



University of Stuttgart
Germany



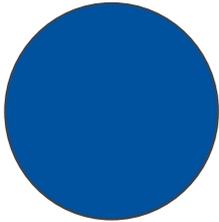
The Future of Airborne Infrared/Submm Astronomy

A Participant's Guide
through Galaxies

Last Update:
2021-07-23 11:00 UTC

July 26-28
2021

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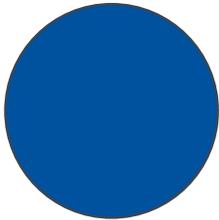


WebEx-Meetings

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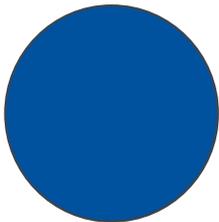
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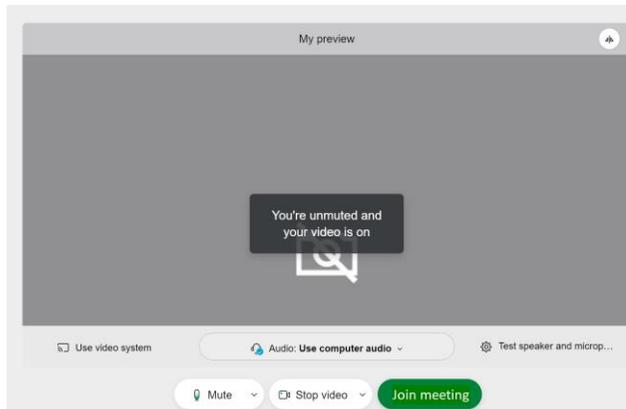


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WebEx Meetings

How to join the Workshop-Meeting

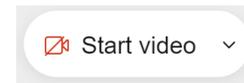
- You can find the **link to the sessions in your e-mail**
- Use the same link for all sessions and for all 3 days of the workshop
- Click on the link or copy and paste it into your browser of choice
- Make sure you are on **mute and your camera is turned off** before joining the meeting:



- The microphone symbol should show this to indicate that you are muted:



- The camera symbol should show this to indicate that the video is turned off:



- If you did not get your link please contact astroworkshop2021@dsi.uni-stuttgart.de
- Each session starts 15 minutes early, so you can settle in and solve technical issues in time

WebEx Meetings

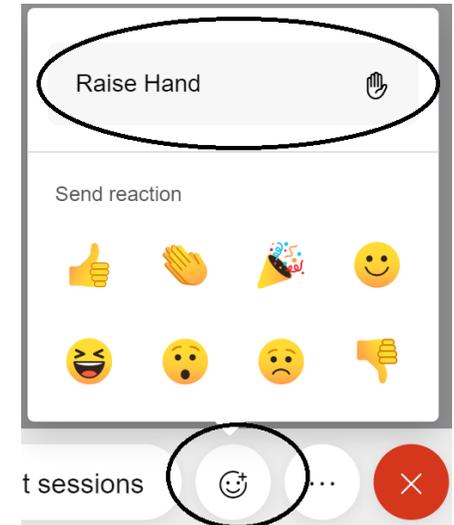
Client Software

- Webex is either available as desktop app via download (<https://www.webex.com/de/downloads.html>) or as browser plug-in (*Web App*, no installation needed). Note that Webex applications are different in each operating system and each browser. Please familiarize yourself with the application you use in advance.
- Full functionality is provided in
 - Windows Desktop App
 - MacOS Desktop App
 - Google Chrome Web App
 - Firefox Web App
 - Microsoft Edge Web App
 - Safari Web App
- Especially the Linux desktop app lacks some functionalities. It is not recommended to use one of these during the workshop.

WebEx Meetings

Discussions and Questions during presentations

- If questions arise during a presentation please do not interrupt the presenter. You have 2 options to ask questions:
- Option 1:
 - **Raise your virtual hand** to indicate that you have a question
 - A click on the Smiley-Face opens a window with reactions, one of them is Raise Hand. Click on Raise Hand and the Chair will call your name to ask your question.
 - **Unmute yourself, turn your camera on** and ask your question (Indicator: )
 - When done, **turn your camera off and mute yourself again** to not disturb further discussion (Indicator: )
 - If you need to show some data while asking a question, you can do so by clicking on the share button



Mattermost

Discussions and Questions during presentations

- Option 2:
 - **Ask questions in the respective Mattermost channel**
 - The name of the Channel to each session can be found on the programme (<https://conference.dsi.uni-stuttgart.de/event/10/page/101-programme>)
 - A **click on chat** will lead you directly to the channel to ask your questions

Programme

Monday, 26th of July, 2021	
CEST	PST - duration - title - speaker - (presentation code) - abstract link - chat link
<i>Session 0 - Introduction, Chair: B. Schulz</i>	
15:00-15:10	06:00-06:10 10 Workshop Purpose and Logistics - B. Schulz (0-01) chat
15:10-15:15	06:10-06:15 5 DSI Director Welcome - A. Krabbe (0-02) chat
15:15-15:25	06:15-06:25 10 NASA Instrumentation Roadmap - M. Meixner (0-03) chat
<i>Session 1 - Solar System, Chair:</i>	
15:25-15:45	06:25-06:45 20 Observation of the solar system from stratospheric platforms in the far infrared - P. Hartogh (1-01) abstract chat
15:45-16:00	06:45-07:00 15 Detection of complex molecules in planetary atmospheres with high-resolution infrared spectroscopy - C. Nixon (1-02) abstract chat

- To get to know Mattermost jump to the next slide for a more detailed instruction

Mattermost

How to Sign in

- Mattermost is an online platform where exchange and discussions between participants and presenters of the Workshop as well as hosts is possible
- You can find **access to Mattermost in your e-mail** (note: the e-mail you receive the link to Mattermost to is the e-mail you'll use to log in to Mattermost):
 - The first step is to **reset your password** by clicking on the link in the e-mail
 - Enter your e-mail address in the opening browser window
 - You'll receive an e-mail to reset your password
 - Enter your password (minimum 10 characters) and remember it well
 - You have signed into Mattermost
- If you did not receive an e-mail, please contact astroworkshop2021@dsi.uni-stuttgart.de

Password Reset

To reset your password, enter the email address you used to sign up



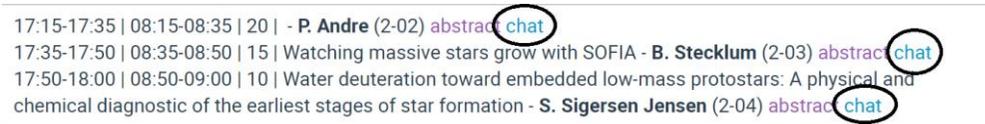
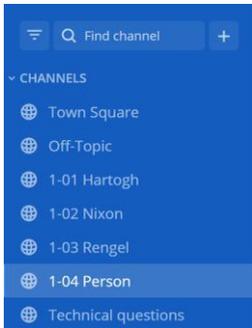
Reset Your Password

Click the button below to reset your password. If you didn't request this, you can safely ignore this email.

Mattermost

What to do next

- On the left side of your screen you can find the channels you have joined by default in your *channel-list*:
 - **Town Square**: This is the default chat channel for anything about the workshop
 - **Off-Topic**: For anything else
- To join all other channels for the respective talks click on **chat** in the programme. These will then show up in your *channel-list* on the left side of your screen.

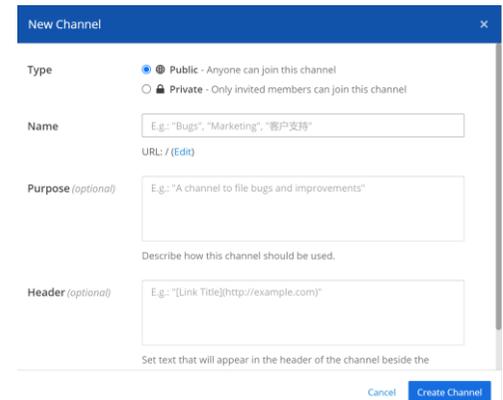
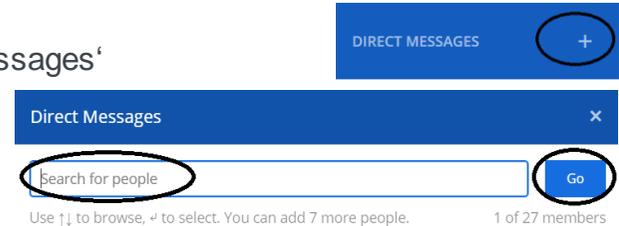
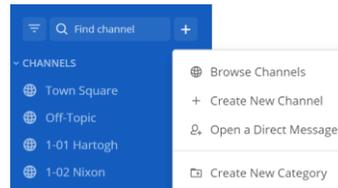


- Via drag and drop you can sort the *channel-list* in your own order
- If there is a new message in a channel, it will appear in **bold letters** in your *channel-list*
- These channels are for:
 - Asking questions while the presentation is ongoing
 - Discussions afterwards
- If you need help you can join the 'Technical questions' channel and ask your questions there
- Please note: the discussions taking place in the various session channels will be used to create the workshop summary

Mattermost

Direct Messages & Creating a Channel

- Direct messages are possible and you can also create your own channel if you want a more **private space for your discussion**
- Note: **Direct messages and private channels** will be private and thus cannot be used to create the workshop summary
- To start direct messaging, click on the + next to ,Direct Messages‘ underneath your *channel-list*
- Type the name of the person you want to talk to in the search bar and click **Go**
- To create a channel click the + next to the search bar and then ,Create New Channel‘
- You can then choose to either create a public or a private channel



Useful Links

- Workshop Homepage: <https://conference.dsi.uni-stuttgart.de/event/10/overview>
- Workshop Programme: <https://conference.dsi.uni-stuttgart.de/event/10/page/101-programme>
- Contact E-Mail: astroworkshop2021@dsi.uni-stuttgart.de
- Direct Path to Town Square: <https://talk.dsi.uni-stuttgart.de/ir-submm-2021-7/channels/town-square>

- Mattermost User's Guide: <https://docs.mattermost.com/guides/user.html>
- Webex Help Center: <https://help.webex.com/en-us/>

Note: The link to the Workshop Webex-Meeting was sent to you by e-mail.