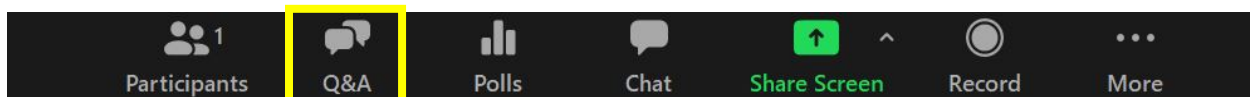


Instructions for All Participants

- It is highly recommended that all participants download and familiarize themselves with the Zoom application in advance. The Zoom app is available for download at <https://zoom.us/download> and can be used on Mac, PC, or smartphone device.
 - For the best user experience, we recommend using Zoom on your laptop or desktop computer and **check that your Zoom software is up-to-date.**
- Your microphone and video will remain off for the duration of the workshop unless you are speaking, presenting, or serving on a panel.
 - This does not apply for the break-out groups where all participants should have their video on.
- Since your video will be off, we recommend uploading a profile picture of yourself to your Zoom account. See instructions for uploading profile pictures [here](#).
- **How to ask a question:**
 - If at any time, you have a question for a presenter, please type your question in the Q&A window in Zoom (if you are unable to send your question in Zoom, please send email it to us at SETI@duke.edu, but please try to keep all questions in the Q&A).
 - During the Q&A portions only, moderators will read questions to the presenter.
 - When asking a question in the Q&A, be sure to also include your name and organization/institute with your question.
 - Lastly, due to time constraints, we may not have time to receive all questions from participants. All questions from the Q&A will be saved and sent to presenters after the workshop, and responses will be circulated to all attendees.



- **Use of chat:** Only use the chat function to send troubleshooting questions to moderators
- Moderators will be labelled as "Moderator:" in the meeting
- Breaks are scheduled throughout the workshop for participants to use the bathroom, find refreshments, and check their email. Moderators will announce and post the times when the workshop will resume.
- Note that Days 1 and 2 of the workshop will be recorded (with the exception of the break-out sessions).
- In the unlikely scenario that the Zoom meeting is compromised, Q&A will be disabled and questions for presenters should be emailed to SETI@duke.edu in real-time.
- If you're new to Zoom, here are a few helpful how-to videos for getting started:
 - [How to join a Zoom meeting](#)
 - [How to use Zoom meeting controls](#)
 - [Other Zoom features and tips](#)