

#BOU2021



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**RESTORING
BIRD POPULATIONS**

31 Mar – 1 Apr 2021



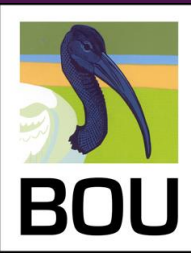
A Guide to the Conference Slack Workspace

#BOU2021

Once signed in, all #BOU2021 attendees will see the setup shown (→). Think of this as your home screen.

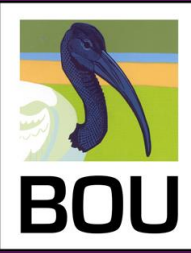
This provides access to conference channels, direct messaging to other attendees, your profile etc.

Once you've signed into Slack



The screenshot displays the Slack interface for the channel '#all_general-conference-chat'. The sidebar on the left shows a list of channels, with '# all_general-conference-chat' selected. The main chat area shows a welcome message from Ryan Burrell (BOUsci20 Conference Organiser) and a message from Steve Dudley. A red arrow points to the '+ Add' button in the top right corner of the chat area.

Job 1: Set up your profile (it is quick and easy - honest!)



If you click on your image in the top right, you will see several options:

- Update status – do this throughout the conference so other attendees know if you are at your computer.
- Edit profile – use this to set your name and any details you wish to include or other attendees to see.
- Preferences – Lots of options for setting your personal preferences for things like notifications, layout etc.

The screenshot shows a Slack workspace interface. At the top, there is a search bar with the text "#BOUsci20 - Climate Change and Birds: Solutions to the Crisis". On the right side, there is a user profile card for "Ryan Burrell (BOUsci20 Conf...)" who is "Active". Below the profile card is a menu with options: "Update your status", "Set yourself as away", "Pause notifications", "Edit profile", "View profile", "Preferences", and "Sign out of #BOUsci20 - Climate Ch...". A red arrow points from the "Edit profile" option in the menu to a modal window titled "Edit your profile".

The "Edit your profile" modal contains the following fields and options:

- Full name:** Input field containing "Ryan Burrell".
- Display name:** Input field containing "Ryan Burrell (BOUsci20 Conference Organiser)".
- Profile photo:** A photo of a man with a beard. Below it are buttons for "Upload an Image" and "Remove photo".
- What I do:** Input field containing "PhD Student, Bournemouth University".
- Phone number:** Input field containing "+447723326461".
- Time zone:** Dropdown menu set to "(UTC) Dublin, Edinburgh, Lisbon, London".

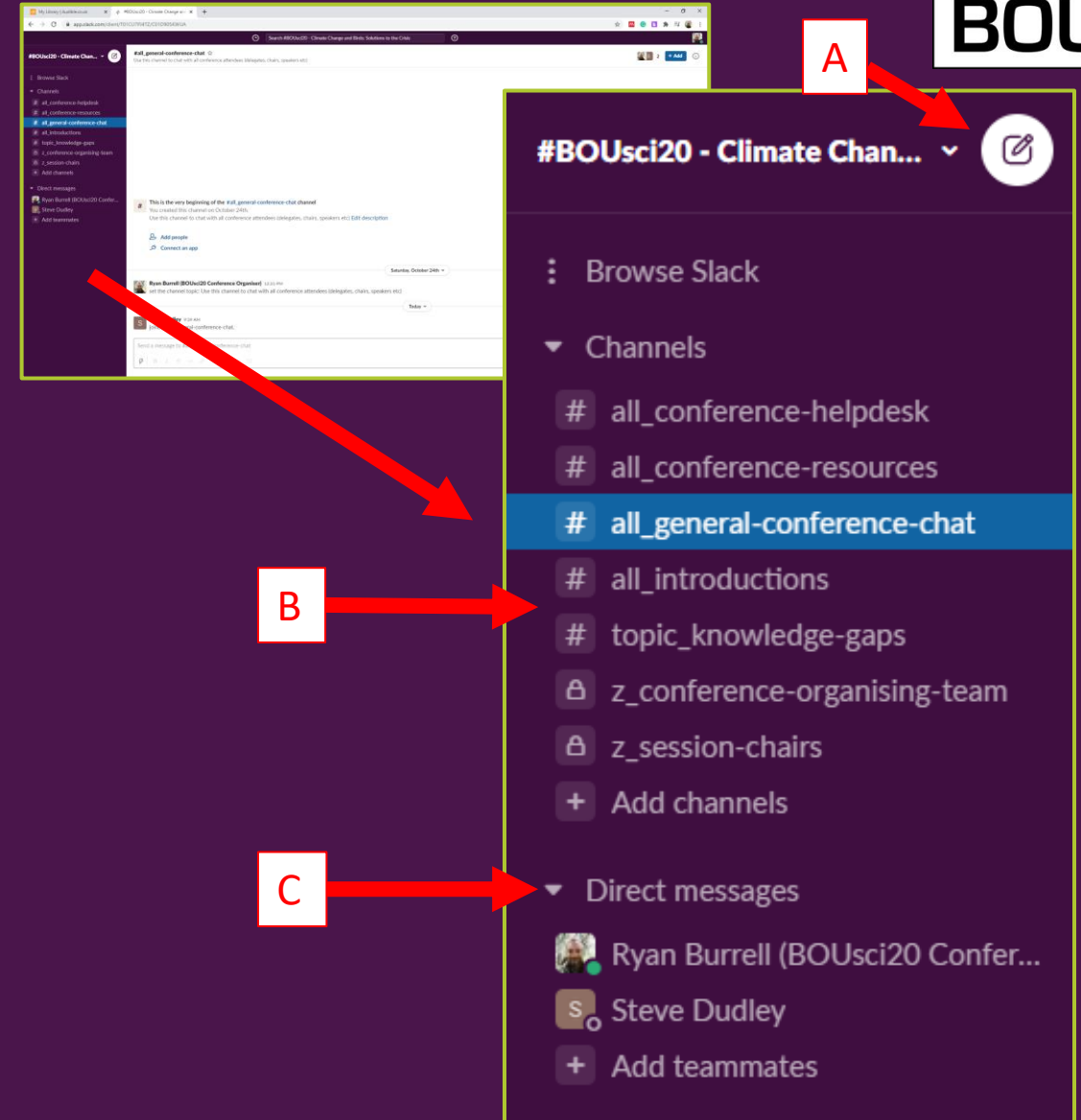
At the bottom of the modal are buttons for "Cancel" and "Save Changes".

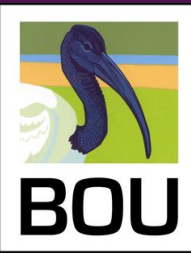


Slack is a channel based messaging platform. For the #BOU2021 conference, it will allow for a much greater level of discussion than the Zoom Chat function alone.

Sidebar (➔) – your way to interact...

- New Message - Use this button to compose a message to any attendee on slack or any conference channel
- Channels – We have several channels for discussions, topics and support during the conference. All attendees will be part of these.
- Direct messages – This is where you can have one-to-one conversations with another specific conference attendee or a group of attendees. You can search for someone directly in the search bar at the top of the slack window or click their name in the sidebar.





Channels allow for open discussion between conference attendees on a range of topics:

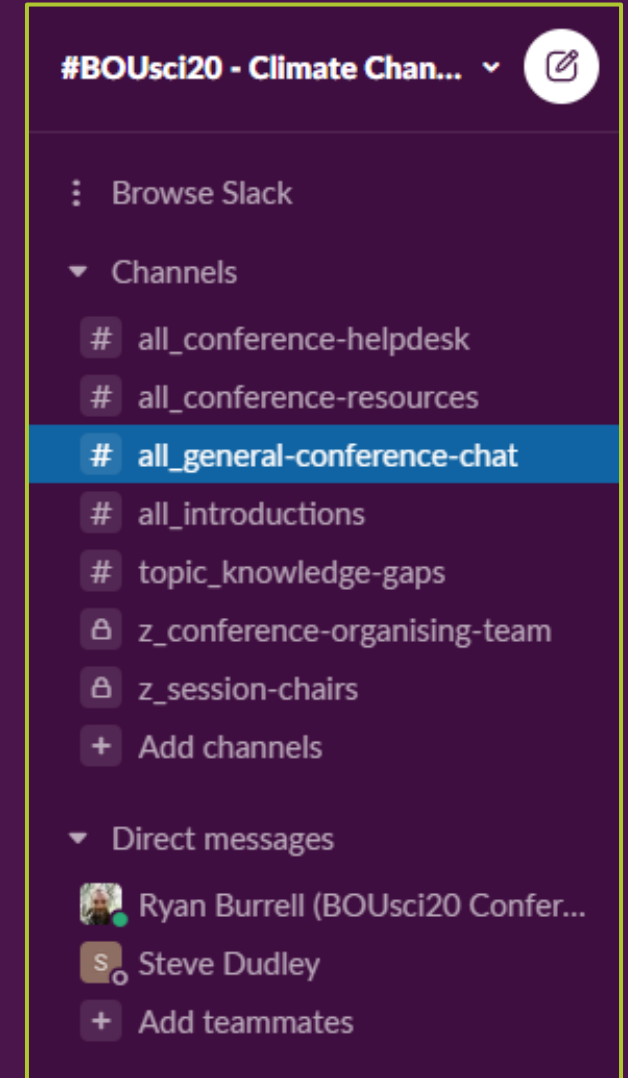
- all_conference-helpdesk – use this to speak directly to the conference organisers for technical support or questions about how the conference will run (we will respond as soon as possible)
- all_general-conference-chat – use this channel for open communication and discussion with all attendees signed into Slack during the conference.
- all_introductions – once signed into slack post your name and a few sentences/photos to introduce yourself. This will allow all attendees to see who you are and who is using Slack.

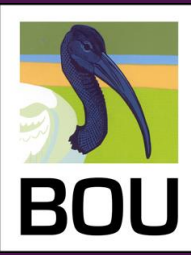
Channel types

- “all_...” – this are channels accessible to all conference members and include things like resources, technical support and general discussion.
- “topic_...” – these are channels where discussion on specific topics can be had. All attendees are able to set up their own topic channels but please use start the name of the channel with this leader. There will also be a Channel for each session to group discussion and question/answers.
- “poster_...” – these channels can be used to have discussions with each poster presenter.
- “z_...” – private channels used for organisation of the conference. Do not worry about these.

Enter a channel by clicking it and a message window will appear to the right

- Get writing
- You can draw the attention of specific attendees to a channel or message by tagging them with a @ (.e.g. “@Ryan Burrell – This conference is great!”)





Direct messaging allows you to contact a specific attendee for one-on-one discussion, or set up conversations with a group of attendees.

To start a direct message with just one attendee:

- Just click the attendees name on the left hand side or search for them in the search bar at the top of the page.

To start a direct message with several attendees:

- Add each persons name in turn then send a message to start your conversation. The this “conversation” will appear in your list of direct messages on the left.

New message
Saved a moment ago

To: @Steve

Steve Dudley Steve Dudley

You can start a private group conversation by adding multiple people. Just search for each persons name when starting a new message

Start a new message

Draft a message, without dis...
From here, you can message any teammate o...
the right person in the list above? Add



Not *every* new message in a conversation may be relevant to you.

Notifications in Slack are different from email or other tools that you may be used too.

When there is anything new on a topic, the channel name will appear bold in the sidebar.

More information on how to set up and specify how your notifications work is available [here](#)

Your essential guide to Slack notifications 1

