

Supermassive Black Holes conference

– Instructions and procedures –

- All times in the program and in this document correspond to **GMT-3** (Chilean local time).
- Our conference can be accessed via the webpage (<https://smbh.udec.cl/>), which will include the **links to the zoom sessions** as well as to the **contributed talks and posters** (the latter will only be activated from Monday morning).
- To stimulate the interaction about the talks and to prepare for the discussion sessions, we will use the sli.do platform (<https://www.sli.do/>). You can also vote for the most interesting questions to be asked to the speaker or discussion panelists. There is no need to install any software: simply go to <https://www.sli.do/> and use the code SMBHs for access or directly post your question from the sli.do space on the conference webpage (<https://smbh.udec.cl/>). You can submit questions at any time during the conference (not only during the live sessions). The conference space consists of the **Q&A space to ask questions** about the talks, and the **IDEAS space to propose ideas for the discussion**. There is a Q&A space and an IDEAS space for each session. Please be polite and respectful to other participants during the discussion.
- **Live sessions** (invited talks + discussion session + the first break in virtual rooms + playing of the videos indicated with a fixed time in the program) will take place using zoom starting at 10:00 GMT-3 (9:40 on Monday). The link to the zoom sessions will be available via the conference page (<https://smbh.udec.cl/>).
- The **invited talks** will be given in the live sessions in zoom. Participants will be muted during the invited talks (with the exception of the speaker). Both for invited and contributed talks, the questions should be asked via the Q&A section on the sli.do platform.
- **Contributed talks** will be uploaded on youtube and can be accessed with links from the webpage. They will be available all the time during the conference. Videos that have been assigned a time in the program will be played at that time in the live session. We strongly encourage you to look at these talks during your available time and to consider them during the discussions.
- The **discussion sessions** will be organized by a moderator, and will be prepared jointly with input from all participants through the IDEAS sections in sli.do. The main goal of the discussions is to determine the main open questions in the area and possible ways forward. The discussion itself will be in a **zoom meeting**. Participants will be initially muted, but you can indicate via the hand sign signal (in the participant panel) if you want to ask a question or make a comment. The moderators will then ask people to unmute themselves in the order they determine, aiming to keep a balance between different participants. We ask you to respect their instructions for this format to work well. The discussions will not be recorded.
- A **virtual break** will be from 10:40 – 11:00 in a few zoom breakout rooms. Participants initially will be distributed over the rooms in a random fashion, though you will also be able to change the room. For the purpose of changing the room the latest version of zoom will be needed.
- An **offline break** will be every day from 11:30 to 11:50 for 20 min. During this time, the zoom session will be ended, for participants to be able to disconnect, have a coffee or similar.

We hope that you will enjoy this conference, and please let us know if you have any related questions or comments!