

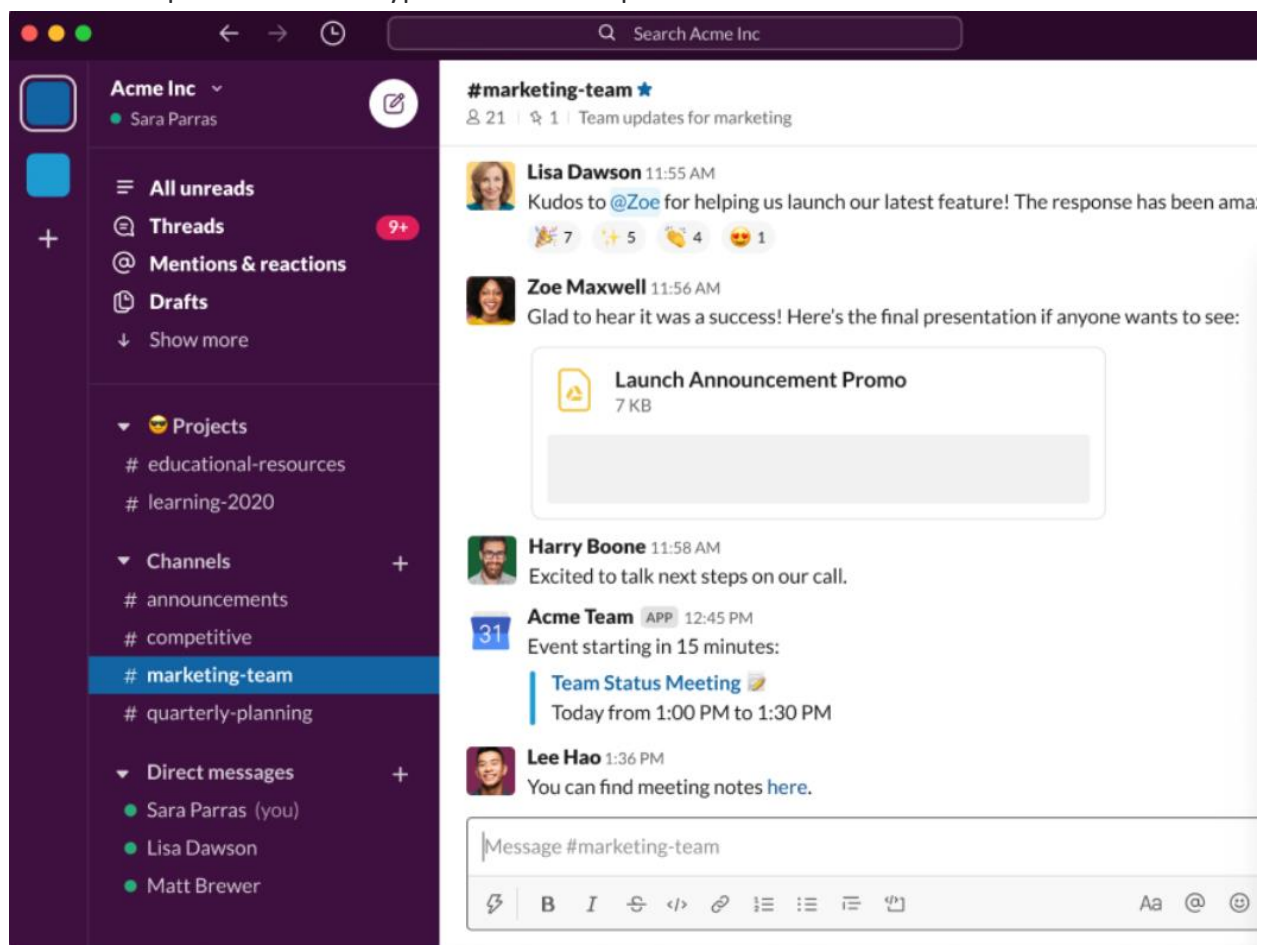
Quick Guide to Using Slack

What is Slack?

Slack is an online discussion forum. You can join Slack to ask questions and exchange ideas before, during, and after the workshop meetings. We have asked workshop moderators, speakers, breakout discussion participants, and the interested members of the public to join so that you are able to ask/answer questions and engage with each other in ongoing conversations.

To understand how Slack really works, it helps to know how all the pieces fit together.

Here's a snapshot of what a typical Slack workspace looks like:



The sections on the left that will be most pertinent are the **Channels** and the **Direct Messages**. The white area to the right is where you will see the individual messages and conversations between members in the channel that you are viewing.

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Channels

Your Slack workspace is comprised of **channels**. We have created a channel for each meeting in this four-part workshop. There is a #general channel – this is a place for general discussions that may not fall squarely into one of the defined workshop dates/topics. Finally, there is a #water-cooler channel for everyone to introduce themselves and meet each other.

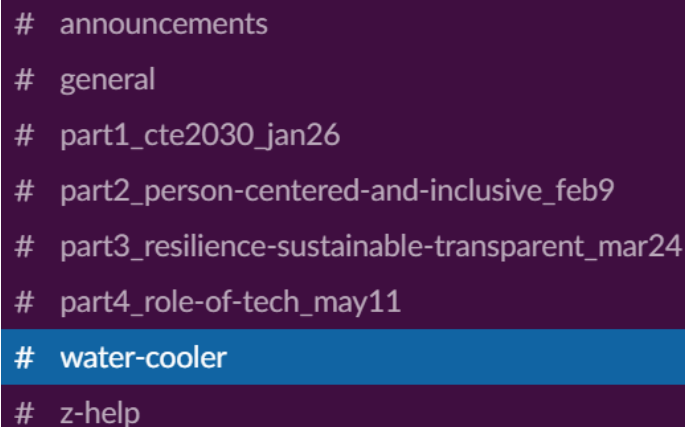
In these channels, you can add links to materials, send messages to everyone in this group during the meeting, and keep the conversation going between or after meetings.

There are also two “housekeeping” channels:

- The #announcements channel is where staff will post updates or news.
- The #z-help channel is where you can reach out to staff for technical help or ask questions related to the workshop.

NASEM staff will still communicate critical items via email, so you will not miss anything major if you choose not to join, but others have found Slack to foster engaging and lively conversations both during and following workshop meetings. We encourage you to please try it out.

The ClinicalTrials_2030 Slack workspace is set up with these channels:



```
# announcements
# general
# part1_cte2030_jan26
# part2_person-centered-and-inclusive_feb9
# part3_resilience-sustainable-transparent_mar24
# part4_role-of-tech_may11
# water-cooler
# z-help
```

Direct Messages

You can also reach out to others privately using **direct messages**. We encourage you to use the channels as much as possible, but if you have a small question or note that concerns only one or two others, you may use this feature to discuss with them. (If you have a logistical question, you can either post in the #z-help channel, or reach out directly to Julie Liao.)

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Joining the ClinicalTrials_2030 Slack Workspace

This tool can only be effective if members of the group are willing to participate. We recommend that you log into Slack on your browser on a regular basis, or download the desktop application to receive notifications.

Notifications are completely customizable, so you can set the frequency and type of notifications you would like to receive.

Account Invitation: You can join the ClinicalTrials_2030 workspace with this link, which will expire on February 15, 2021, https://join.slack.com/t/clinicaltrials2030/shared_invite/zt-l9h9f1zl-yALPEPQzwegrsf_vWlwudg

Access: By joining the workshop, you will immediately gain access to all the channels listed above.

Notifications: You will be able to customize when and how you are notified and for what. You can choose to be notified of activity within specific groups, when your name is mentioned, or for key words. If you choose to download the desktop application, you may opt to receive desktop notifications. If you use the web-application, notifications are only visible when you sign in. There is also a mobile application with customizable push-notifications.

Slack Dos and Don'ts

DO

- post news and information that are related to the workshop and discussions
- post links to relevant material
- ask questions or continue the discussions from the workshop
- approach staff for assistance or guidance
- treat all committee members and staff on this channel with respect

DON'T

- post solicitations for private work (events, job openings, etc.)
- create private channels without including at least 1 staff member

For a more detailed how-to guide with pictures, please visit [here](#).