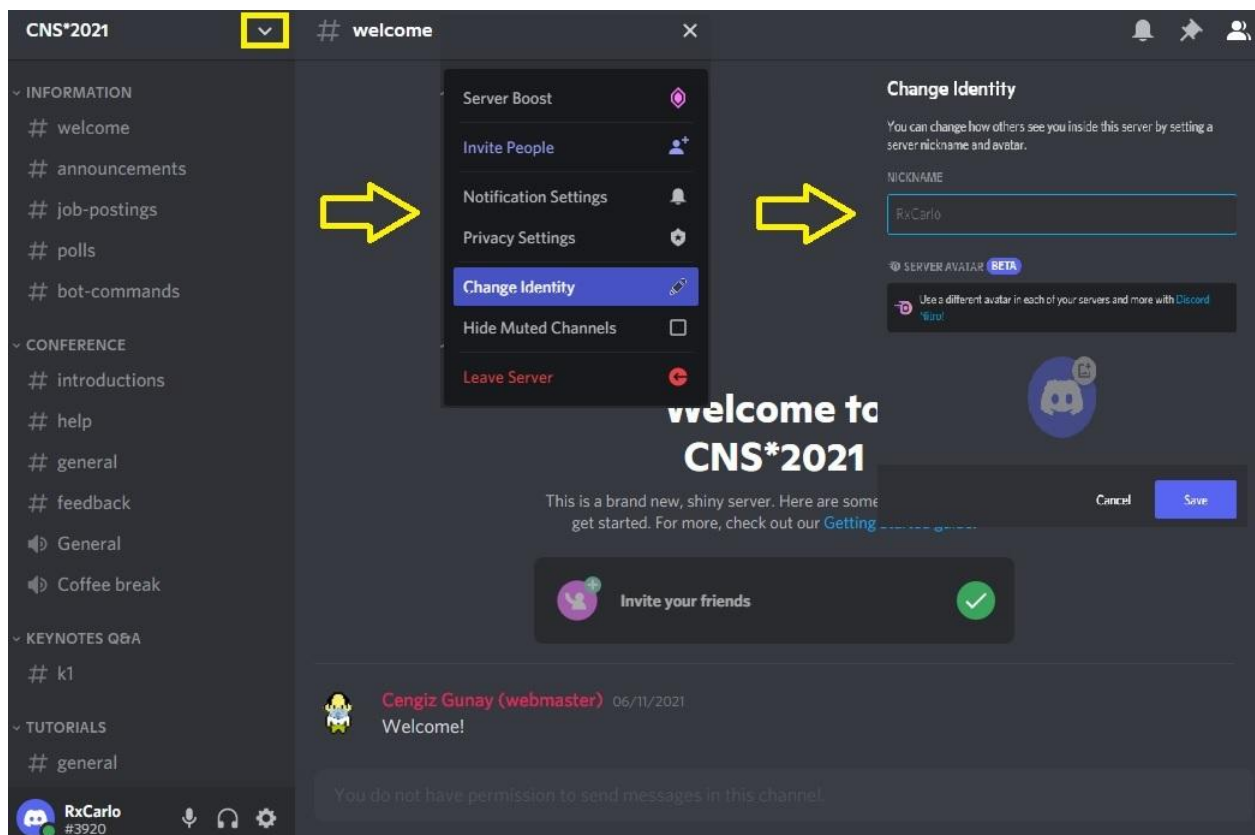


**Mobile**: First, click the 'menu icon' (three horizontal lines on the top left) and then click the 'CNS*2021', where you will find the 'Change Nickname' option.
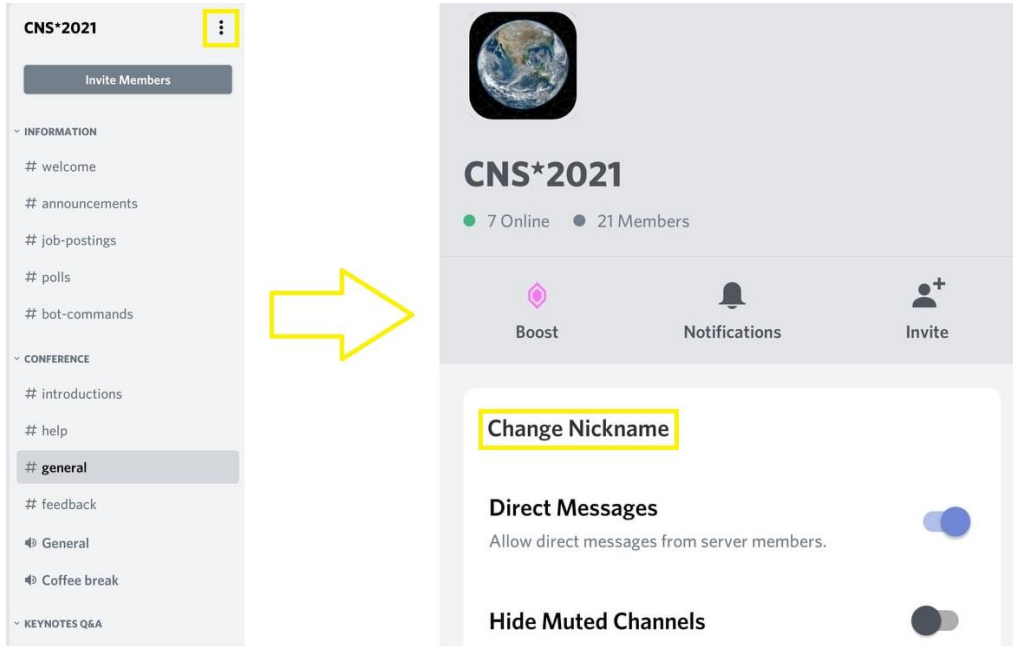
## Navigation

Please feel free to navigate over and explore the other available channels on the left side panel.
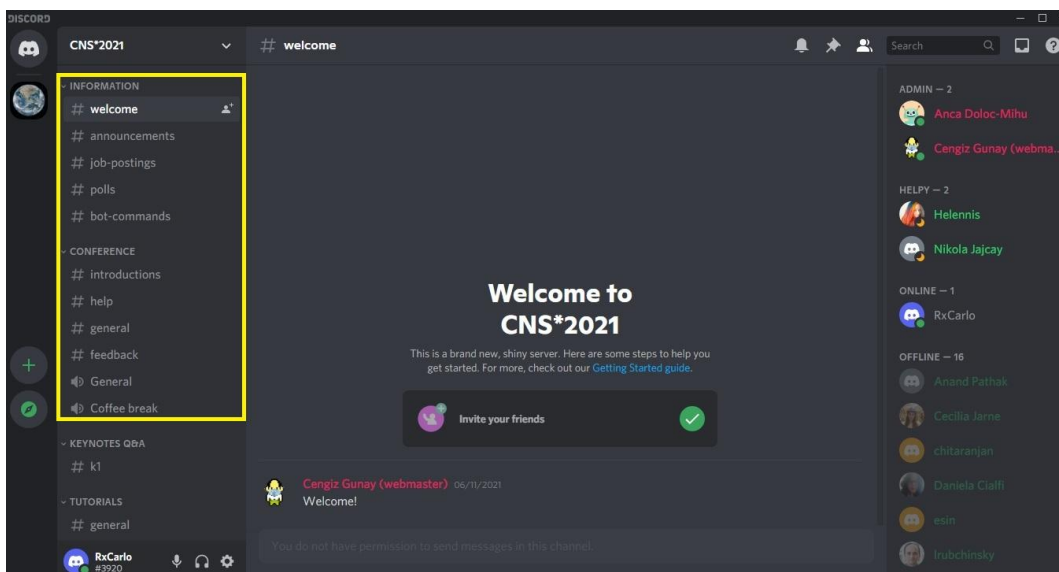


## Getting Help

On the right side panel, you can see the admins who are always available to help you whenever you encounter problems in Discord. You can type your queries in the **#help** text channel in the left sidebar. You can also feel free to add as friends the participants with the same or common interests as yours based on the **#introduction** channel so you can start a conversation. With

that, you can see who's online or offline among your friends or even send them a direct message when needed.
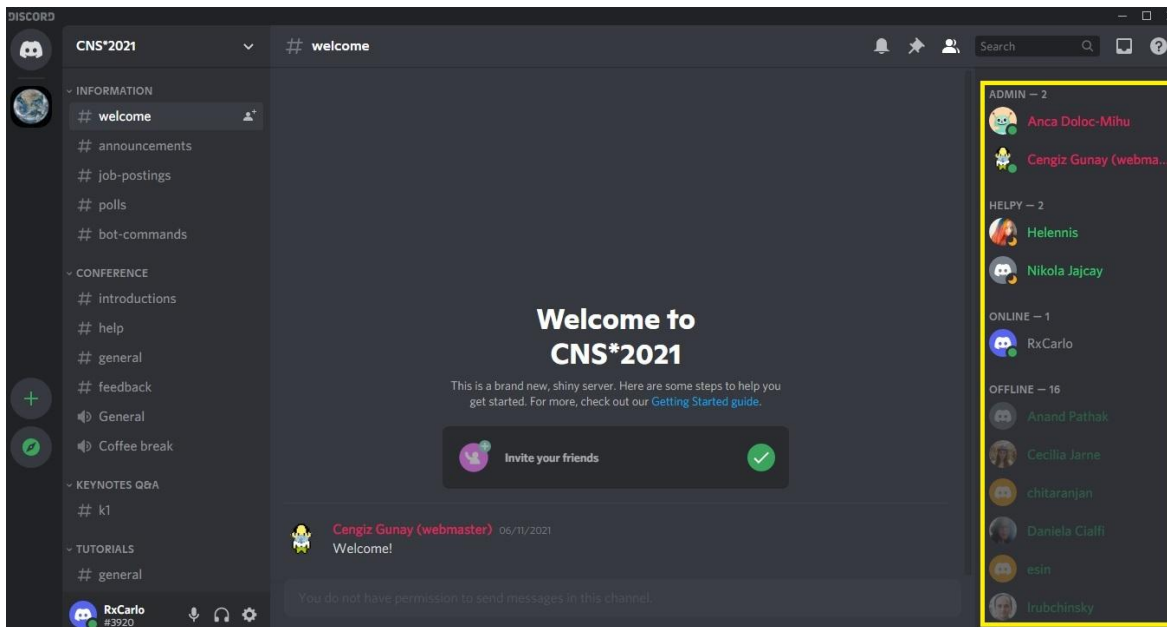


## Joining Discord Text and Voice (Video) Channels:

The Discord server is made up of **Text channels** and **Voice channels**.

**Text channels** are separate spaces for typing text. They keep conversations organized and give everyone plenty of room to talk.

**Voice channels** are where you can hang out over voice and video. There's no calling or ringing required - just click on a voice channel to enter it. Participants in CNS*2021 servers can see you're in there, and pop in to talk, wave hello over video, or share their screen.

## Text Channels

Following the basic instructions for the use of Discord as explained above, it is easy to join voice and text channels. To join text channels, just click the channels with a "#" and then you can immediately start the conversation by sending messages. In addition, you can *react* to other people's messages by clicking on the **smiley/emoji icon** that pops up when you hover over their messages (or long-press on mobile). This way, extra acknowledgment messages are eliminated and keeps the conversation short. In the same menu, if you press the *curved arrow* button, you can **quote and respond** to someone's message and they will get notified of your response.
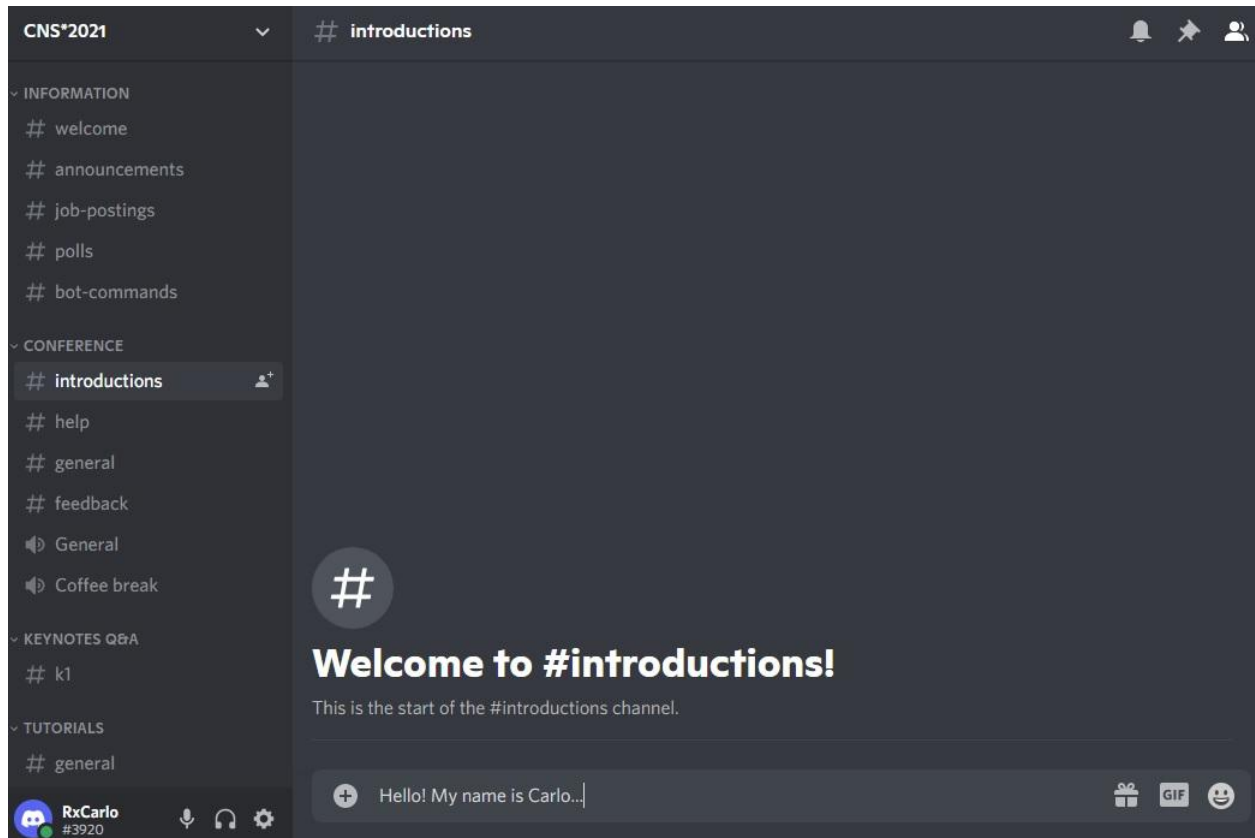
## Tagging People and Groups

Discord makes it easy to notify a certain person or group by prepending the **@ sign**. If you just type @, it will try to complete the name of the current server members. This way you can get the attention of a single person or one of the groups you see listed in the members list (click on the people icon on the top right to see the members).

## Voice Channels

With voice channels, you can either have voice chat or even a video chat. This also allows you to screenshare for your poster presentations.

In order to join voice channels, just click the channels with the "audio logo". After clicking it, you can see the "Voice Connected" in green text which means that you can already start talking and carry out the conversation.

Do not forget to **disconnect** from voice channels after the presentation! Click on the little phone hangup button to disconnect. Otherwise, this is can create a security/privacy problem for you as it will keep an open voice/video connection in your browser and someone entering the channel later may startle you.
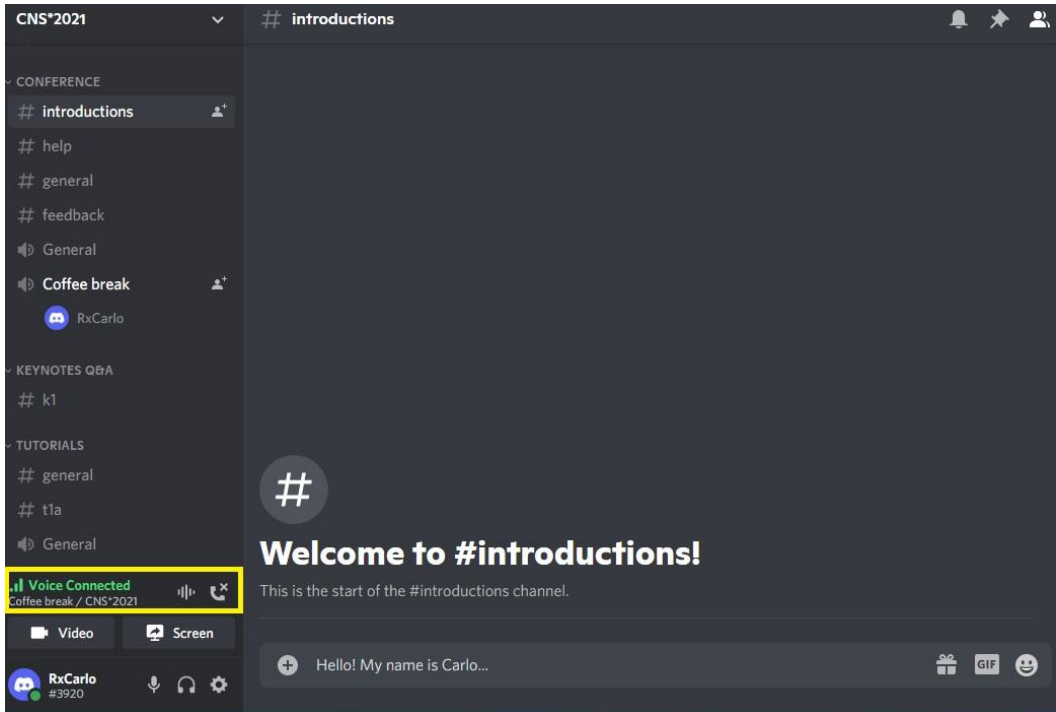
## Sharing your Camera Video

Also, if you prefer video chat over voice chat, you can also do so by clicking "Video" at the bottom left corner.
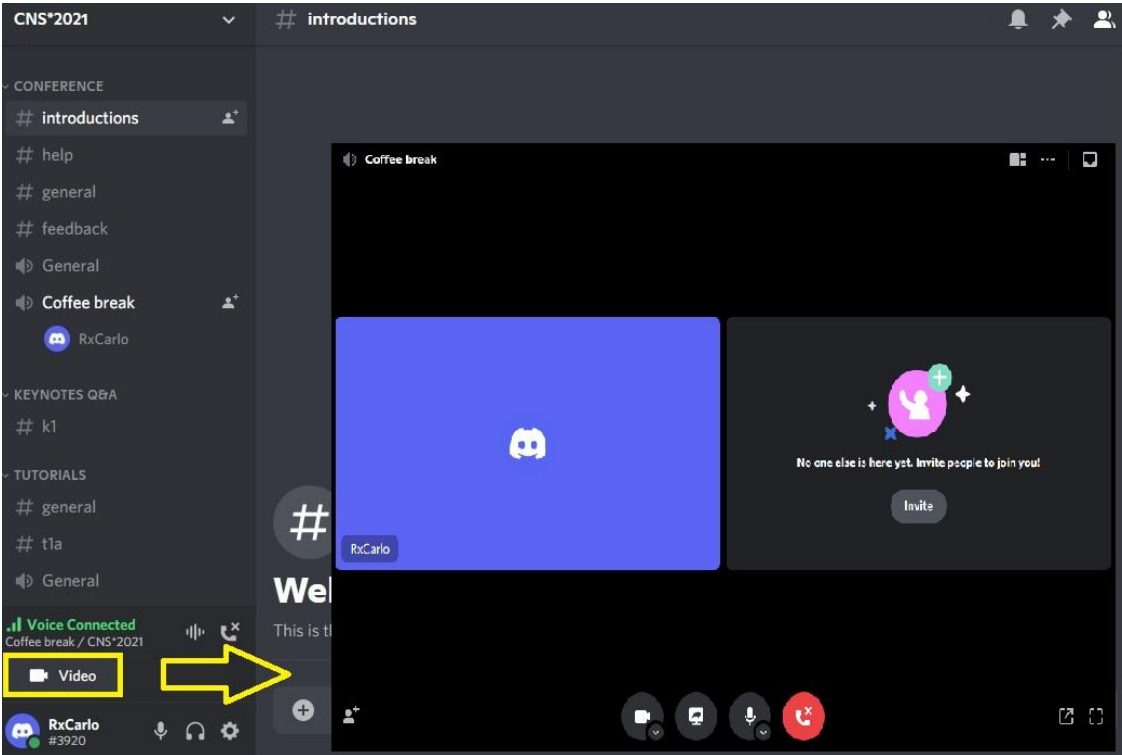
## Sharing your Screen

When presenting a poster or a PowerPoint presentation, you need to share your screen to do that. In order to share a screen, just click the "Screen" at the bottom right corner. Afterwards, select an individual application window to share, or select an entire screen to share. And then just press the "Go Live" button at the bottom of the window when you are ready to share your screen.
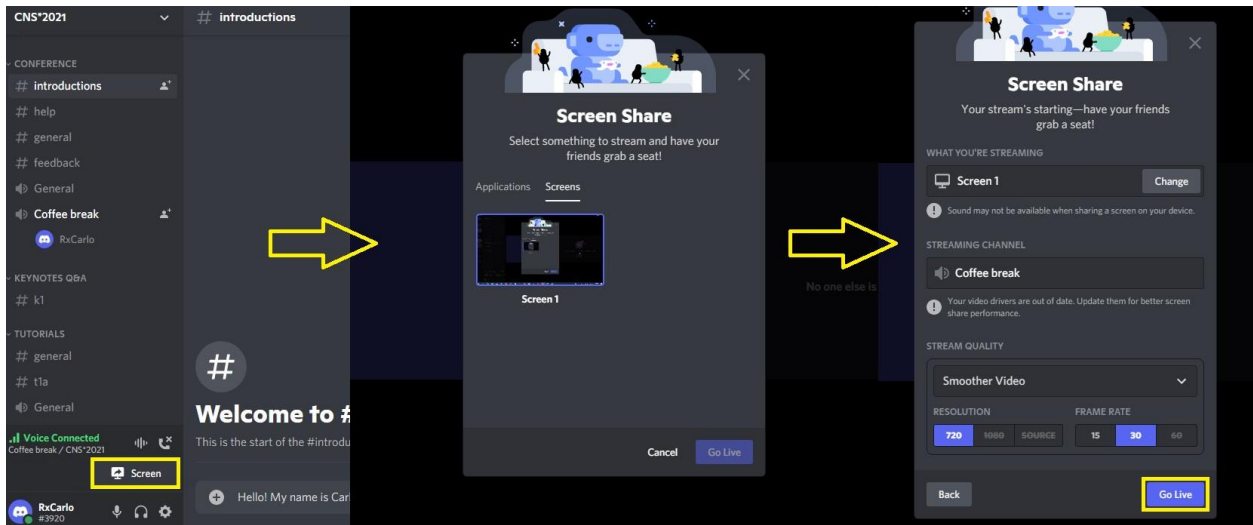


When presenting a poster or doing a lecture, it is very important to reduce the background noise coming from the participants in order to have a smooth presentation. In order to do this, the presenters should mute the other participants.

## Controlling Your Presentation and Audience

First, you can mute someone in a server's voice channel. To do this:
1. Join the voice channel.
2. Right-click or tap on their username to open a menu.
3. Select the "Mute" option. Their audio should disappear immediately.
4. If you have the right permissions — for example, if you're an administrator — you can also select the "Server Mute" option, which will mute their audio for everyone in the server, not just you.
The mute feature is very important for the poster presentations. If someone in your audience is disturbing your presentation, muting will silence them temporarily. If you think they should not be in your presentation, you can also click on "Disconnect", which will drop them from your voice channel. However, they could re-join. If you think someone is disruptive, please reach out to the administrators of the server by sending a text message in the **#help** channel and tagging the **@admin** or **@helpy** groups.
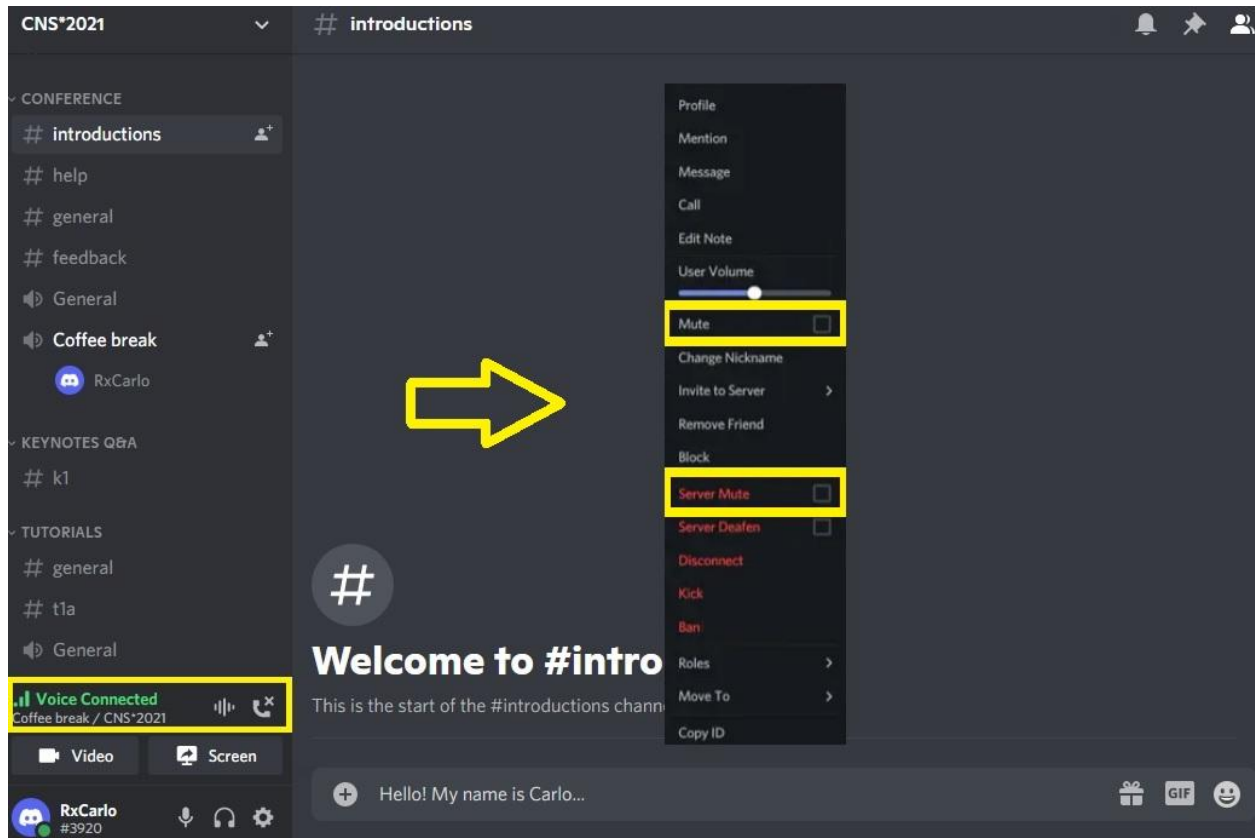
## For Poster and Oral Presenters: Activating Your Text/Voice Channels

In order to activate your designated text and voice channels, type "**!add** *name*" in the **#bot-commands** channel wherein *name* could be in "**pYYY**" for posters (such as p45, p50, etc), or "**oYYY**" for orals (such as o12, etc).

Example for adding **poster #1**:
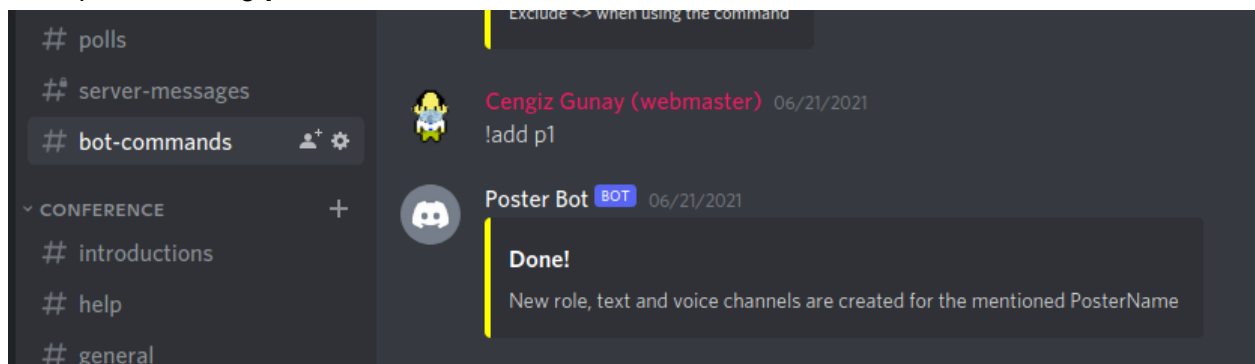


This will result in a pair of text and voice channels to be created, but you cannot see them yet. See next section for making them visible.

# For Presenters and Attendees: Joining Poster and Oral Presentation/Discussion Channels

By default, channels for poster and oral presentations are hidden from the presenters and the audience just to keep the channel list shorter and so you can focus on the presentations you are interested in. To make a presentation's text and voice channels visible, type "**!see** *name*" wherein *name* could be in "**pYYY**" for posters (such as p45, p50, etc), or "**oYYY**" for orals (such as o12, etc).

Example for making visible **poster #1**:
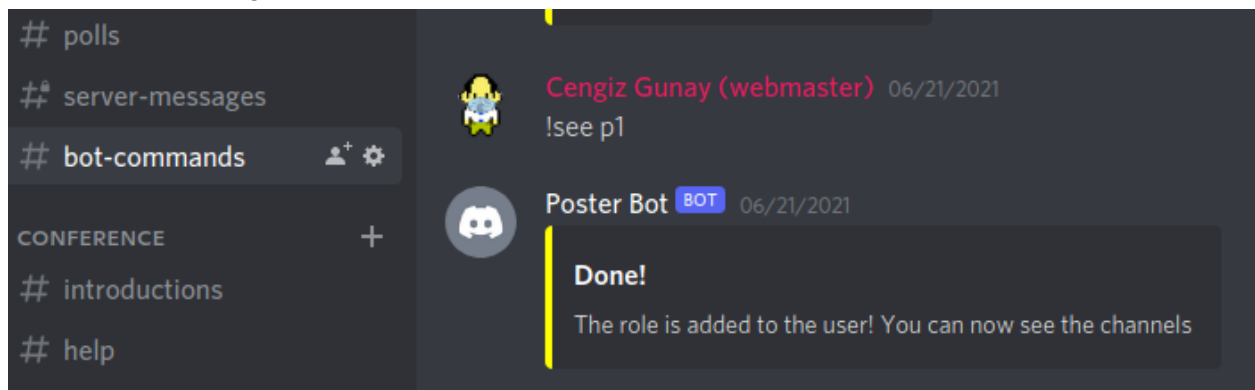


After this, you need to check the "Posters/Orals X" categories at the bottom of the left sidebar to find the channels that popped up:
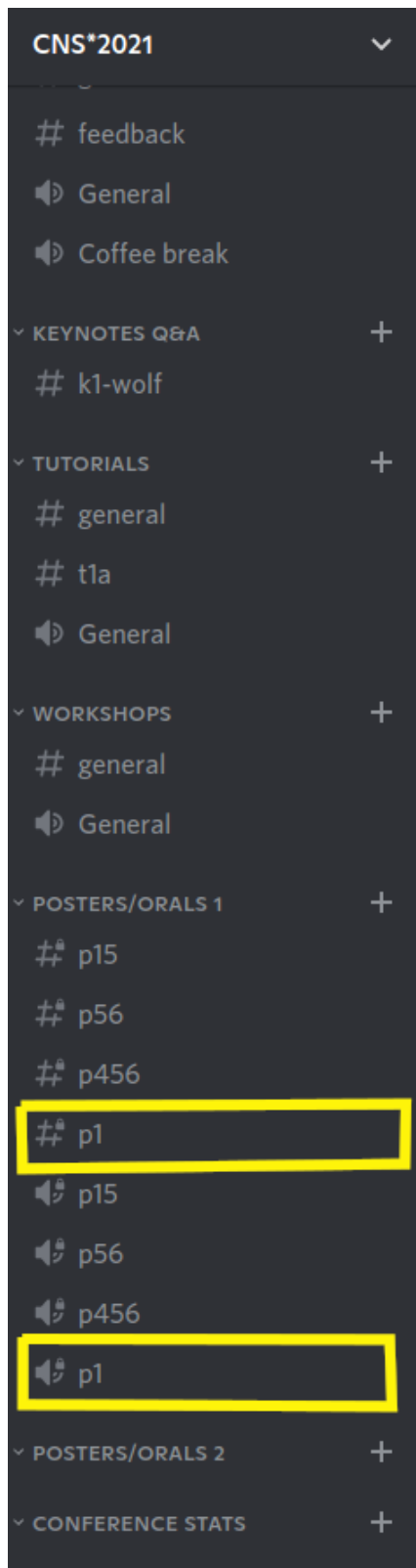
Notice that the text and voice channels for the same presentation may show up separately.
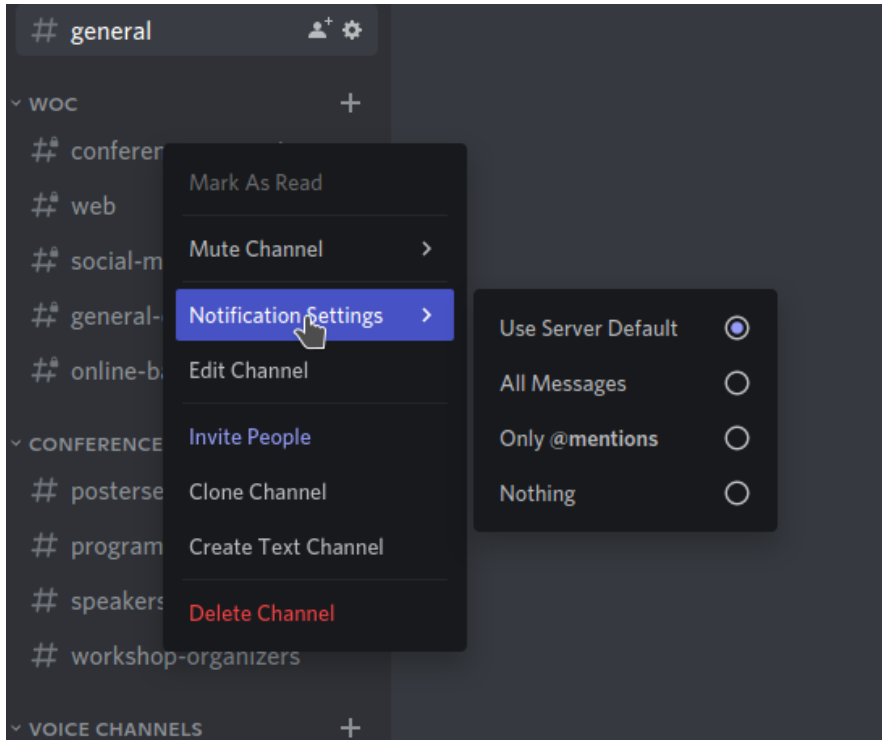
# Notifications

Discord does a great job of filtering out what's not important to you. But you'll have to configure it properly and again I highly recommend using the mobile app and tuning it to only things you are interested in so you are never bothered with extra notification emails!

If people chatting in one channel is bothering you, you can **right-click on the channel name** to mute that channel for a duration:
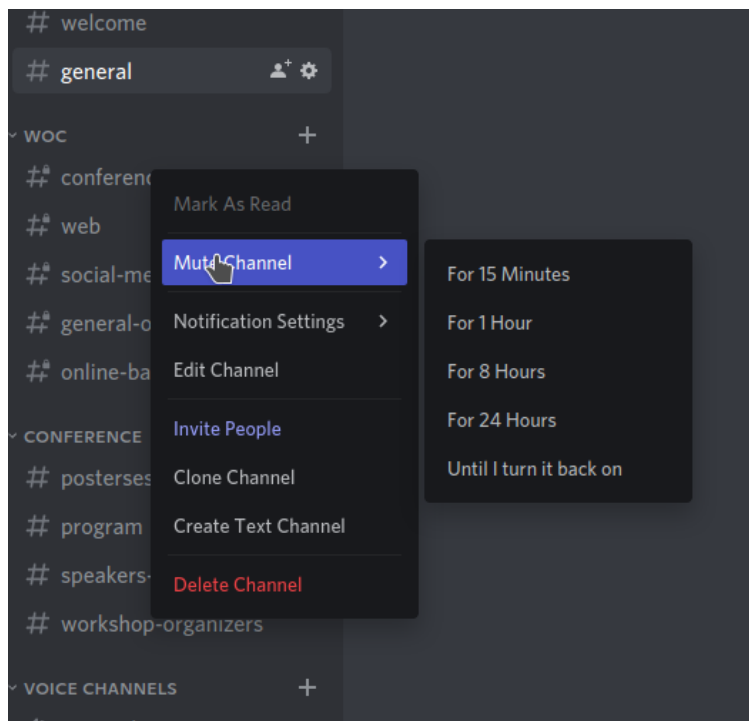


If you do not want to be notified about content in a specific channel, you can adjust its **notification settings permanently** in the same menu:

Here, you can change the settings between "**All messages**" which will make it noisy, but may be preferable if you really want not to miss anything; "**Only @mentions**" will only notify you when someone tags your name or uses one of the team notification tags (like @everyone); and "**Nothing**" will just make it ignore all activity, but you can still click on the channel to read when you want it.

In addition, you can select quiet hours in the options menu and decide to silence the whole server from the server menu.