NSF CoPe Community Resiliency Workshop Participation Guide and Troubleshooting
April 20-22 (9am -noon EDT, each morning)

Agenda
- The agenda, questions we will consider, participant bios and the participant list, etc., and a copy of this guide, may all be accessed through the CoPe Community Resilience Workshop website, https://crew.udel.edu/nsf-cope-workshop/.

Zoom Generally
- The Zoom link for all three days is https://udel.zoom.us/j/91288690425. The **password** is: cope2021. Given the compressed days, we will begin promptly at or just a minute or two past 9:00 am EDT, so we recommend that you log on a few minutes early. A few Zoom resources are:

    https://support.zoom.us/hc/en-us/articles/201362193-Joining-a-meeting

    https://support.zoom.us/hc/en-us/articles/200941109-Attendee-controls-in-a-meeting

- We recommend that you download the Zoom app to your device (computer, tablet, cell phone) for the best user experience, although you also can participate by accessing the Zoom link through a web browser.

- Troubleshooting
    - If you are experiencing **technical issues**, including with Zoom, email our IT specialist Tim Brown, tbrown@udel.edu. He may be working with others who are also experiencing difficulty, so please be patient.

    - If you are ever disconnected, simply rejoin.

    - If you are experiencing connectivity/bandwidth issues, we recommend that you turn off your camera; otherwise, **we kindly request you keep your camera on to the extent practical** so that we may have more semblance as a community.
        - The video control is found on the Zoom menu

    - If you are having audio difficulty, you may wish to dial-in (and then enter the password) by using one of the following
        - One-tap mobile, +13017158592,,91288690425#
        - Dial-in +13017158592, followed by the entering the meeting ID,

Etiquette
- Please **mute** yourself when you are not speaking. This is particularly important when we are in the main, large group.
    - The **Mute tab** is on the Zoom menu

- **Chat**
  - We encourage you to use the Chat function liberally during both the main session and the breakout sessions to share comments, ideas, thoughts, responses to other chat entries, suggestions of source material and html links, or if we are unable to hear your question live given time limitations, etc.

    - As the Chat will be saved, it will provide a tidy record of input from a range of voices that will be invaluable to us as we go to write the white paper.

    - The **Chat tab** can be accessed from the Zoom menu on your screen.

- **Oral Audience Participation**
  - There will be some opportunities for oral audience participation when we are altogether in the main sessions, such as during Q&A. To **ask a question**, we ask that you to virtually raise your hand to be recognized. The moderator will keep track of raised hands.

    - To virtually raise your hand virtually, click on **Reactions** tab on the Zoom menu, then click on the "**Raise Hand**" button

      - You can also raise or lower your hand by pressing Alt+Y (or Option+Y on a Mac).

      - If you have an older version of Zoom, you will need to click on the Participants tab, and then on Raise Hands button

      - If you dialed in, you can click *9 on the dial pad to raise your hand

    - You will then be recognized by the speaker or moderator, time permitting

    - **Remember to unmute yourself before speaking**

    - After you have spoken, please lower your virtual hand by clicking on the **Reactions** tab again and then on the "**Lower Hand"** button

  - Facilitators may set up more informal modes of operation during breakout sessions.

  - In all communications we ask that you be polite and respectful of others.

Questions & Answer Sessions

- We will primarily rely on oral questions from the audience.

- Given the tighter time limitations we have opted for given the switch from a planned in-person workshop to a virtual one, we would ask that you please confine your remarks during the Q&A sessions to compact questions so that we may hear as many questions and answers as possible.

  - Please feel free to use the Chat function to provide further detail, to comment, engage, etc.

  - Raise your hand to be recognized, as noted above