

DPS 2021 Slack

Installing and Joining Slack

You must be registered and invited to join the DPS Slack channel

Download slack: <https://slack.com/download> (it will detect what system you have)

<https://dps-53.slack.com> is the browser version

Civility

It is expected that everyone will follow the AAS Code of Ethics (<https://aas.org/policies/ethics>) during the DPS meeting. We want to be civil to each other and foster a welcoming community.

If you have witnessed or experienced a situation of concern, please see “Conduct Response Team,” below.

Slack as a platform for questions and discussion:

We’ve decided to use the program Slack (available for download onto computers and personal devices) for live discussion during and after panels, to leave suggestions for meeting organizers, and to converse with your fellow DPS members. Slack is available via a web page or can be downloaded onto your computer or as a mobile phone app.

-To download Slack, follow this link:

Quick guide: <https://slack.com/resources/using-slack/your-quick-start-guide-to-slack>

-To access the DPS 2021 Slack channel, follow this link (it is helpful to use the same email address you use for other Slack channels, so that your app can find the request):

DPS 2021 link: <https://dps-53.slack.com>

-Please go to the upper left to update your profile. For your name, please use your preferred (?) first and last name so people can recognize you. Your Full Name will show when you post, whereas your Display Name will show when you are tagged. More information here: <https://slack.com/help/articles/216360827-Change-your-display-name>

Your preferred pronouns can be placed after your name in the Display Name and/or Full Name boxes. There is also a section on your profile page to fill out your preferred pronouns. We recommend also uploading a headshot picture of yourself for your profile photo--it helps with networking in an online environment. Feel free to add a description of your work in the “What I Do” field, as well as your twitter handle if desired.

-You can join each channel that is of interest to you using the + button, find it, then “join.” Detailed information here: <https://slack.com/help/articles/205239967-Join-a-channel>

-Channels can be rearranged on the sidebar to custom sections, e.g. Science Session, Exhibitors, Plenaries/Townhalls. You can also star or mute specific channels, as well as customize what notifications you receive. Learn more here

<https://slack.com/help/articles/360043207674-Organize-your-sidebar-with-custom-sections> and here

<https://slack.com/help/articles/360056534254-Manage-notifications-for-specific-channels-and-direct-messages>

-If you’re presenting, please find the channel that corresponds to the session of your presentation and join it. (Channel names are preceded by hashtags #, and shown in a list below the main channel, e.g. #100_giant_planets_1_jupiter.). This is where others will post questions for your live panel. The moderator will use these questions to drive discussion during the panel, so it is not necessary to answer them prior to the panel discussion. After the panel, feel free to address any remaining questions as well as any new ones that appear.

- If you have Slack open when you are presenting, please be sure to turn off sound notifications.

-As you watch recorded talks, please go to the appropriate channel for the session of the talk, and post your questions for that session. You can use the @ symbol to direct a question towards a particular person or the # symbol to direct it to the channel. These questions will be used by the chair of the session in the live discussion. There will also be opportunities to ask questions during the panel, but posting a question in advance gives the presenter time to prepare for it and answer it best. Also, your question is more likely to be asked live if it is posted more than 24 hours in advance.

-Slack has lots of capabilities for handling discussions. Try to use threads when appropriate. Feel free to start discussions in the session, #social_ice-cream_bar channels, whichever is appropriate. You can even make a new channel or reach out to individuals via direct messaging. The organizers are monitoring the #help channel, and will try to respond to questions and requests promptly. Lastly, the organizers ask that everyone follow good netiquette (<https://aas.org/policies/meeting-etiquette>) in all interactions and keep discussions productive and inclusive.

- Please be very careful about deleting past comments made by you (and we recommend generally not deleting comments) - should others have replied to your comment, deletion of your comment may cause deletion of a linked thread, or at least confuse the record of discussion.

Summary:

Quick guide: <https://slack.com/resources/using-slack/your-quick-start-guide-to-slack>

DPS 2021 link:<https://dps-53.slack.com>

Step 1) Fill in your profile with your name and pronouns (add link to <https://slack.com/help/articles/204092246-Edit-your-profile>)

Step 2) Reply in thread to comments of interest (link here: <https://slack.com/help/articles/115000769927-Use-threads-to-organize-discussions->)
Step 3) Be excellent to each other.

Other Handy Slack Links

<https://slack.com/resources/using-slack/your-quick-start-guide-to-slack>

<https://slack.com/resources/slack-101>

<https://slack.com/resources/slack-101/navigating-slack>

<https://slack.com/resources/slack-101/set-up-slack>

<https://slack.com/help/articles/360043207674-Organize-your-sidebar-with-custom-sections>

If you need additional help, please contact Tim Holt: timothy.holt (at) usq.edu.au.

Channels

Channel names start with a '#'.

The channels corresponding to the scientific sessions start with the session number (e.g. #100_giant_planets_1_jupiter). You will need to join each channel that is of interest to you (+ button allows you to search through existing channels or create a new one).

The channels for our exhibitors start with a #exb* (i.e. #exb_aas_pub).

And look for some social channels (#social_*) such as #social_Ice-cream bar , which is to be used as a space for a random discussion with content that may not fit in other channels. Please leave '#Announcements' for announcements. There are also specific channels for each of the formal meet-ups, eg. '#event_wips'. These can also be used by the various communities as discussion areas.

Conduct Response Team

If you see or experience an incident of concern (such as harassment or bullying), please report it to the Conduct Response Team. They can be reached in the following ways:

- The email address dpsresponseteam@aas.org
- The #_conductresponseteam channel on the DPS 2021 Slack workspace
- If you would prefer to contact an individual Conduct Response Team member, you may do so via Slack private message

The names of Conduct Response Team members will be posted in this space in due course. Conduct Response Team members will have "CRT" as a prefix to their name within the DPS 2021 Slack workspace, so that they may be easily identified.

Please do not assume that the Conduct Response Team are aware of any problematic situation you might witness. Conversation on the Slack channels may become quite voluminous, so even if you are not sure whether a situation is problematic, the Conduct Response Team will rely upon tips from the community regarding where they should direct their attention.

Any individual who believes that he or she has been subjected to harassment should complete the [online reporting form](#) to submit the incident for review. All complaints will be treated seriously and be investigated promptly. Confidentiality will be honored to the extent permitted as long as the rights of others are not compromised.

Advice for reporting sexual or other forms of harassment is available on the website of the Committee on the Status of Women in Astronomy (CSWA, <https://aas.org/comms/cswa/advice>). Here is a summary of the more detailed information available on the CSWA website:
Write everything down (times, places, nature of the incident, and comments made). Save emails, notes, etc. Tell someone you trust. It is likely that you will have to write and sign an official letter of complaint, documenting the nature of the harassment and/or discrimination. Be as detailed as possible. Supporting documentation and statements from witnesses should be submitted with your letter.