YOUR GUIDE TO USING SLACK AT A BOU VIRTUAL CONFERENCE

slack

- Slack is a commonly used messaging app

- More organised way of communicating compared to Zoom

  - Using **"channels"** on specific topics

  - Using **"reply in thread"** to keep the discussion structured

- Use it as a way to ask for any help from organisers

- See profiles of other participants, network

- Check online posters

- Engage in follow-up Q&As and discussions with speakers
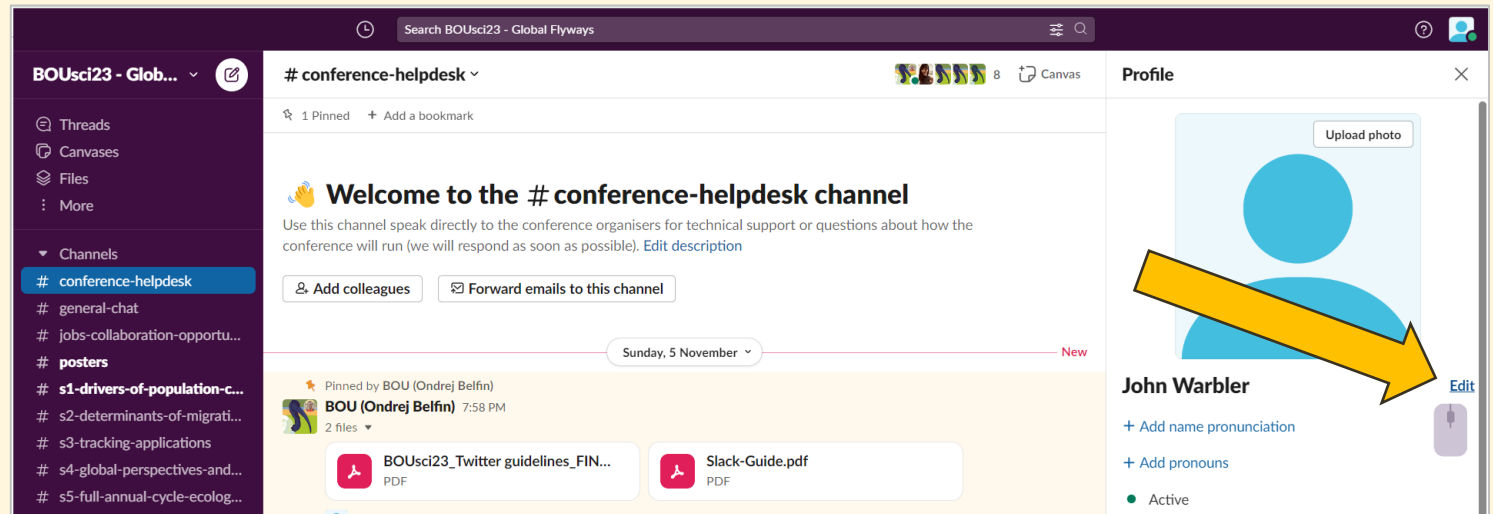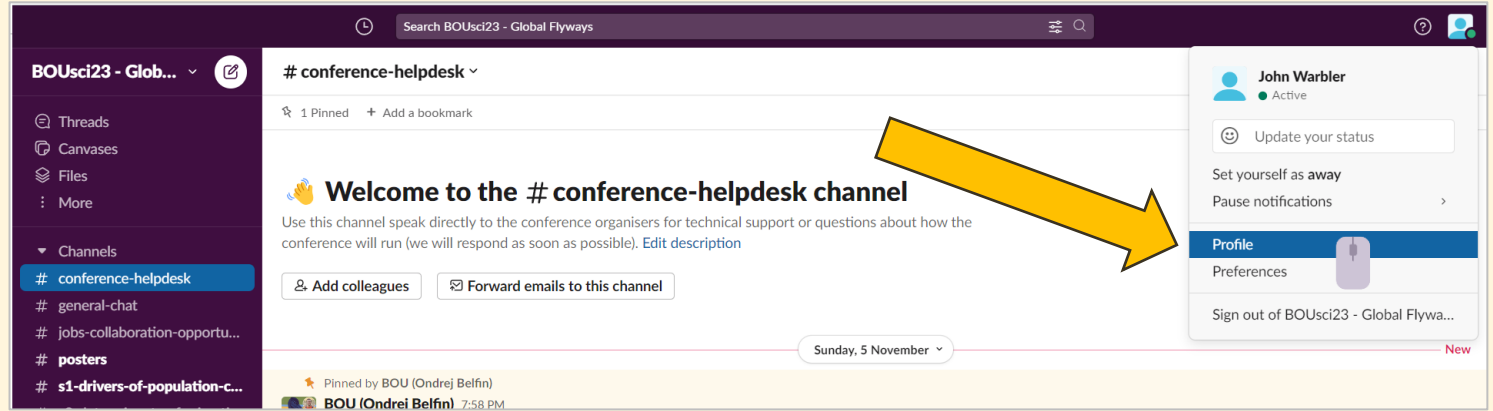
- Share any news with the community

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slack

🐦 Click on the **provided link** or **QR code** to join the conference workspace

Slack could be open in the browser or in the app (on a phone too)

slack

See what BOUsci23 - Global Flyways is up to

Slack is a messaging app that brings your whole team together.

BOU (Ondrej Belfin), Nicola Sockhill and 5 others have already joined

We suggest using **the email address that you use for work**.

G Continue with Google

 Continue with Apple

✉ Continue with email

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STEP 1 Open profile settings

Search BOUsci23 - Global Flyways

BOUsci23 - Glob...

conference-helpdesk

1 Pinned   + Add a bookmark

Canvases
Files
Browse Slack

👋 **Welcome to the # conference-helpdesk channel**
Use this channel speak directly to the conference organisers for technical support or questions about how the conference will run (we will respond as soon as possible). Edit description

Channels
conference-helpdesk
general-chat
jobs-collaboration-opportu...

Add colleagues   Forward emails to this channel

Search BOUsci23 - Global Flyways

BOUsci23 - Glob...

conference-helpdesk

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Threads
Canvases
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More

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jobs-collaboration-opportu...
posters
s1-drivers-of-population-c...

Add colleagues   Forward emails to this channel

Sunday, 5 November

Pinned by BOU (Ondrej Belfin)
BOU (Ondrei Belfin)   7:58 PM

John Warbler
● Active

Update your status
Set yourself as away
Pause notifications
Profile
Preferences
Sign out of BOUsci23 - Global Flywa...

New

Search BOUsci23 - Global Flyways

BOUsci23 - Glob...

conference-helpdesk

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s1-drivers-of-population-c...
s2-determinants-of-migrati...
s3-tracking-applications
s4-global-perspectives-and-...
s5-full-annual-cycle-ecolog...

Add colleagues   Forward emails to this channel

Sunday, 5 November   New

Pinned by BOU (Ondrej Belfin)
BOU (Ondrei Belfin)   7:58 PM
2 files

BOUsci23_Twitter guidelines_FIN...
PDF

Slack-Guide.pdf
PDF

Profile   Upload photo

John Warbler   Edit
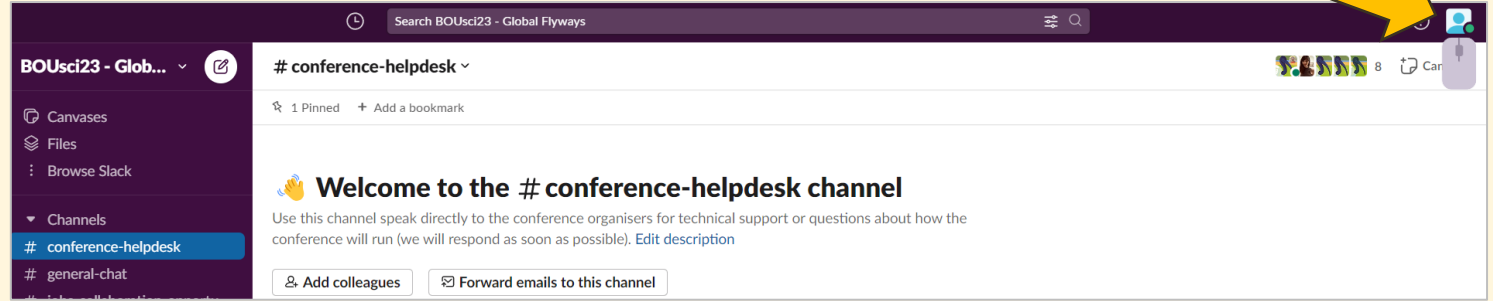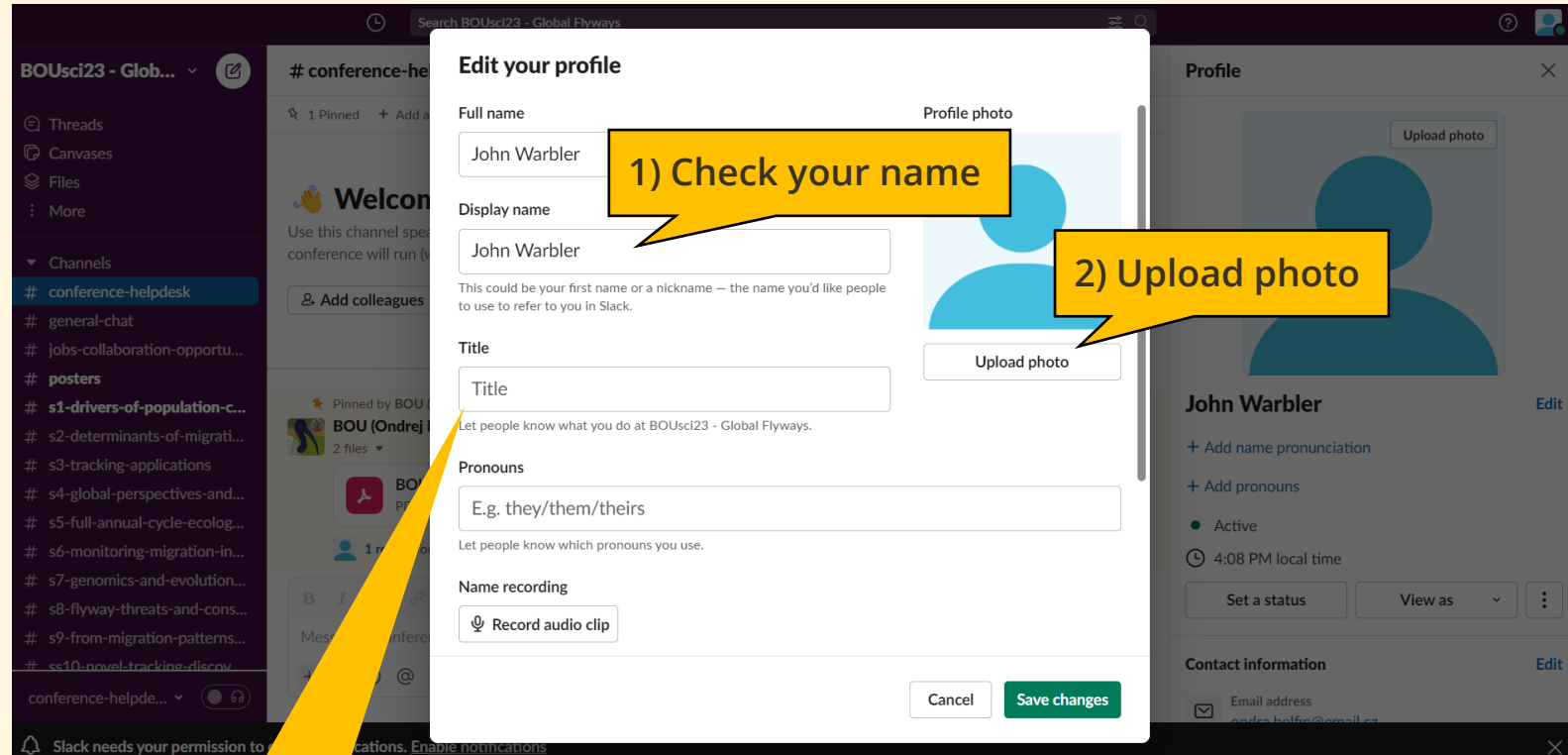+ Add name pronunciation
+ Add pronouns
● Active

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STEP 2 Update your profile details
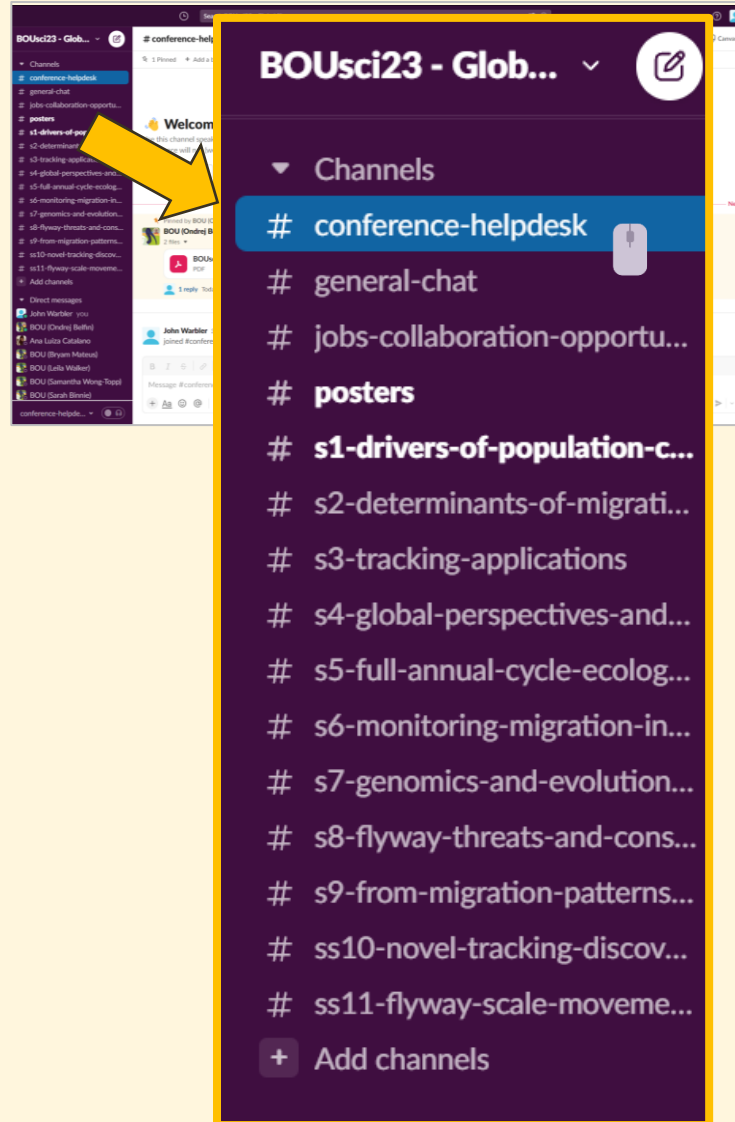
1) Check your name

2) Upload photo

3) Update your "Title" – what do you do?

a) Use one of the predefined emojis if you want

b) Add info about your work/studies, species

e.g. ✋ 🐤 | PhD Student – migration of warblers, University of Colorado

🐤 First BOU conference
🎓 Student
✋ Open to work
🤝 Looking to make connections
🎤 Presenting
🎧 Listening

Copy/paste 🐤 🎓 ✋ 🤝 🎤 🎧

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See other participants and what they do

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TIP: You can draw the attention of specific attendees to a channel or message by tagging them with a @
e.g. "@JohnWarbler– This conference is great!"

#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)

#general-chat – use this channel for open communication and discussion with all attendees signed into Slack during the conference.

#jobs-collaboration-opportunities – 💼 do you have an open position? Are you looking for collaborators for a project, or are you looking for new job opportunities? Use this channel to share anything related to the conference theme.

#posters – list of posters sorted according to programme. Use "Reply in thread" to ask presenters any questions.

#sX-... – use these channels to find answers to unanswered questions for a given talk or use them to ask questions after each session

Open new "topic_..." channels

#topic_... – these are channels where specific topics can be discussed. All attendees can set up their own topic channels, but please start the name of the channel with this prefix.

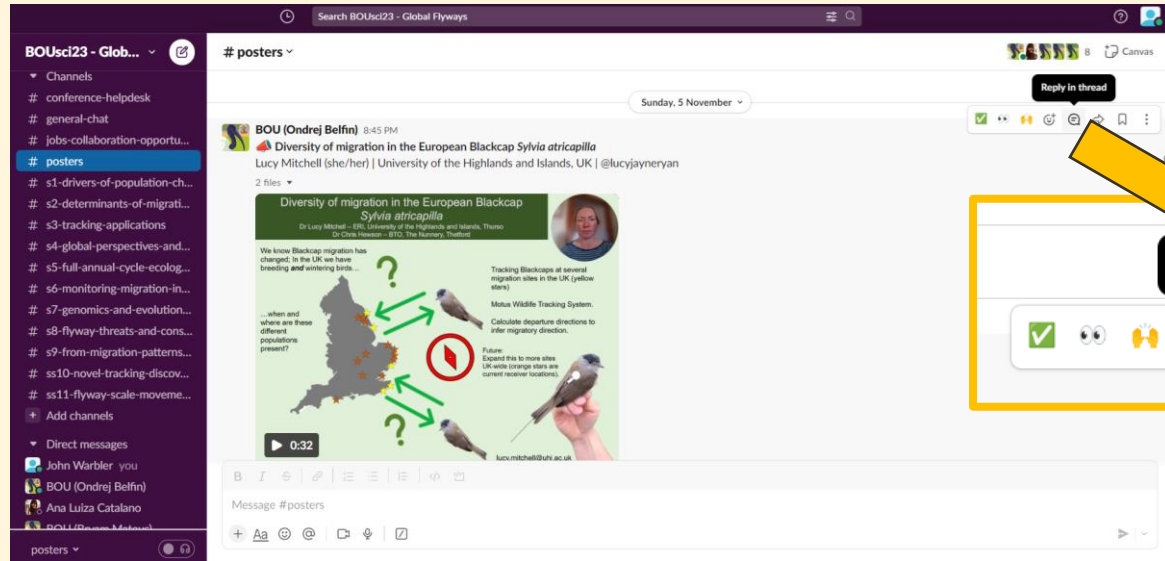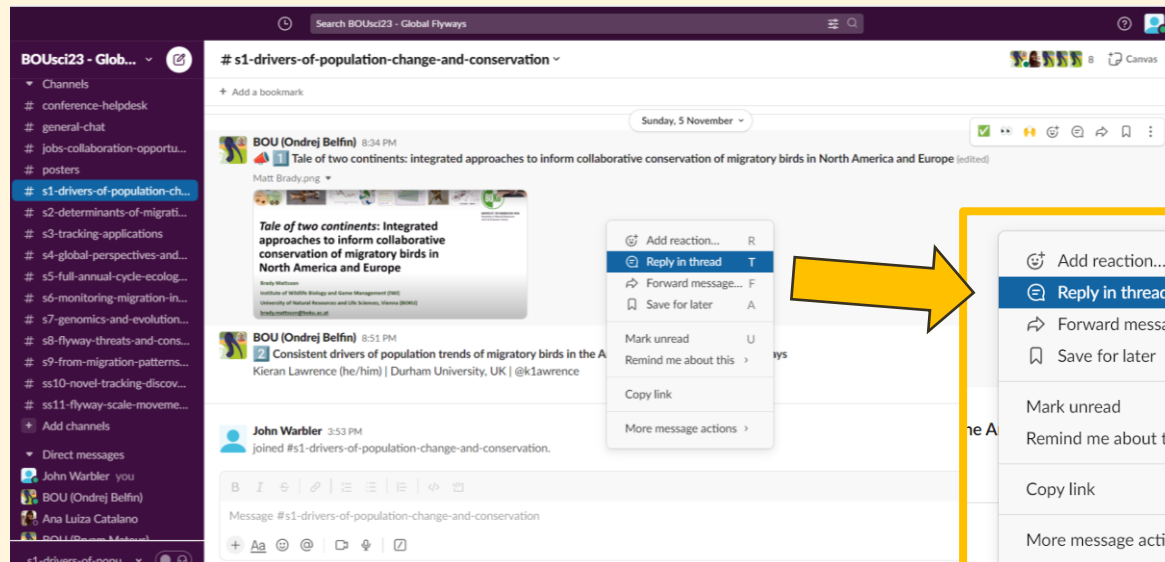# YOUR GUIDE TO USING SLACK AT A BOU VIRTUAL CONFERENCE

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Threads help us to create organised discussions around specific messages. They let us discuss a topic in more detail without adding clutter to a channel or direct message conversation (**more about threads**).

Option 1 Use a sidebar with "Reply in thread"

Option 2 Right-click on the message and choose "Reply in thread"

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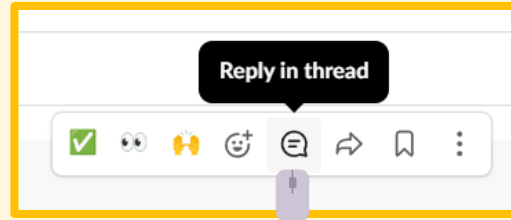
Thread window opens on the side

Close
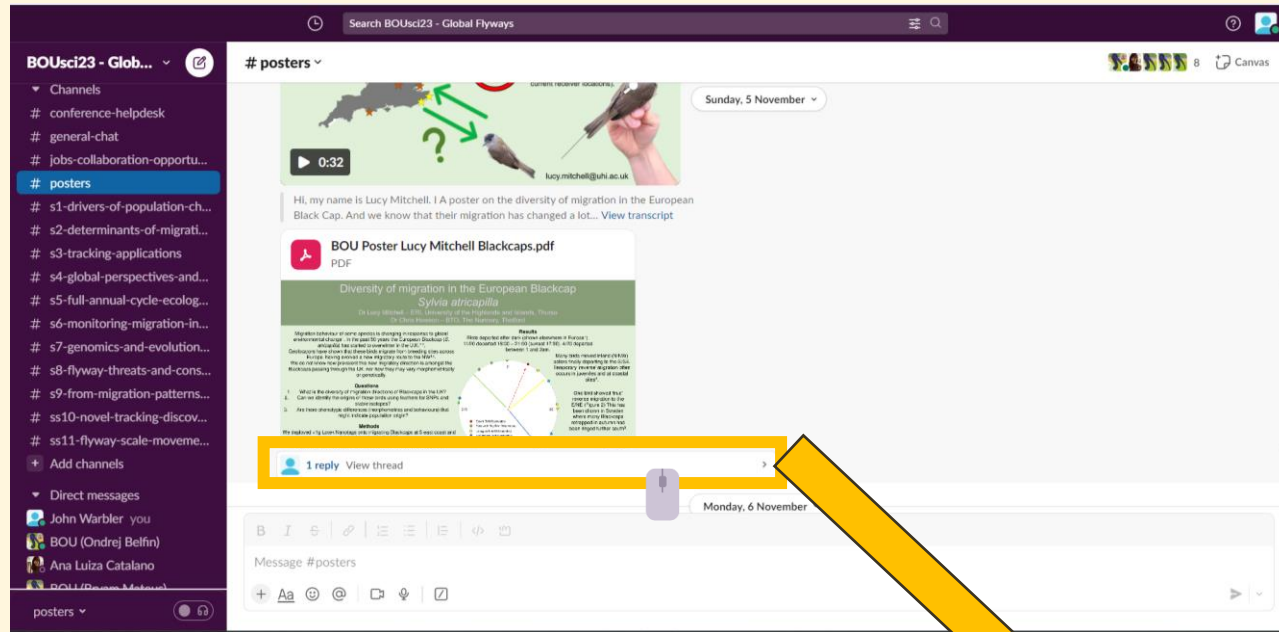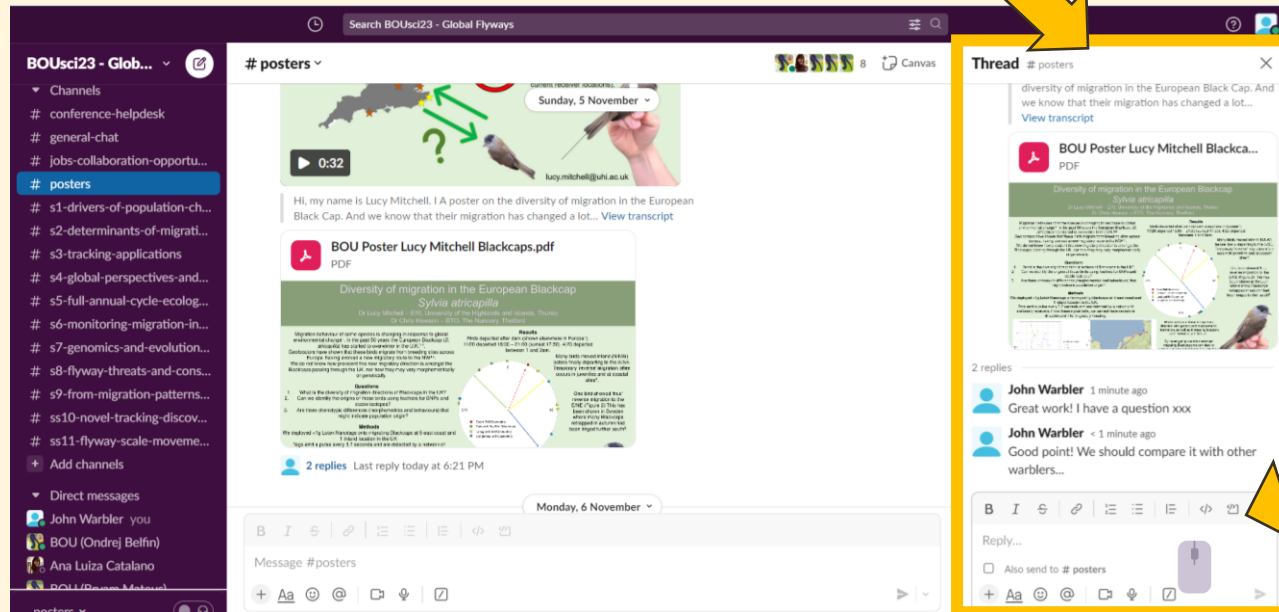
Add you message

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View replies in the thread

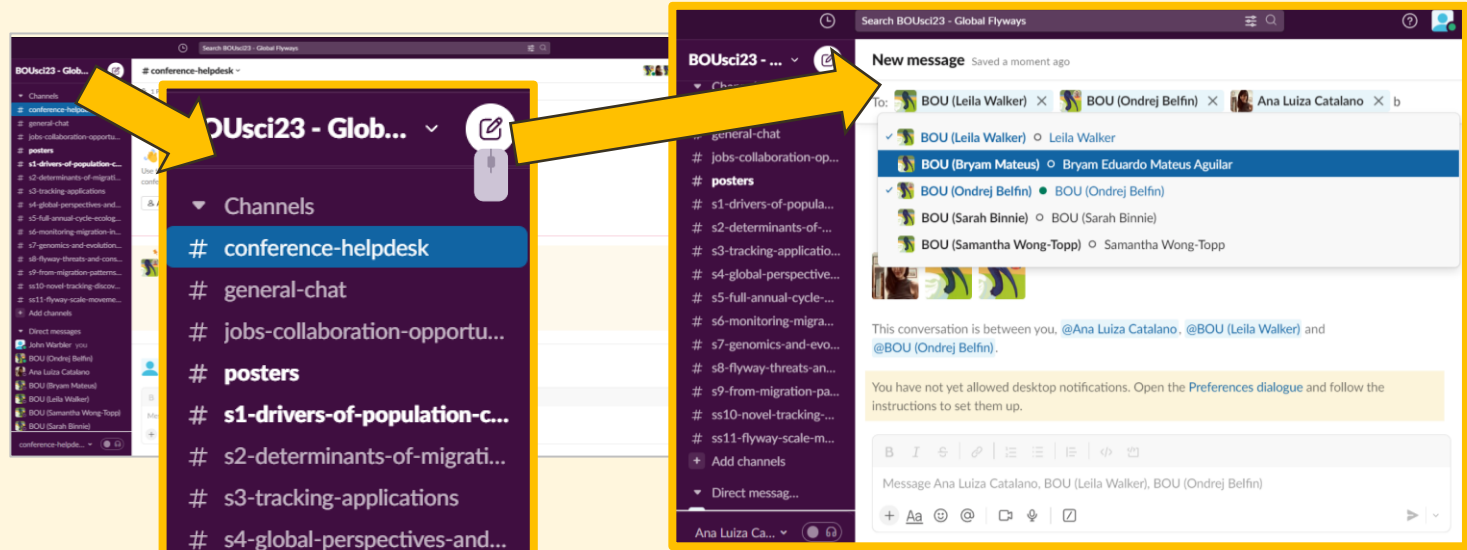Join the conversation if you want

![BOU logo]

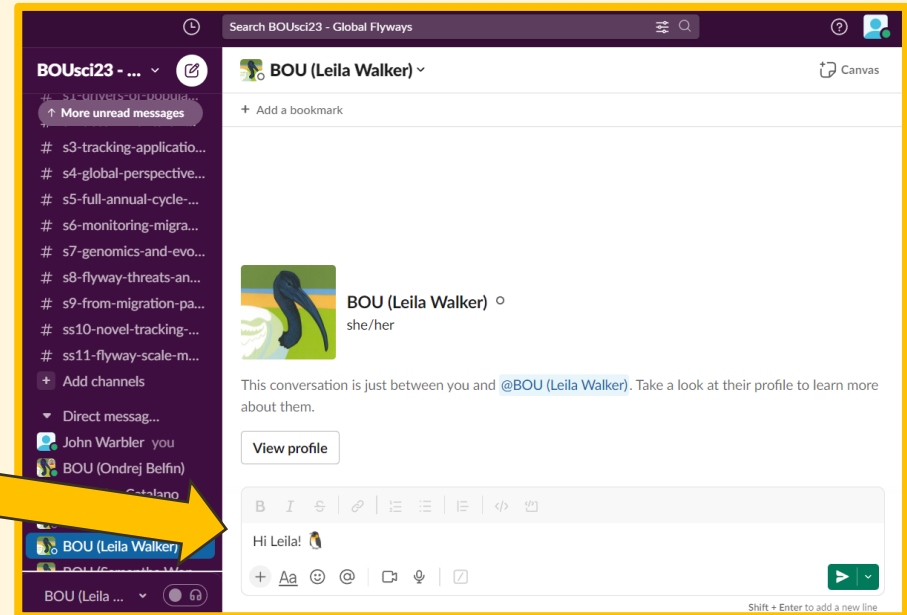**YOUR GUIDE TO USING SLACK AT A BOU VIRTUAL CONFERENCE**

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![slack logo]

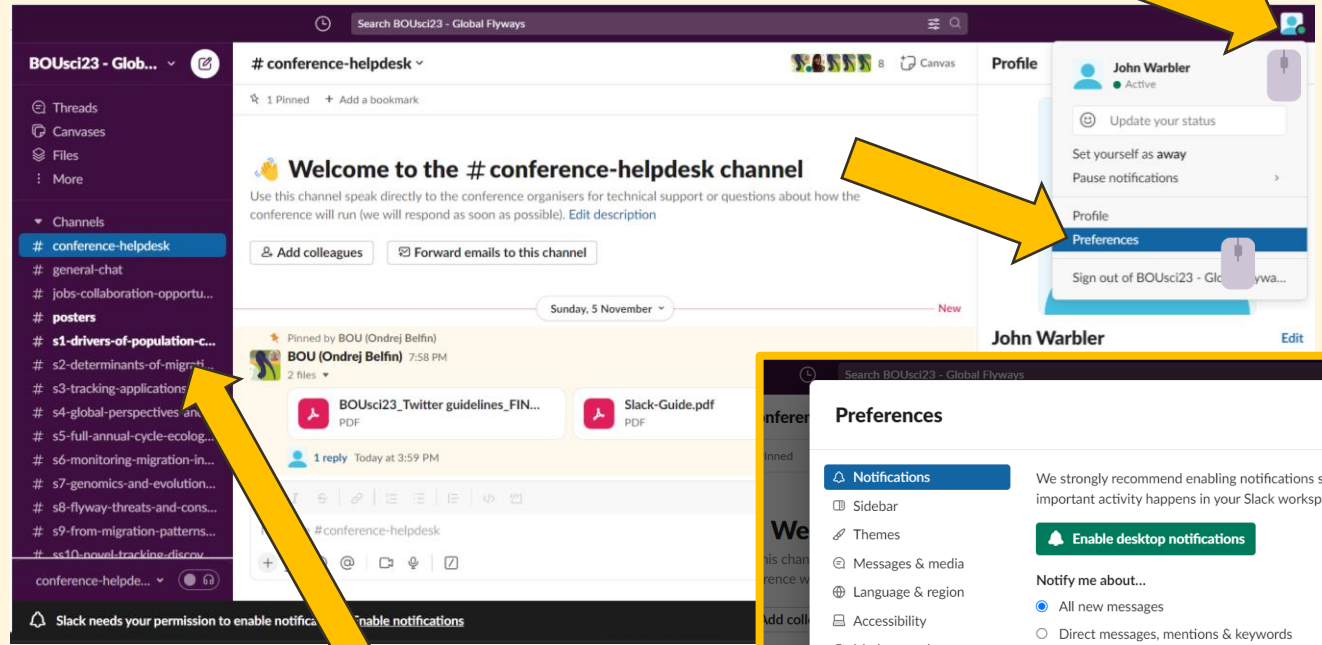**Option 1** Search for a person or create a private group

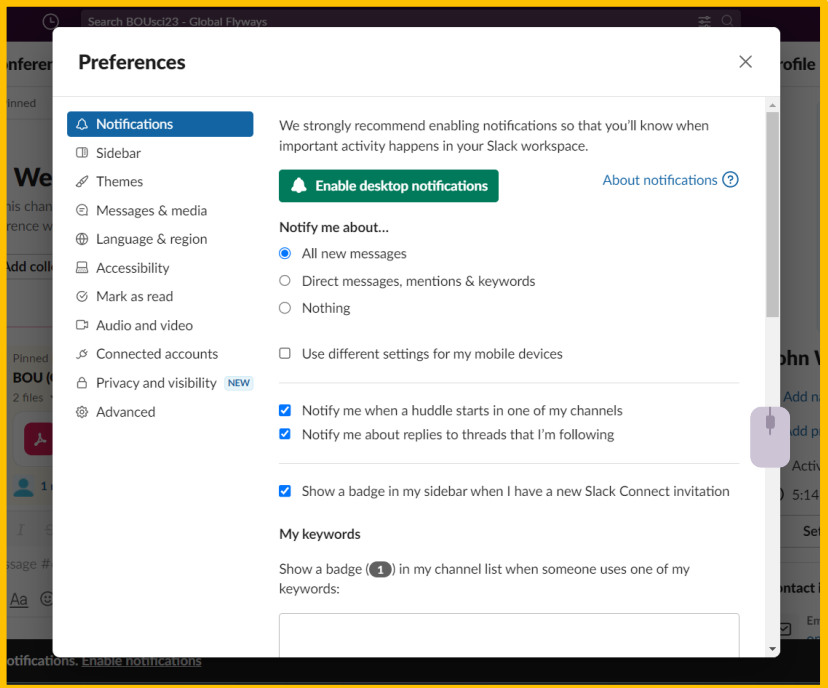**Option 2** Just click on the attendee's name on the left-hand side

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Open preferences

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

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

🐦 More information on how to set up and specify how your notifications work is available **here**.

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Use huddles in Slack

Create the quick, informal discussions you'd have at the conference right in Slack. You can start a **huddle** in any thread, channel or direct message (DM) to discuss things in real-time. More about huddles can be found **here**.

🐦 Presenting poster? **Create a huddle** for people who might pass by! Passing by? **Join!**

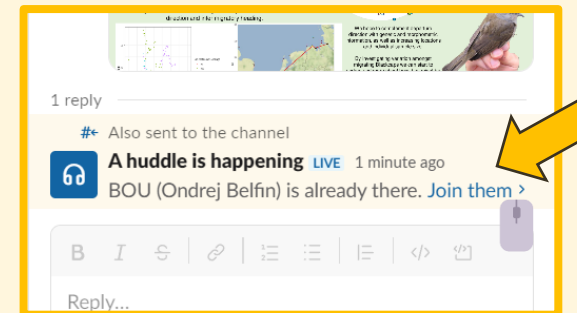🐦 Do you have an interesting question or topic to be discussed? Create a **huddle!**

Start a new huddle
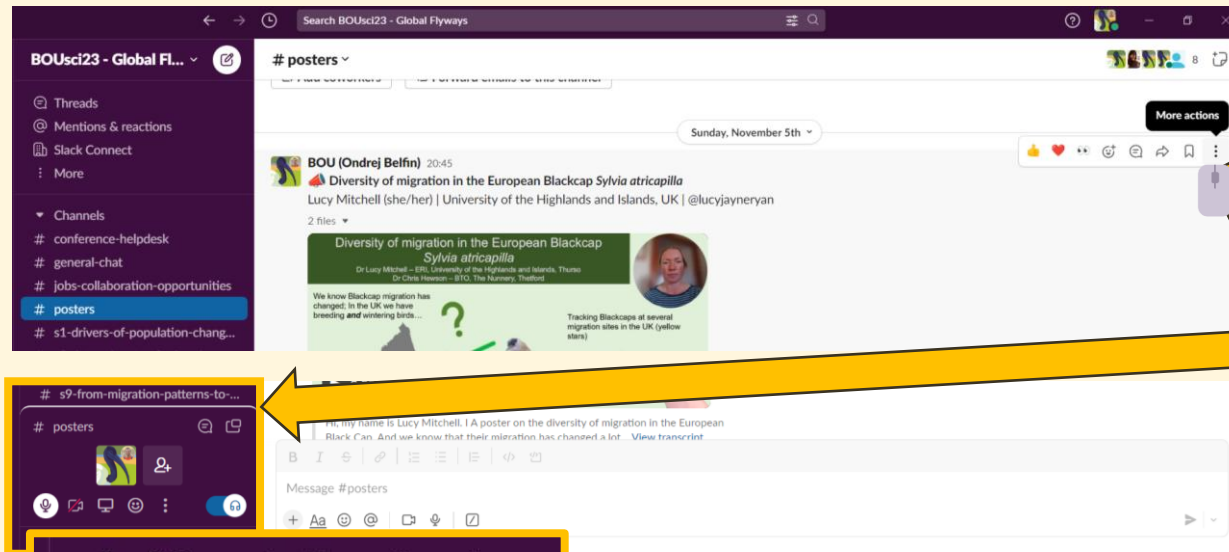
Join ongoing huddle
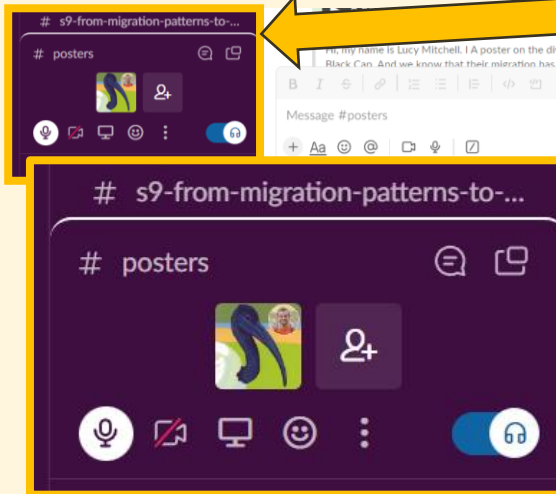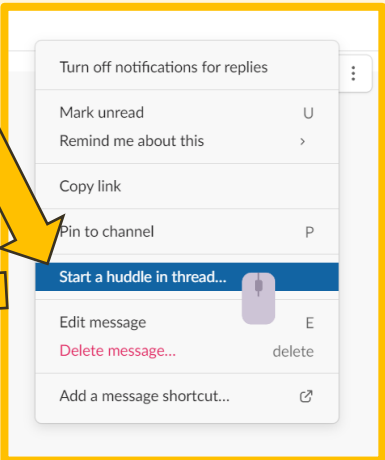
Open in a new window

Turn on/off mic/camera

Leave huddle