

# **Important information**

XXIV DAE-BRNS High Energy Physics Symposium  
2020

Version 1.00

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## 1 Virtual talk session etiquette

1. No questions will be allowed in between plenary sessions. Note down your questions and ask at the end.
2. Use the chat window properly. Chat is allowed only between the participant and the host/co-host. The host/co-host will pass the message to the speaker if it is a question or try to solve it if it is an issue.
3. Use the 'raise hand' feature to ask questions. Make the question concise.
4. Both parallel and plenary sessions will be recorded
5. If you have more questions/need to discuss with the speaker, you can do so at a later time in one of the **SLACK** channels dedicated for the session.
6. Parallel session agenda/connection information will be shared with the participants through mail. The sessions will be summarized on the last day.

## 2 Virtual poster session etiquette

1. Poster sessions will be organized using frame.
2. Each poster will have it's own FRAME link. The links will be shared with the poster presenters and the participants before the day of the session.
3. 15 people will be able to listen to a poster at a time.

## 3 ZOOM

The symposium will be held virtually using the **ZOOM** video conferencing software. In order to ensure good experience during the conference, we recommend participants, speakers and session chairs to download the latest version of ZOOM available for their operating system / platform.

### 3.1 Recording

All the parallel and plenary sessions will be recorded. By registering to the symposium, you agree that the sessions can be recorded.

### 3.2 Hosts and co-hosts

Each session will have a host and a co-host. The host ensures that the session runs smoothly without any technical difficulties. The co-host is the chair. Your questions if any should be directed to the co-host always.

## 4 Information for session chairs and speakers

1. Session chairs and speakers should join the meeting room 15 min before the start of each session and ensure proper connection.
2. Session chairs are by default co-hosts of the session. They are responsible for the introduction of speakers, time management and direction of question & answers.
3. Speakers should strictly stick to the time depending on the type of talk.
4. Speakers must upload their talk at least a day before their talk.

## 5 FRAME

Poster sessions will be arranged using [FRAME](#). Links to FRAME rooms will be sent by mail to all registered participants. FRAME is in beta version and is pretty easy to use. It does not require any download and can be accessed using a web browser on PC and mobile devices. Check it out!

## 6 SLACK

SLACK is available for almost all platforms and can be downloaded [here](#).

When you register to the symposium, you will have the choice to join various slack channels depending on your interested topic. After registration, the invites are sent to your registered email ID. If you were not able to ask questions to the speaker due to lack of time or any other reason during talk sessions, you can always ask the questions on the respective SLACK channels. Make sure you post your question/comment in the right channel.

## 7 Code of Conduct

### Integrity

DAEHEP2020 organizers and participants will:

- Follow ethics and intellectual honesty
- Be fair and impartial.
- Not resort to any act or omission intended to deceive others.
- Respect privacy
- Not misuse of authority or position
- Avoid conflict of interest or situations that could be perceived as such.

## Professionalism

DAEHEP2020 organizers and participants will:

- Avoid arguments and conduct themselves professionally.
- Nurture a positive atmosphere which encourages free expression, new ideas and knowledge sharing..
- Not resort to harassment in any form: verbal, non-verbal, written or physical.

## Diversity

DAEHEP2020 organizers and participants will:

- Treat others with courtesy and respect.
- Act politely and refrain from discrimination in all forms
- Respect, appreciate and value differences, foster equality and promote collaboration.
- Avoid and strongly discourage remarks or actions on the basis of sex, age, religion, beliefs, nationality, culture, ethnicity, race, sexual orientation, status, disability or family situation.
- Tactfully avoid statements or actions not intended to be offensive to another person or may be perceived as such.