Please note that this information along with live help can be found under the Resources tab when the platform is launched.

# **FAQs**

## Where can registrants view scientific program and abstracts?

Please go to the GEC 2020 Epitome, also found in the Program on the GEC Homepage.

# What types of science are covered at the Virtual GEC 2020 conference?

The GEC conference will focus on the following topic areas:

- Physical and chemical processes and dynamics in partially ionized collisional plasma
- Atoms, molecules, charged particles, photons, waves, fields
- Fundamental and basic science contributions on plasma sources, diagnostics, simulation, plasma chemistry, basic phenomena, atomic and molecular processes
- Plasma-biotechnology, plasma medicine, multiphase plasmas, environmental applications and atmospheric-pressure plasma systems
- Low temperature plasma science and collision physics
- Fundamental plasma research

#### Who are the GEC 2020 conference organizers?

Thank you to the following members who assisted with organizing the GEC 2020 conference.

Chair: Edward Barnat, Sandia National Laboratories

Secretary: Kallol Bera, Applied Materials Inc.

Chair Elect: Julian Schulze, University of Bochum, Germany

## How do I access GEC 2020 virtual conference site?

You can go to GEC 2020 virtual conference site at <a href="https://apsgec20.onlineeventpro.events/">https://apsgec20.onlineeventpro.events/</a>, and log in using your email address and password for APS credentials.

#### What are the roles and responsibilities of the session chairs?

Session chairs should log in prior to the start of the session, announce the session title and yourself, introduce the speakers, keep the session on time, select questions from Q&A in dialogue box entered by attendees and repeat verbally for the speaker to answer these questions verbally, maintain the APS Code of Conduct, and keep the Q&A on a completely professional basis.

#### What are the roles and responsibilities of the LIVE presenters?

LIVE presenters should log in prior to the start of the session, share their presentations using the "Share Screen" function in Zoom while presenting, answer verbally to questions from the session chair selected from those in the Q&A dialogue box, keep the talk in the allotted time for presentation and Q&A, maintain the APS Code of Conduct.

## What are the roles and responsibilities of the poster presenters?

Be available for Q&A during the specified poster times for your presentation, Posters are 'On-Demand', available for viewing anytime during the conference

## How do On-Demand presentations work?

On-demand presentations are pre-recorded, and will only be available on-demand, no opportunity for other attendees to ask questions or give feedback

# How do I create My Scheduler?

You can go to the <u>Bulletin of the American Physical Society</u>, click on My Scheduler, log in using your email address and password for APS credentials, go to Epitome, go to the session or the talk you like to attend. Click on 'Add this session' or 'Add this event' appropriately. You can see the session or the talk to appear in My Schedule using View My Schedule.

## How do presenters access the virtual conference?

A link will be provided to the presenters regarding access to the virtual conference.

# How do I network with other meeting attendees?

The Network with Attendees helps you meet and connect one-on-one with other attendees during the conference dates. This feature will be available only during the conference, so please be sure to take the opportunity to use this feature between 8:00am to 8:00pm Central Daylight Time each day of the conference (October 5-9, 2020).

#### How do I set up my Networking profile?

- 1. On the Virtual GEC 2020 homepage, select the tile Network with Attendees.
- 2. Go to the section **Profile** in the upper right and make sure your profile is up to date: upload a picture, enter your personal information, summary, and select keywords in your areas of interest. Having an updated profile will allow you to get more meaningful connections. Keywords can be words or short phrases such as "low temperatures".

#### How do I review my potential contacts in the Networking feature?

Go to the section Network in the upper right and review potential contacts.

- Recommended for You: Review and take action on recommended contacts.
  Actions include: Skip, Interested, and Meet
- Interested In You: See the people who have shown interest in you
- **My Connections:** Once you have a mutual connection with someone, you will be able to open a chat with them in this section
- My Interested List: See a list of people who you have shown interest in
- My Skip List: See a list of people who you have skipped

#### How do I request/set up a meeting with a contact?

If you would like to set up a meeting, go to their profile and select **Meet**. A box will be displayed that allows you to request to meet at a date, time, and location. Then select Request Meeting.

The recipient can decide whether to go ahead and schedule the meeting or decline. The status of your meetings will appear on **My Schedule**.

## What hours are Virtual Meeting Rooms available?

The rooms are available 8 AM - 8 Pm Central Daylight Time each day of the conference (October 5-9, 2020). You can schedule a meeting for an available time slot, and up to 4 people can join.

## How do I access a Virtual Meeting Room in Networking?

You will need to send a meeting request to your contact. Once the meeting is accepted, the Virtual Meeting Room button will appear, and be clickable 5 minutes before the scheduled meeting. The meeting link will be available for the duration of the meeting, and the room will stay open until everyone leaves. You cannot re-enter an empty room after the scheduled meeting time.

You can add additional people (up to a total of 4) to the meeting by selecting the icon of a person's outline that also shows the number of people in the room ("x/4"). The icon is in the upper left corner of the video window. There you will find a shareable link to the meeting. You can also control whether the room is locked/private.

## How do I get my info removed from the Networking feature?

If you would like to be removed from the Network with Attendees listing, please send your details to <a href="mailto:support@grip.events">support@grip.events</a> using the subject line "Remove from networking" and we will be happy to remove your details.

# **Testing Zoom and Technical Support Ahead of Your Session**

The meeting technical support team has set up a Zoom room that you may use to test your Zoom set up, fully acquaint yourself with screen sharing, and fine-tune your video and audio settings. Please visit the Zoom room one day before your presentation if you feel you need this level of support. This will help us control the number of speakers and chairs doing testing at the same time and will help ensure everyone can get the assistance they need.

- Please refer to your email for the URL for the technical support room.
- No appointment needed. Please be respectful of other speakers and chairs whose sessions may be scheduled for a day preceding yours.
- The support room will be available during the following hours:

Sunday, Oct 4<sup>th</sup> – 8:00am-4:00pm CDT Monday, Oct 5<sup>th</sup> – 7:00am-5:00pm CDT Tuesday, Oct 6<sup>th</sup> – 7:00am-5:00pm CDT Wednesday, Oct 7<sup>th</sup> - 7:00am-5:00pm CDT Thursday Oct 8<sup>th</sup> - 7:00am-5:00pm CDT Friday, Oct 9<sup>th</sup> - 7:00am-5:00pm CDT