Platform Guidelines

Slack

We will be using Slack as our principle platform for communication. The Slack channel will be open to all participants for the duration of the course and is a place where you can ask questions about the contents of the course, make suggestions, or simply share your views and opinions.

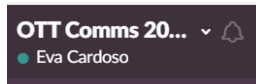In order to join the Slack workspace, you'll need to **create an account**. Here is how:

Step 1: Join the Slack workspace

1. Check your inbox for an e-mail invitation from Slack to join the On Think Tanks Fellowship (ottfellowship.slack.com) workspace.
2. Accept the invitation by clicking **Join Now**.
3. Slack will guide you through the set up. You will be asked to enter your full name and display name and choose a password, so you can sign in and out with ease.
4. See [Getting started](#) for detailed instructions.

Step 2: Set up your slack profile:

Filling out your Slack profile helps other members learn more about you.

1. Click your workspace name in the top left to open the menu.

2. Select Profile and Account to open your profile.

3. Click Edit Profile.

4. Edit your profile, then click Save Changes.

5. See the Edit your profile article on the Help Center for detailed instructions.

Step 3 — Download Slack's desktop and mobile apps

You can sign in and use Slack from a web browser on your desktop at any time (just go to slack.com/signin). But by downloading the desktop and mobile apps, you can stay signed in to multiple workspaces, have more control over notifications, and stay in sync even when you're on the move.

For download instructions, click the link for the apps that are right for you.

Desktop	**Mobile**
Mac OS X	iOS
Windows	Android

Time zones

Participants and trainers are located in different time zones. This is not a problem for interacting through Slack as each participant can post according to her/his availability.

Participation guidelines

To ensure the debate is rewarding for all concerned and is conducted in an atmosphere of cooperation and cordiality, we suggest that you keep in mind the following participation guidelines for the forums.

The fellowship brings together participants of different genders, nationalities, creeds, occupations and opinions. Express your opinions forcefully, if you wish, but be mindful to not offend others and do not to use language that may negatively affect the exchange between participants.

Post brief messages with clear ideas. This will make it easy to read all the opinions. Feel free to include hyperlinks to any relevant sources or additional resources or simply upload documents by dragging it into the Slack message bar.

We hope you enjoy this opportunity to exchange your comments and opinions with others.

Zoom

The expert and peer learning sessions will be conducted on Zoom.

Instructions to access the Zoom platform:

1. There will be one link we will use for all the sessions. The link can be found in the Slack channel. It will also be in every Google calendar invite.

2. You don't need a Zoom account to join the session. When you receive the invitation to the meeting, you will get a link to "join". Once you click on the link you will be prompted to download and run Zoom. A .zip file will download automatically. Once the download has completed, you can install the Launcher by clicking on the folder. You will be asked to go through this process only once.

3. You will be asked to introduce your name.

4. A Zoom window will appear where you can join by audio or video. To join by audio, just select "Join Audio Conference by Computer". This should appear automatically when you join the meeting. To connect by video simply click on the video camera icon in the bottom-left hand corner of the meeting window.

   For a visual explanation watch this video: https://youtu.be/vFhAE0CF7jg

   Please log on 10 minutes early. We want to start on time with all participants and trainers on board.

Recommendations

We recommend you use headphones. Please try to find quiet places to join the meeting. Avoid background noise.

If you have problems with your internet connection on the day of the meeting, please log out and log in again. If your wireless connection is too unstable we suggest you try using an ethernet cable to connect directly to a modem/router.

If you have problems with the audio or video, please make sure your devices are plugged in and working correctly. We recommend testing them by launching any other application that requires their use. Also, make sure you don't have other applications running that require the camera and microphone (i.e. Skype).

For those participants who cannot participate, we will try to record the meeting and share the audio and video through the platform.

OTT School

The OTT School is where you can find all resources and modules related to the fellowship. Some of these resources include: an overview of the fellowship with details on the meeting schedule, platform guidelines and templates for project activities; information about fellows and trainers; and a library of informative materials that are categorised under thematic clusters.

Instructions to access the OTT School:

1. Go the OTT school link: https://ott.school/courses/ott-fellowship-2022/
2. Enter the password: emergingfellows2022
3. Explore the modules and information about the trainers and fellows.

If you encounter any issues accessing the platforms, please get in touch with Stephanie Nicolle via Slack or email (snicolle@onthinktanks.org).