NIME2021 Website & Slack & Zoom Technical Guide

1. Please read the participation guide for attendees first

   The participation guide for attendees is here:
   
   ● [nime2021.org/faq.html](nime2021.org/faq.html)

   This is an important page that we urge you to read, if you haven’t already!

2. Conference website

   The conference website ([nime2021.org](nime2021.org)) is the hub for various static information of the entire conference. You can browse and search for workshops, papers (full text, poster, and video), music submissions, work-in-progress showcases, and art installations (full text and video). The website also provides the conference schedule, keynote arrangements, and spotlight session details.

   Take a look at the overall conference schedule. You can toggle between “pre-conference workshops” and “main conference”, but more importantly, remember to set your time zone using the dropdown on the upper left of the page:

   ![Conference Schedule](image)

   Setting the time zone affects the calendar display on this page, but it does not affect other parts of the website (e.g. keynote times). In other parts of the website, time is always displayed in UTC+0 with an explicit “UTC+0” remark nearby.
In the calendar view, you can click on an event to go to its detail page.

Now, try going to the paper browser by using the “program -” dropdown on the top navbar of the page:

The paper browser has a keyword-search feature and a subject area-filter feature, thus making the website a good place to browse the submissions.

The other tracks work in a similar fashion!

3. Join the Slack workspace!

NIME2021 uses Slack to facilitate asynchronous discussions. There will be Slack channels for specific works, tracks, real-time announcements, socializing, and tech support.

If you have registered for the conference, an invitation to the Slack workspace will be sent to your registered email within a day. When you accept the invitation, you will be asked to
supply a name and a password. Done? you now have access to our Slack workspace! Simply go to nime2021.slack.com.

If you don’t join the workspace, channel links such as #announcements won’t work for you. If you accidentally registered for the conference with an incorrect email address, please send an email to nime2021videoplatforms@gmail.com ASAP.

4. Basics: finding a channel and posting a message

The left sidebar shows all the channels that you have joined. Try clicking on “# socials” - that will take you to the socials channel. To post a message, type in the message box and click the paper plane icon.
5. *Star (stick-to-top) the important channels!*

You can *star* specific channels to keep track of them. Here, please star 
[#announcements](#announcements) and [#help-desk](#help-desk). Right click on the channel that you want to star and click “Star channel”. The starred channels will always appear on the top:
Please keep yourself up-to-date with unread messages in #announcements, because that is where we post links to Zoom rooms and live streams!

6. **Check the pins!**

   Important messages are pinned to its channel. To access them, click “Pinned messages” below the channel title banner when you enter a channel:

   ![Pinned messages in Slack](image)

   That will bring up the collection of pinned items. Please familiarize yourself with the items pinned by the NIME2021 organizers! Checking the pinned items should generally be the first thing to do when joining a new channel.

7. **Joining a new channel**

   The channels you see in your left sidebar are the ones you have joined. To join new channels, there are three ways: click on a channel link; browse channels in Slack; or find a channel via its channel name (NIME code).
7.1. Joining a new channel · Click on a channel link

When you browse the papers or the installations on the website, there will be a channel link button for each individual submission. Click it to directly go to the Slack channel.

7.2. Joining a new channel · Browse channels in Slack

Slack allows you to view the list of all public channels, joined or not joined. To do that, click on the plus (“+”) icon near the “Channels” group on your left sidebar and click “Browse channels”. Equivalently, you can also press Ctrl+Shift+L.
7.3. Joining a new channel · find a channel via its channel name (NIME code)

When you browse the papers or the installations on the website, there will be a NIME code for each individual submission. Copy it. Then, in Slack, press Ctrl/Command + K to bring up the global “jump to” popup. Paste the NIME code there. If you are operating across devices and cannot paste, you can simply type in “paper-X-XX” and Slack will automatically suggest channels as you type.
8. Unread messages and how to manage them

Slack nicely highlights all channels that have any unread messages. This helps you stay updated. However, as shown in the above screenshot, sometimes they can become overwhelming. There are two techniques to combat that:
• If you want less notifications from a specific channel, right click on the channel name and click “Change notifications” or “Mute channel”.

• if you want to clear all red labels and start keeping track of things afresh, press Shift+ESC. However, please make sure that you have finished reading #announcements before you do this.

9. Poster / Q&A sessions for the paper track and Zoom

The paper authors will host Q&A sessions over Zoom for the conference attendees. Please review the “How will the papers be presented?” section in the participation guide for attendees to understand the general structure of poster sessions.

To find out which session a paper belongs to, you can either check the website or look at the paper’s Slack channel. Take note of the session time slot on the program schedule.
The Zoom links will be pinned in each individual paper channel (#paper-X-XX-XXXX) as well as its session channel (#paper-poster-session-X). The Zoom links will also be posted in #announcements shortly before a session.

Zoom is a video conferencing tool NIME2021 uses to facilitate face-to-face discussions. Registering an account and installing the Zoom desktop client is not necessary, but potentially enhances the experience.

Each poster session will be held in a Zoom room with around 16 breakout rooms, one breakout room for each paper. There will be conference assistants staffing the Zoom room, but feel free to join the breakout rooms by yourself:

The rooms are named according to the paper’s NIME code:

You can click “Join” to join a breakout room. For MAC users, “join” will appear when you hover your mouse across the attendee numbers on the right. Once you are in a breakout room, you are free to unmute, start video, chat, share screen, or enter another breakout room:
If you need assistance, click “Breakout Rooms” then “Ask for Help”.

You are encouraged to check out the authors’ poster or video presentation before joining the discussion, and please follow the NIME Code of Conduct.

Are you also a paper author of NIME2021? If so, please also refer to the Guide for Paper Authors.

10. Workshop sessions for the workshop track and Zoom

The workshop authors will host workshop sessions over Zoom for the conference attendees. Please review the “How will the workshops be presented” section in the participation guide for attendees to understand the general structure of workshop sessions.

Each workshop hosts one Zoom meeting. The Zoom link will be delivered to authors and registered attendees 12 hours before the workshop. The Zoom links will be pinned in each individual workshop channel (#workshop-X-name-section-Y). A message announcing the workshop will also be posted in #announcements shortly before a session.

The host key of the corresponding Zoom meeting will be delivered to the workshop author. We encourage workshop authors to claim host in order to make best use of the Zoom meeting for their workshops. However, if you only need screen and sound sharing features for your workshop, you do not have to claim the host.

To claim host, you should click the “Claim Host” button in the bottom-right of the Participants panel. If you do not see the Participants panel, you should hover your mouse to the lower edge of the Zoom window and click the Participants icon in the bottom bar.

After clicking “Claim Host”, the window below will pop up. Enter the host key and click “Claim Host”, then you will gain host privilege for this Zoom meeting.
As a host, you will have the following features for managing your workshop:

- Set and assign breakout rooms
- Set co-hosts
- Participant management, such as enabling the waiting room, muting all participants, etc.

If you need assistance, you can let the on-shift volunteer help you if he/she is currently in your workshop, or ask for help in Slack at #workshops.

When hosting the Zoom room for your workshop, please follow the NIME Code of Conduct.

11. Slack desktop client accessibility settings
Click the workspace name “NIME 2021” on the upper left corner. In the popup menu, click “Preferences”.

You can access the theme settings and accessibility settings here.

12. Still facing troubles? Get help!

If at any point during your exploration you have questions,

- Please first check all the **pinned messages** in relevant channels and check #announcements to see if they answer your questions.
- If not, review the participation guide for attendees.
- If your questions are still not answered, please go to #help-desk and ask your questions! We have conference assistants from a multitude of time zones to cover your needs.
- If you are having trouble accessing #help-desk, send an email to nime2021videoplatforms@gmail.com.