

FNANO 2021 Conference Organisation

Thank you for booking to attend the 18th Annual Conference on the Foundations of Nanoscience (FNANO 2021 <http://fnano2021.iopconfs.org>) which will be held online from 12-15 April 2021. The event will be hosted using the **Zoom** platform for the talks and **Microsoft Teams** for the posters, announcements, online chat and break rooms. You should have already received an invitation to join Teams but if not, please contact Keenda.Sisouphanh@iop.org as soon as possible. The conference is being managed by the UK Institute of Physics (IOP) Conferences Team who will be available to help with technical queries.

Zoom

To access **Zoom**, please click on the link you received separately by email and enter the passcode provided in the email. Once you have launched Zoom, you will be held in the waiting room and will be let in by the meeting host at the start of each session. If you cannot access Zoom, please email conferences@iop.org. For other technical enquiries please use the chat button in Zoom to contact (privately!) an IOP representative (see below).

Zoom etiquette

- All participants are encouraged to share their camera.
- In each session there will be two members from the Institute of Physics who will be online to help with any technical questions and to run the pre-recorded videos. If you have any technical questions, please use the private chat to contact them. They will have the suffix **Help** following their name (**NAME : Help**).
- Please keep your audio muted unless you are speaking.
- Since the meeting is online, please use the Reaction button in zoom to applaud or like the talk. This shows up as a reaction overlaid on your video.

Sessions

The programme for the event can be found online via the meeting website and is organised as follows:

- Keynote talks: 35 minutes plus 5 minutes for Q&A.
- Invited Talks: 20 minutes plus 5 minutes for Q&A.
- Contributed Talks: 12 minutes plus 3 minutes for Q&A.
- All sessions will be recorded (speakers should contact Keenda to opt out) – recordings will be available to registered participants through the Teams site.
- The session chair will introduce each speaker. Some talks have been pre-recorded. Please allow a few seconds delay for these talks to be launched.
- At the end of each session, the chair will invite questions. Questions can either be posted in the chat during the talk, or participants can raise their hand at the end of the talk to ask a question verbally.
- To raise your hand, please go into the participant list, click on the ellipsis (...) and you should see an option to raise your hand. The chair will invite you to speak – Please remember to Unmute yourself.

- Breaks: there are several breaks built into the programme. During these breaks, please make sure your audio is muted and you may wish to turn off your camera.

Links

- [Conference website](#)
- [Programme](#)
- [Poster programme](#)
- [Abstract book](#)
- Hashtag: #IOP_FNANO2021

Teams

The posters, online chat, conference announcements and break rooms will be held in Microsoft Teams. Please make sure you can login to Teams prior to the start of the session. If you experience any difficulty, please email Keenda.Sisouphanh@iop.org as soon as possible.

- There will be seven poster sessions. Poster presenters will be available during the allocated session in Microsoft Teams. Please refer to the [Poster programme](#) to see the sessions and when presenters will be available.
- Each poster has a separate channel in Teams e.g. Session 1 - Poster 1.01 which corresponds to the poster programme.
- To view the poster, please click on the channel and navigate to the Files tab at the top of your screen.
- During the allocated session, the presenter will start a meeting in their channel. To join, please click on the Join button on that channel. Please note that only poster presenters should create meetings in their channels.
- **Poster presenters only: Please make sure you start the meeting at the beginning of your session. To start the meeting, please click on the Meet button in the top right corner of your screen in your channel.**
- There will be up to 14 posters per session, meaning there will be 14 parallel meetings that participants can join and leave freely during the session. Each poster session has been scheduled to be at least 80 minutes in length, which should be sufficient time for attendees to visit each poster in the session.

Chat, conference announcements, break rooms

- You can join an existing meeting in one of the break rooms, by clicking the Join button on the corresponding Teams channel.
- Teams can also be used to create a private chat or private meeting with one or more participants, by clicking on the Chat or Call icons, respectively, on the left hand side of the Teams app and then adding the corresponding participants to the Chat or Call.
- Conference announcements will be posted in the Teams channel: Conference - Announcements.

Administration

- This is a private Team, under the IOP organisation, such that only registered conference attendees have access.

- Only the administrator can add new members to the team.

Chat

People can direct-message each other in the Chat window, if they would like to start a private conversation with another participant or with a group of participants. These chats do not require channels to be created, allowing free-form interaction between participants.

Channels

A summary of the different channels on the Teams site is provided below.

Break Room 1,2,3

For conference participants to interact during the breaks. Participants can join meetings on these channels and can move between break room meetings. This can be a way to meet people spontaneously. There are three break rooms in total, with no set agenda. To interact privately with another participant or with a smaller group, participants can message or call each other directly on Teams.

Conference - Announcements

For conference organisers to post announcements. Attendees with questions about a specific announcement can reply to that announcement.

Conference - Organisation

For participants to ask questions about the conference organisation or to request changes to the conference Teams site, such as to create or rename discussion channels based on topics of interest, or to flag errors in content. Monitored by the conference organisers. Distinct from technical support.

Conference - Posters

Private channel for all poster presenters. Where poster presenters can ask questions and the conference organisers can provide instructions.

Conference - Speakers

Private channel for all speakers. Where speakers can ask questions and the conference organisers can provide instructions.

Conference - Technical Support

For participants to ask questions about technical support, such as difficulties using or configuring Teams. Monitored by someone familiar with Teams.

Discussion - Social

For participants to discuss non-technical subjects. For example, participants with areas of mutual interest may wish to use this channel for informal discussions, to schedule social meetings, or to organise social activities such as online gaming.

Discussion - Technical

For participants to discuss technical subjects. If more specific channels are required for technical discussion, a request can be posted to Conference - Organisation to create a new discussion channel.

Session 1 - Poster 1.01 etc.

- A separate channel for each poster
- During the poster session, poster presenters will start a meeting on their channel, and share their screen with their poster. People wishing to discuss their poster can simply join the meeting on that channel.

- Each poster channel will have a Files tab, where poster presenters can upload files that they would like to share, including the poster pdf and video summary. Similarly, if the presenter does not wish to upload a short video summary, they can give the summary live during their poster session.
- The poster channel can also be a place where participants can ask questions about the poster throughout the conference. Note that participants can also message each other directly using the chat functionality in teams if they do not want everyone to see their questions or comments.