Here are the instructions for all participants for this year's GISS. This information will also be posted on the GISS website: https://conference.ipac.caltech.edu/giss2025/page/instructions

In-person attendance:
Go to KS410 on the 4th floor of the Keith Spalding building on the Caltech campus. The reception will be located in the same room as the main symposium.

Slack Workspace:
This year we will have a Slack workspace for the GISS. This will be the preferred method of asking online questions, where each session will have its own channel. If you wish to ask a question online or after the talk has concluded, please find the appropriate session channel. To join the GISS Slack, click the following:
https://join.slack.com/t/giss2025/shared_invite/zt-3aro9jps5-eM2pQHEIDP2AqTbcQINbmA

Zoom Connection:

Meeting link:

https://us06web.zoom.us/j/89004518137?pwd=cMKkwvxmIRhrP1asuBYte2dD8aIKFX.1

Meeting ID: 890 0451 8137

Passcode: 840858

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One tap mobile

+16699006833,,89004518137# US (San Jose)

+16694449171,,89004518137# US

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Dial by your location

• +1 669 900 6833 US (San Jose)
• +1 669 444 9171 US
• +1 719 359 4580 US
• +1 253 205 0468 US
• +1 253 215 8782 US (Tacoma)
• +1 346 248 7799 US (Houston)
• +1 360 209 5623 US
• +1 386 347 5053 US
• +1 507 473 4847 US
• +1 564 217 2000 US
• +1 646 876 9923 US (New York)
• +1 646 931 3860 US
• +1 689 278 1000 US
• +1 301 715 8592 US (Washington DC)

• +1 305 224 1968 US
• +1 309 205 3325 US
• +1 312 626 6799 US (Chicago)

Reception and Trivia:
Trivia will happen during the reception which will be located in the same room as the main symposium. The State of IPAC address will happen just before reception.

During the reception, we will hold a trivia game! Therefore, trivia is only for in-person attendees. There will be 20 multiple-choice questions that are a mix of astronomy-related, "spot the fake dissertation", and random questions. Those who wish to participate will organize into random teams of 3-5 players and your team will have 15 mins to answer the questions. A paper copy of questions will be distributed between teams. You may ONLY use the information in your head; NO USING THE INTERNET... After the 15 mins are up, the co-chairs will read the answers and each team will self score (honor system). The teams with the most correct answers will receive gift cards for each team member.

General Rules:
In order to have a smooth symposium, we would like to ask you to follow the instructions below for being a good participant in this hybrid event. We will go through these "rules" again at the beginning of each day but here they are now:

For Attendees:

1. **Please don't interrupt the speaker** until we reach the end of the talk
2. **If you are attending online**
    a. **please mute yourself at all times**, except while asking a question at the end of the talk
    b. **Disable your video**, except when you are either giving a talk or asking a question. We would prefer to keep the video channel just for the speaker and the room view window.
    c. **To ask a question, you have two options:**
        i. **"raise your hand"** You will not be called on until the end of the presentation. The chair of the session will try to get to as many questions as possible. Don't forget to lower your hand after your question.
        ii. **Write the question in the Slack channel (see link above)**

For Speakers:

1. **All speakers, send your slides via the box upload link below the night before your talk**, and have the final version uploaded by the time of the break before your talk. The allowed formats are: powerpoint, keynote, and pdf. **Please place your talk in the correct session folder**
    - **Please upload your talk to a box folder via the following link: https://caltech.app.box.com/f/a428d6af7f55455bb3c166def0001172**

2. **Please practice your talk in advance** so that the length of your talk is appropriate for the time allotted. For invited speakers, the length of the talk is 25+5min for Q/A. For other speakers, the length of the talk is 12+3min for Q/A.
3. **For in-person speakers**
    - **The slides will be displayed via an IPAC laptop (not your own laptop)**
    - The chair of the session will show signs to help you track the time.
4. **For zoom speakers**
    - The slides will be displayed on your own laptop via screen share
    - Be prepared to “share your screen” when you are asked by the session chair.
    - **IF YOU LOSE YOUR INTERNET CONNECTION BADLY DURING YOUR PRESENTATION**—make sure you have written down the phone connection option for calling in.
    - Call in by phone using the number and password info above, and we will advance your slides that have been uploaded
    - If we don’t hear from you within a few minutes we will move on to the next presentation and try to accommodate you later.
    - **We will be running a video timer** which will be attached to our video channel. If everyone follows the rules and the video channels are free, there should only be two video channels open at any one time—the speaker and the timer.
    - **The timer** will show a countdown starting green, turn to orange when 5 minutes are left, and turn red when 2 minutes are left. Finally it will go black. When we get to the “question time” it will count up to 3-5 minutes.
    - **Pin the timer:** If we have too many video channels open it may be necessary to “pin” the video timer. The chairs will know how to do this, but hopefully it will not be necessary.