DIVERSITY, EQUITY, AND INCLUSION
IN CHEMISTRY AND CHEMICAL ENGINEERING
A VIRUTAL WORKSHOP OF THE CHEMICAL SCIENCES ROUNDTABLE

SLACK GUIDANCE

[Click Here to Join the Slack Workspace](#)

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DISCLAIMERS AND GUIDELINES FOR PARTICIPATION

Please be aware that by submitting written comments and questions via Slack and Zoom, you consent to these statements being recorded for use on television and in any media now known or hereafter devised in perpetuity, and you release the National Academy of Sciences, National Academy of Engineering, National Academy of Medicine, and the National Research Council from any liability due to such usages. If you do not wish to be subject to the foregoing, please do not submit written materials.

The National Academies of Sciences, Engineering, and Medicine (NASEM) are committed to the principles of diversity, integrity, civility, and respect in all of our activities. We look to you to be a partner in this commitment by helping us to maintain a professional and cordial environment. All forms of discrimination, harassment, and bullying are prohibited in any NASEM activity. This commitment applies to all participants in all settings and locations in which NASEM work and activities are conducted, including committee meetings, workshops, conferences, and other work and social functions where employees, volunteers, sponsors, vendors, or guests are present.

- **Discrimination** is prejudicial treatment of individuals or groups of people based on their race, ethnicity, color, national origin, sex, sexual orientation, gender identity, age, religion, disability, veteran status, or any other characteristic protected by applicable laws.
- **Sexual harassment** is unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature that creates an intimidating, hostile, or offensive environment.
- **Other types of harassment** include any verbal or physical conduct directed at individuals or groups of people because of their race, ethnicity, color, national origin, sex, sexual orientation, gender identity, age, religion, disability, veteran status, or any other characteristic protected by applicable laws, that creates an intimidating, hostile, or offensive environment.
- **Bullying** is unwelcome, aggressive behavior involving the use of influence, threat, intimidation, or coercion to dominate others in the professional environment.

Please note that in accordance with this policy, the meeting organizers reserve the right to remove you from the Slack workspace "CSR DEI Workshop" at any point. Participants will be removed if the content posted is disrespectful, offensive, lewd, or deemed counterproductive.

PURPOSE AND INTENT

The Chemical Sciences Roundtable (CSR) provides a science-oriented, apolitical forum for discussing chemically related issues affecting government, industry, and universities. It does not serve as a source of advice for federal officials, rather provides an educational vehicle for exchange of information that could lead to follow-up action by private-sector participants and their parent organizations. This neutral and credible forum strives to strengthen the chemical sciences by fostering communication among all stakeholders in the chemical enterprise.

In line with the mission of the CSR, the aim of this workshop is to provide a forum for academic, government, and industrial colleagues to increase awareness of potential barriers to diversity, equity, and inclusion and gain the information needed to create more diverse, equitable, and inclusive environments in their workplaces.

Slack was chosen as a tool to foster community engagement and conversation in a virtual environment. To achieve the goals of both the CSR and this workshop, open dialogue between participants of all sectors is essential. The planning committee believes that Slack will balance this need with the challenges of a virtual world.

JOINING WORKSPACE AND CREATING PROFILE

Getting Started
1. Click the invitation link: https://join.slack.com/t/diversityinchem/shared_invite/zt-pa34fnbb-kKF8x9OUpGEXKMI2YY5yDQ
2. Create a Slack account or use your existing account email
    a. Your email address will <u>not</u> be viewable or accessible to other participants.
3. After the initial Slack account creation steps, you will arrive at a screen that is similar to the screenshot below.
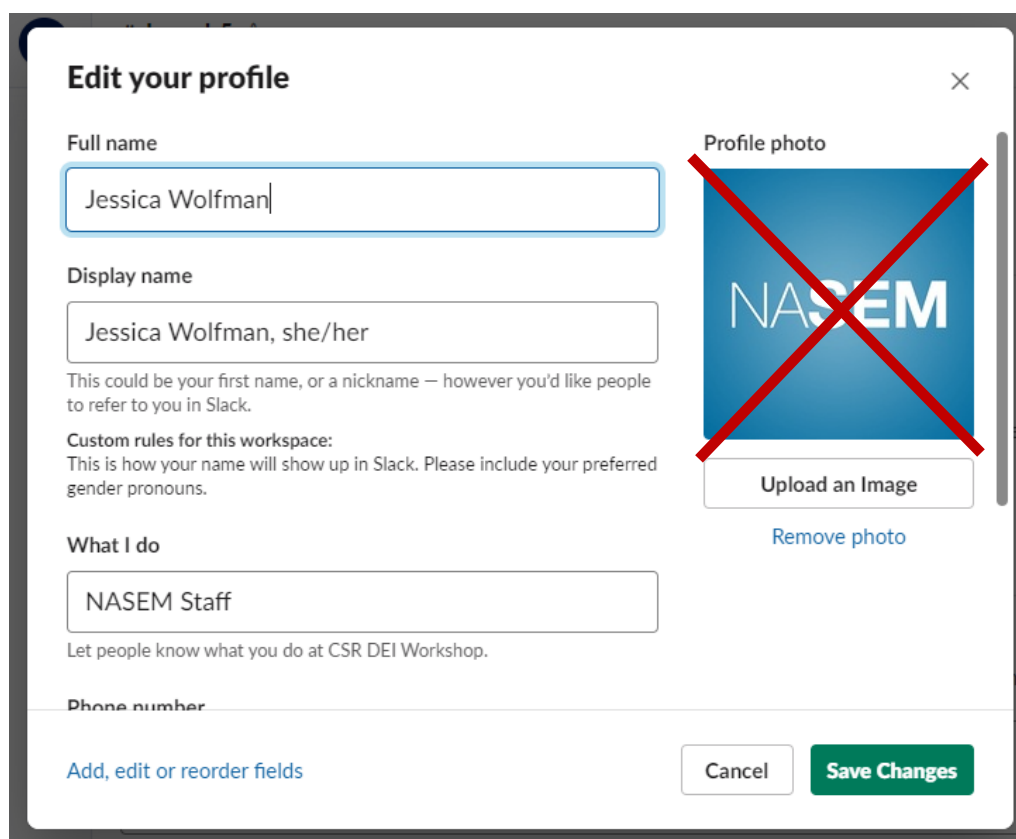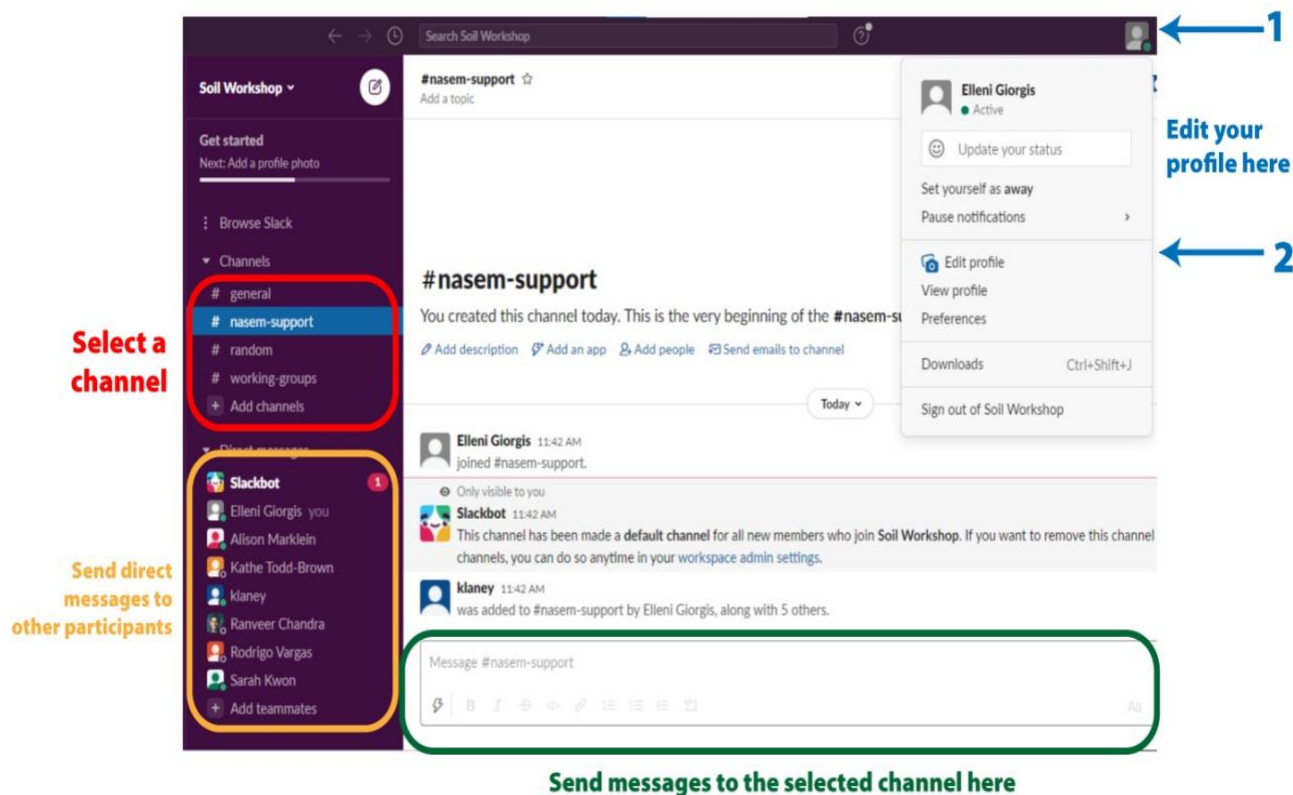

Alt-text caption: Screen grab of the Slack Workspace; the available channels are highlighted on the top left, the list of participants is highlighted on the bottom left, and directions on how to access the "Edit your profile" feature is highlighted on the top right.

4. You can access Slack in two ways:
    a. Web browser! Simply input the Slack URL into your favorite internet browser.
    b. Download the Slack App! The application can be downloaded for free onto your desktop for increased functionality.
        i. Download Slack for Windows
        ii. Download Slack for Mac

Develop Profile

1. To edit your profile, click on the upper right silhouette icon and then choose "Edit Profile" from the drop-down menu.
2. Please complete the fields in this way:
   a. *Full Name:* Write in your first and last name
   b. *Display Name:* Write in your first and last name, followed by your preferred gender pronouns*
   c. *What I Do:* List your **Affiliation**, *not your job title*
   d. *Profile Picture:* **Leave Blank**
   e. Leave all other available fields empty!

Alt-text caption: Screen grab of the Slack Workspace' "Edit your profile" feature.

*More information about gender pronouns can be found on the following websites:
- https://uwm.edu/lgbtrc/support/gender-pronouns/
- https://www.gsafewi.org/wp-content/uploads/What-the-heck-is-a-PGP1.pdf
- https://www.mypronouns.org/sharing

For more information on how to set up your Slack workspace, visit:
https://slack.com/help/articles/360059928654-How-to-use-Slack--your-quick-start-guide

CHANNEL NAVIGATION

Conversations are sorted into "channels" based on topic areas. All channels are listed in the panel on the left side of the workspace. Navigate to different channels by simply clicking on them in the panel. Every channel has a unique purpose and to guide a specific conversation.

When clicking on a new channel and entering that conversation, please note the "topic" field at the top of the feed as well as the channel description*. These will inform you as to what conversations are appropriate for that channel.
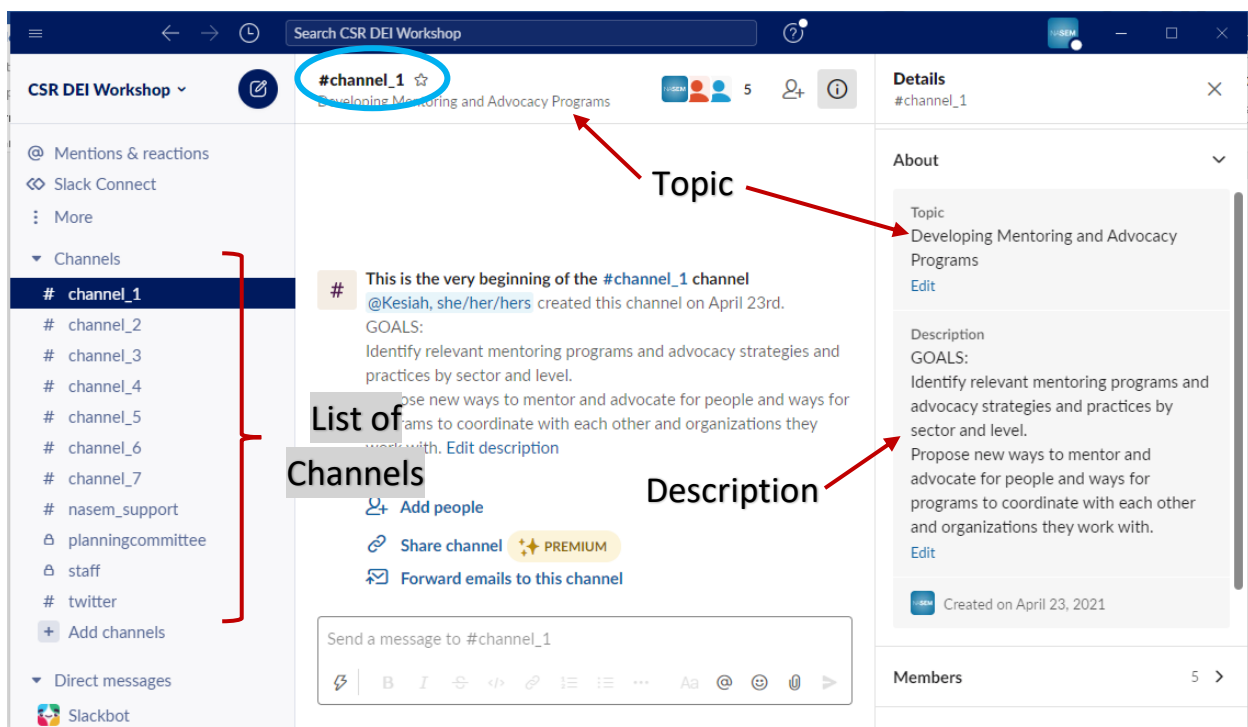
Alt-text caption: Screen grab of the Slack Workspace; the list of channels is displayed on the left, and the topic of the selected channel is described briefly on the right.

*To easily find the channel topic and description, first click on the bolded name of the channel at the top of the channel feed (in blue circle above). A menu will appear on the right side of the screen. Then, click "about" from the list of options.

CHANNEL DESCRIPTIONS

Channel Name	Topic	Description/Channel Goals
channel_1	Developing Mentoring and Advocacy Programs	-Identify relevant mentoring programs and advocacy strategies and practices by sector and level -Propose new ways to mentor and advocate for people and ways for programs to coordinate with each other and organizations they work with
channel_2	Implementing Proactive Methodologies for Success	-Identify essential elements of successful programs. -Propose strategies for scale up and coordination across successful efforts.
channel_3	Overcoming Institutionalized Barriers to Diverse Talent	-Identify programs and policies that are equitable and which amplify inclusion. -Provide leaders at all levels with strategies and accountable actions to removing barriers.
channel_4	Fostering Inclusive Classrooms and Workspaces	-Identify effective strategies for fostering a culture of inclusion within an organization. -Delineate practices that empower individuals at all levels to advance the culture of inclusion and the adoption of inclusive practices within an institution.
channel_5	Broadening the Role of Existing Resources and Networks	-Identify organizations that support DEI in the chemical sciences. -Create sustainable networks to synergize and translate existing DEI efforts.
channel_6	Preparing Young Chemists/Chemical Engineers for Success	-Identify critical elements of foundational preparedness for a career in the chemical sciences and those where marginalized groups tend to be lacking, and why. -Explore strategies that can broaden pathways and close opportunity gaps.
channel_7	Communicating the Benefits of a Diverse Workforce	-Identify benefits to dedicating resources fostering diverse and inclusive pools of researchers. -Delineate best practices and strategies to effectively convey the benefits of attracting and maintaining a diverse workforce within an organization.

nasem_support	Tech support	Use this channel to trouble shoot any Slack or Zoom issues.
twitter	Twitter feed	This channel will be auto populated from the #DiversityInChem hashtag on Twitter. If you would like to be featured in this channel, tweet about our event using the #DiversityInChem hashtag!
session1_part1	Discuss panel session 1 part 1	This is a space to discuss the themes presented in session 1, part 1.
session1_part2	Discuss panel session 1 part 2	This is a space to discuss the themes presented in session 1, part 2.
session3	Discuss panel session 3	This is a space to discuss the themes presented in session 3.

Notes:

- The channels named "channel_X" will be used primarily during Session II, Community Engagement.
- Do not submit questions to the speakers via the session channels—they will not be seen by the moderator.
- Conversations in the channels are always welcome as long as they are appropriate and relevant to that channel. Please ensure you are using the correct channel for your comment before posting!

BEST PRACTICES FOR PRODUCTIVE CONVERSATION

"Slack is much like an informal chatroom. Workspace members can read and/or share your messages with others. Keep conversations relevant and be mindful of your language and interactions here. Be aware of tone and emotions from both sides as this plays a part in drafting and interpreting messages. Remember to remain professional and conduct yourself appropriately. If in doubt, leave it out."

   Source: https://www.4pointconsulting.com/resources/2019/12/10/the-ultimate-slack-etiquette-guide

1. Use the "threads" feature.
   a. Instead of posting to the entire channel when looking to respond to a question or comment, respond in a thread. This keeps the channel feed less cluttered and more accessible for everyone.
   b. How to: Use your mouse to hover over the message you would like to respond to. An option bar will appear at the top right of the message. Click on the (message bubble) icon to open up a conversation thread.
2. Use the appropriate channel feed.
   a. When in doubt, refer to the channel topic and description.
3. Keep your posts short and to the point.
   a. When in doubt, ask yourself if you could post this to twitter. Too long? Shorten your comment!
4. Avoid using direct messages.
   a. All relevant comments and questions should be appropriate for a channel.
   b. Unwanted direct messages can be misconstrued and make others uncomfortable.
5. Use emoji's effectively but sparingly.
   a. Emoji's can be a great tool to convey a message.
   b. Too many emoji's can distract from your message.
6. Review and edit your messages.
   a. Read over your text for clarity and tone before pressing send.

TIPS AND TRICKS

- Tag individuals in your comments and responses
  - First, type the @ symbol, and then follow with the name of the individual you are looking to tag.
- Disable notifications
  - Click on the workspace name in the upper left corner, then choose preferences.
- Delete or edit your post
  - Hover over the post with your mouse and a bar of options will appear in the upper right of the post. Click on the ⋮ (three vertical dots) symbol for additional options.

NASEM SLACK STAFF LIST

If you are having content related issues on Slack or would like to report harassment or other inappropriate behavior, please feel free to reach out to a NASEM Staff member on slack through a direct message at any time.

*All NASEM Staff members on Slack will have the NASEM logo as their profile picture for quick identification.
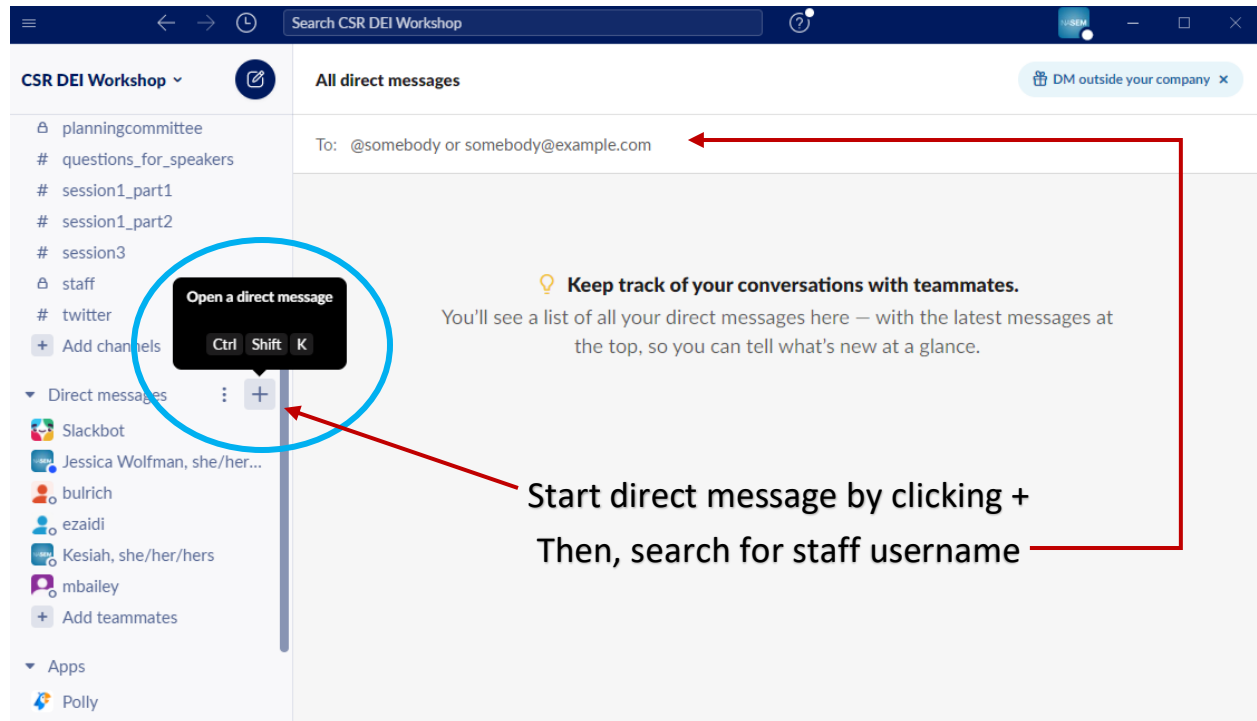
NASEM Staff Available to Help Include:
- Kesiah Clement
- Jessica De Mouy
- Benjamin Ulrich
- Michelle Bailey
- Jessica Wolfman