



Extragalactic Spectroscopic Surveys

Past, Present and Future
of Galaxy Evolution

12–16 April 2021

Online meeting
organised by ESO

Notes for Participants and
Presenters



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1. Introduction

This document summarizes everything that participants and presenters of Galspec21 need to know to participate in the meeting. It gives guidelines for all presenters (please follow these guidelines, to make our life a lot easier), as well as details about the tools we will be using.

Most of this information can also be found on [our website](#). Please do not hesitate to contact us (galspec2021@eso.org) in case of further questions.

2. Code of Conduct

ESO is committed to creating a work environment that is safe, professional and of mutual trust where diversity and inclusion are valued, and where everyone is entitled to be treated with courtesy and respect. ESO organisers commit to making conferences, workshops, and all associated activities productive and enjoyable for everyone. We will not tolerate harassment of participants in any form.

The full Code of Conduct can be found following [this link](#).

3. Guidelines for posters

If you have been assigned a poster presentation, please note the following guidelines. Poster Sessions will be held on Gather.Town (see point 7), which has several limitations on file formats, etc, so we have to use some rules.

- Generally, posters should be delivered to us in **both** of 2 formats for different purposes: **PDF & PNG**. Please deliver **both** formats to us via email or a download link. Where missing, we can try to create the jpegs ourselves, but without guarantee of readability.
The easiest way to create these file formats is to
 - Make the poster as normal in Keynote, PowerPoint, or whatever you want to use.
 - Export to the required formats
- PDF slides can be A0 format, as usual, or any other format that you do find readable on a screen.
 - One page
 - This file will be published on Zenodo, and will get a unique DOI, making it citable, so it is in your interest that the file is indeed readable.
- PNG files should be 1920x2560 pixels (portrait). These are required by Gather.Town, which only allows image files to be implemented. Please do make sure that the file in this resolution is readable on a screen, avoid small fonts. If you want to be completely sure, test it in Gather.Town yourself. Gather.Town allows setting up your own rooms with a free account.
- Avoid uploading multiple versions of your poster PDF. When you finish creating your PDF, check the following:

- Is your poster PDF saved with the .pdf file extension?
 - Is your file size less than 100 MB?
 - Do all your graphs, pictures, and tables include explanations?
 - Is your text color and size easy to read on screen?
- Additionally, we allow for each poster a **1–2 minute, pre-recorded video** ('elevator pitch') about your poster. This will be put next to the poster as an interactive item and introduction for people to watch. If you wish to submit such a file, please follow the guidelines for pre-recorded talks below. These talks are for the conference only and will not be shared on Zenodo.
 - Please submit the Speaker-Permission file signed and returned, in case you want this poster to be published on Zenodo. Without it, we cannot share the file on that platform.

4. Guidelines for pre-recorded talks

The most successful presentation videos are well-narrated, graphically rich presentations of your research that both highlight the main points and fill in the most interesting details. The least effective presentation video is a simple reading of your slides or manuscript.

If you have been assigned a pre-recorded talk, please note the following guidelines. Pre-recorded talks will be hosted on our Youtube channel (see below) ~2 weeks **before** the meeting, so people have time to watch them. Please follow the following guidelines:

- Your slides will need to have audio narration embedded, and then you will need to export the presentation as an MPEG-4 (.mp4) file. Other formats will not be supported. Presentation video files should be no larger than 2GB.
 - All slides of your presentation, formatted for easy understanding of the information on each slide
 - Clear narration with a pause for transitions between slides. PowerPoint, for example, does not record audio during slide transitions
 - Explanations for each graph, picture, and table
 - Widescreen format, using the 16:9 aspect ratio, to utilize the full screen - the standard 4:3 format will work but it will not fill the entire screen when in presentation mode
 - To record your audio, use any kind of microphone, including those built into laptops or tablets, so long as the resulting audio is clear and easily understood
- Deadline to deliver these files is **March 26th** (Friday 2 weeks before the meeting). Please stick to this timeline, so we have time to edit the videos and put them online.
 - Pre-recorded talks are limited to **~10 minutes**, please.
 - Q&A for these talks will happen on our Slack Channels.
 - We will encourage the Chair of the respective Discussion sessions to give a very brief summary of the pre-recorded talks.

- The easiest way to create the required files and recordings of your talk is by using the Zoom meeting software
 - Start your own Zoom meeting (you do not need another guest)
 - Click on 'share screen', and share your presentation software (keynote, power point, etc) only! Alternatively, you can share your entire screen, but we will be able to see everything else you have lying around.
 - Start recording (possibly hidden in the zoom menu under "...")
 - Maximize your presentation and give your presentation as normal. Viewers will see only your slides. They will NOT see your mouse or pointer! If you shared your entire screen, you should be able to use your mouse to point, but be aware that not everybody might see it, depending on the way they are watching.
 - Stop the recording & stop screen sharing
 - End the zoom meeting. Your recording will then be saved in the correct format (but depending on your screen resolution, ideally 1920x1080 pixels)
- PowerPoint also includes a recording feature, but it creates very large files. If you want to edit the video, please keep it to a minimum, and deliver the video to us in the same required format.

To make sure your presentation passes quality control, please review the following before uploading:

- Is your file saved as an .mp4 movie file?
- Is the audio consistent and clear, free from static, hums, hisses, or interference?
- Is the audio at the right level, without having to adjust your volume very high or very low?
- Does your talk start promptly? (your narration should begin within the first 3 seconds)
- Does your recording end promptly after your closing remarks, without being cut off early or continuing for too long?
- Is there audio on every slide? Having audio on every slide ensures that each slide gets the correct timing before advancing. If a slide is self-explanatory, you can simply say, "This slide is self-explanatory."
- Do all your slides, movies, and animations appear correctly?

Once you have reviewed your presentation:

- Rename the file and upload it somewhere where we can grab it.
- Send us the link.
- We will edit these videos somewhat with a starting screen (name, title), so it looks uniform, and put it on YouTube.
- Please also share your slides in PowerPoint, Keynote or PDF format with us. These slides (with your permission) will be put on Zenodo and will be citable. Please make sure the file is as you want it shared, we will not cut out hidden

slides for example. Zenodo will also contain a link to the recorded talk on Youtube.

- Please submit the Speaker-Permission file signed and returned, in case you want the slides to be published on Zenodo. Without it, we cannot share the file on that platform. Permission for Youtube is a strict requirement for pre-recorded talks, as we otherwise cannot share your talk with the registered participants.

5. Guidelines for (live) talks

If you have been one of the lucky ones and have been assigned a (live) talk, please note the following guidelines

- Invited talks are 20 minutes + 10 minutes for Q&A
- Contributed talks are 15 minutes +5 minutes for Q&A
- We have a pretty tight schedule as the meeting is only half days, so please do try to stick to these talk times. We will ask the Session Chairs to be ruthless ;-)
- The talks will be given on Zoom, as you are familiar with. You can simply share the presentation software of your choice.
- We will record all talks. Please submit the Speaker-Permission file signed and returned, in case you want this talk to be published on Youtube. Without it, we cannot share the file on that platform.
- Please also share the slides with us at the time of the meeting. They will be hosted on Zenodo, which will contain a link to the Youtube recording of your talk if that permission is given. Your slides will receive a DOI and will be citable. Please submit the Speaker-Permission file signed and returned. Without your permission, we cannot share the file on that platform.

6. Zoom

The main meeting software will be normal Zoom meetings, we will send the actual link closer to the meeting, along with more detailed guidelines.

- We are up to 250 (!) people, so please make sure to follow the etiquette regarding muting, etc.
- It is ok for you to have your video on. In fact, it would be nice for the speaker to see some interested faces, as giving a presentation is a little less awkward then.
- You can 'raise your hand' on zoom for the Q&A question, and, if you are selected by the chair to ask your questions, please switch on video and ask your question.

7. Gather.town

Gather.Town requires everybody to have a login, so please create one before the meeting and try it out how it works. Please see these [instructions](#) if you would like to know more details about the virtual social platform gather.town. We will use Gather.Town to host out poster sessions here.

Upon login in Gather.Town, an avatar of yourself will appear on a two-dimensional map. You can move your avatar with the cursor keys. When you come close to other people, a video connection is established.

We will have several rooms, both for general interaction and dedicated poster rooms. There will be multiple areas established as “private rooms” (usually indicated by tables), in which you can have private interactions without anybody walking by can overhear you.

When in the poster rooms and in proximity of a poster, press “x” to view the poster. Next to the poster, there will also be a brief introduction video that you can view by walking up to it (it gets a yellow outline) and pressing “x”.

Note that there are two chats in Gather.Town: to chat only with people in your proximity or with everyone who is logged in (use with caution). The chats are non-persistent, i.e. when you log off, all your chat messages are deleted.

We will send the link to the meeting room closer to the meeting. The space will be available throughout the meeting time (and somewhat after that), so feel free to pop in and read the posters outside the poster session time slots.

The poster sessions are mandatory during the meeting, so please make an effort to join them. They are critical person-person interactions and particularly useful for junior scientists.

For best results we recommend using Chrome or Firefox on a computer running Linux, MacOS or Windows to connect to Gather.Town. Also please note that on certain systems Zoom and Gather.Town cannot access your camera and microphone at the same time, so please remember to switch off your camera and microphone in Zoom before using Gather.Town and vice-versa, if you encounter this issue.

8. Slack

We will use Slack for Q&A and other forms of discussion & information. Please follow the usual etiquette. You will receive an invite to our Slack space as soon as we have created it. If you have not received it several days before the meeting, please check your spam folder before sending us an email so we can resend the invitation.

The chat in Slack is persistent, i.e. messages remain there to be read also when you close the website / app. We recommend using the Slack standalone app rather than the web-based app, for a better (faster) interaction.

If you have never used Slack before, we recommend reading the introduction to [Slack](#).

9. Twitter

We will use the hashtag #Galspec21 for the Conference. Please feel encouraged to use it and tweet about the meeting if and when you feel your finger twitching.

10. Youtube

We have a dedicated [Youtube channel](#) to host all videos of this meeting, pre-recorded and 'normal' talks. Videos will be somewhat edited and uploaded to YouTube within 24h of the talks. There will be no livestreaming to YouTube, however.

11. Zenodo

Zenodo.org is a file hosting system that we will use to host posters and presentation slides of all presenters who have given us permission to do so. All these will receive a DOI and will hence be citable after the meeting. Zenodo will also directly link to the talks on YouTube where relevant

12. Certificate of Attendance

If you require a Certificate of Attendance for your participation in this meeting, please do let us know ahead of time, so we can prepare them. We will send those out after the meeting.

13. Bottles

Last, we have purchased glass bottles for the first, live installation of this meeting. Unfortunately, with the meeting being online, we cannot ship them to everybody. However, if you are in Santiago/Chile in the next ~year or have a collaborator who's visiting, we are happy to hand you one of these bottles in the ESO premises in Vitacura. Please inform us via email before your visit, so we can make sure we have the bottle available.

14. Contact points