

Friday, July 9, 2021

Dear Sagan Workshop registrants,

This email contains important information about the 2021 Sagan Summer Workshop (SSW). Please read it carefully and let us know if you have questions ([sagan\\_workshop@ipac.caltech.edu](mailto:sagan_workshop@ipac.caltech.edu)).

The following topics are covered in this email:

- Code of Conduct
- SSW Zoom Webinar Registration (separate from Workshop Registration)
- Pre-recorded talks on the Sagan Summer Workshop YouTube channel
- Hands-on Sessions
- “Breakfast/Lunch” with Speakers
- Invitation to Slack Workspace
- Poster/Pop Submission (due July 12) and Poster Sessions

**Code of Conduct:** All participants are expected to behave in a professional manner in all aspects of the workshop and follow this [Code of Conduct](#). Violators will be blocked from the platforms being used for the workshop.

**SSW Zoom Webinar:**

You must register in advance for this Zoom webinar. If you did not receive the Zoom webinar registration link, please make sure you registered for the workshop (<https://catcopy.ipac.caltech.edu/ssw/registration.php>) and email us at the email address above.

Note that registration for the Zoom webinar is *separate* from the regular workshop registration and you must be registered here first to be approved for the Zoom webinar registration.

Once your Zoom webinar registration is approved, you will receive a follow-up email with your individual link to join the webinar. You will use this same link for all 5 days of the workshop. Please do not share this link with anyone else.

A Zoom webinar is different from a Zoom meeting. As an attendee, you can see and hear the panelists and hosts, but will not be seen, and do not have permission to speak (unless granted by the host). If you are a workshop speaker, you will be added to the webinar as a panelist with full audio and video and screen sharing capability.

**Pre-recorded Talks**

Many of the workshop presentations have pre-recorded versions, which can be found on the [Sagan Summer Workshop YouTube playlist for the 2021 workshop](#). Shorter versions of these

talks will be given during the live portion of the workshop, so it would be beneficial if you can view the longer versions ahead of time.

Subscribe to the Sagan Exoplanet Summer Workshop YouTube channel to get notifications when a new video has been uploaded.

**Hands-On Sessions:**

You can find a summary of the hands-on sessions here (<https://nexsci.caltech.edu/workshop/2021/handson.shtml>). We are finalizing details of these sessions and will be sending a follow-up email early next week. Please stay tuned!

**Sign-up for “Breakfast/Lunch” with Speakers (by July 19)**

These informal one-hour Zoom meetings during the week are a chance for the attendees to meet in a small group with the workshop speakers. You can sign up for a maximum of two time slots. If you did not receive the link to sign up for breakfast/lunches with speakers, please email us at the email address above.

**Slack Workspace:**

We will be using Slack to facilitate communication during the workshop and have made channels for the hands-on session, talks, and posters. Please contact us at the email address above if you did not receive an invitation to join the Slack workspace.

**Posters (due by July 12):**

You can find complete information on submitting posters and pops on the main workshop webpage under the Poster and Poster Pop Information header. Poster submission is optional; if you submit a poster, it should be a research poster related to the workshop topic. All submissions are due by 4 pm Pacific on Monday, July 12.

We will be using a Gather space during the workshop for the poster sessions on Monday, Wednesday, and Thursday. The Gather space will be open the week of the workshop and the link will be provided then. Gather offers an interactive, virtual environment in which you can visit poster rooms, view posters and talk to poster presenters and other workshop participants.