13th Oxford-Berlin Meeting: Housekeeping & Guidelines

The Venue
The main venue for the conference will be a Zoom call, hosted each day by a member of TU Berlin. The rooms can be accessed each day by the links and passwords below, these will also be emailed to all participants before the start of the day.

Day 1:   https://tu-berlin.zoom.us/j/96830231790
Meeting-ID: 968 3023 1790   —   *Password:* 462534

Day 2:   https://tu-berlin.zoom.us/j/95431855096
Meeting-ID: 954 3185 5096   —   *Password:* 818910

Day 3:   https://tu-berlin.zoom.us/j/95549905511
Meeting-ID: 955 4990 5511   —   *Password:* 123636

Conference days will run from **09:00-17:00 BST** (**10:00-18:00 CET**) with talks finishing at **16:30 BST** (**17:30 CET**) on Monday and Wednesday. The Zoom calls will be open **15 mins** before the start of each day. The Zoom calls will remain open throughout the duration of the day to facillitate discussions in between talks, however there will also be dedicated coffee rooms using Discord, more details below.

All participants will be **muted** and have their **camera off** by default upon entering the room. In between sessions participants are free to un-mute themselves if they wish but please return to mute during talks. For performance considerations we recommend that during talks only the **speaker** and **chair** have their cameras on if they wish.

Talks
Talks will be **20 mins** with **5 mins** for questions. They will occur in sessions of three talks each, chaired by a member of the community. We expect most talks will be given by speakers sharing their screen with presentation materials. At the end of each question session the speaker will need to click **Stop Share** and the new speaker will be asked to share their screen. If you are a speaker please try to prepare your presentation in the format you wish in advance of your slot.

If you have any questions or queries during a talk, feel free to raise them in the **text chat** which can be accessed at the bottom of the Zoom screen. Any questions that cannot be satisfactorily answered in the chat can be presented by the chair to the speaker at the conclusion of their talk. In any remaining time the chair will give the opportunity for further questions. You can indicate your wish to ask a question either by typing so in the chat, or using the **Raise Hand** feature. This can be accessed by clicking **Participants** at the bottom of the Zoom screen and then selecting **Raise Hand** in the panel that appears on the right of the screen.

Coffee Rooms
For many of us conferences are an opportunity to meet old friends and colleagues and make new ones. In an effort to recreate this aspect of Oxford-Berlin meetings we have chosen to use the chat room platform Discord. If you are not familiar with Discord a more in depth guide can be found on

the next page.

We have set up a dedicated server which can be joined at: `https://discord.gg/n3fGUjb`. On the server there are a number of chat-rooms. You will find one general-text-chat in which you can publicly message anyone on the server at the time. There are also 7 pre-allocated voice/video rooms, one for each of the broad subject groupings,

- Data Science and Rough Paths

- Theoretical Applications of Rough Paths

- Singular SPDE

- SLE

- Rough Paths

- SDEs and Numerical Methods for SDEs

- SPDE and Particle Systems

In addition there are currently 3 un-allocated coffee rooms and we are able to add more if participants wish. If you would like an additional coffee room set up then please contact Avi Mayorcas or Patric Bonnier, preferably on Discord, or by Zoom chat or email. Once you are in any room you will be able to send dedicated invite links to that room, or other participants can simply meet you there - see the guide below. The Discord server will be accessible from now and will be open throghout the conference (and possibly afterwards as well).

Video Recordings
We are liaising with speakers and our supporting institutions with a view to being able to record talks, where appropiate and have them available after the conclusion of the conference. The details of this are still under discussion, however, it may be that some sections of the talk sessions will be recorded. If you are in the Zoom call at the time, or join during the talk you will be alerted that this is happening. If you do not wish to be recorded as a participant then we kindly ask that you do not use the Zoom room or chat for questions while it is being recorded. The Discord server will not be recorded in any way.

General Comments
Firstly, we wish to thank everybody for their patience and willingness to cooperate in order to make this rather unusual conference go ahead. We fully expect that there will be various technical hitches and other issues during the three days, however, we are sure that with the same degree of patience, collaboration and flexibility things will run as smoothly as they can. To this end, if you are able to help with any general issues that arise, or are able to help another participant with an issue they may be having please do so. Also, if you have a suggestion how things could work better, or are finding that some aspects are not suitable then please do not hesitate to get in touch.

Some general tips: In big voice/video chat rooms it is often helpful for participants to use headphones when un-muted so as to avoid feedback through their own speakers. Also, it can be easy to forget that your camera or microphone may be switched on, so we recommend that as a default they are turned off unless presenting, asking a question, or in a coffee room.
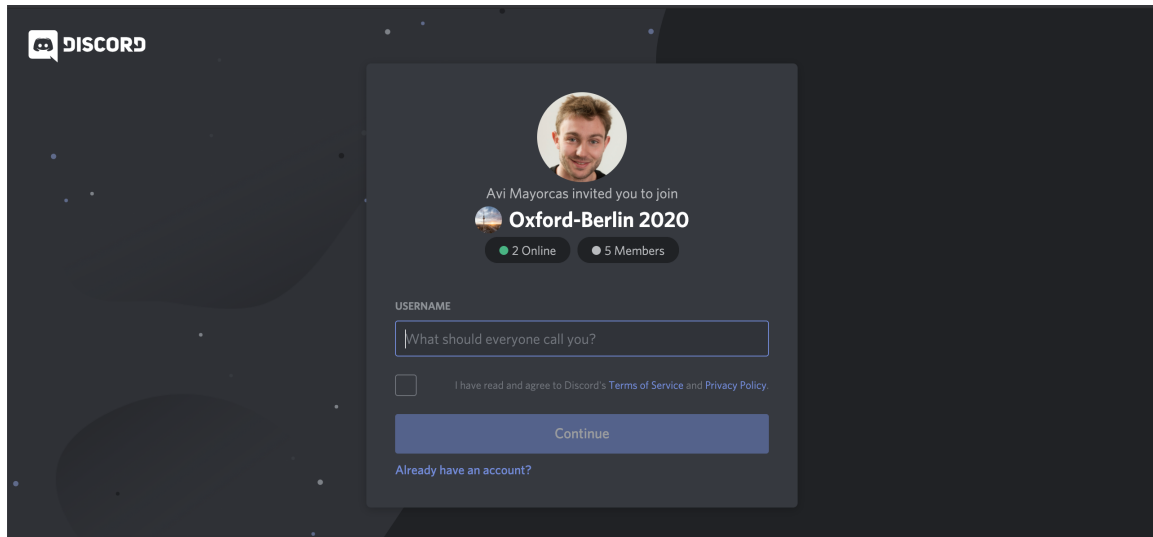
Many many thanks for your cooperation and please do not hesitate to get in touch with any queries.

On behalf of the organisers:

- Tom Klose (Berlin)

- Oleg Butkovsky (Berlin)

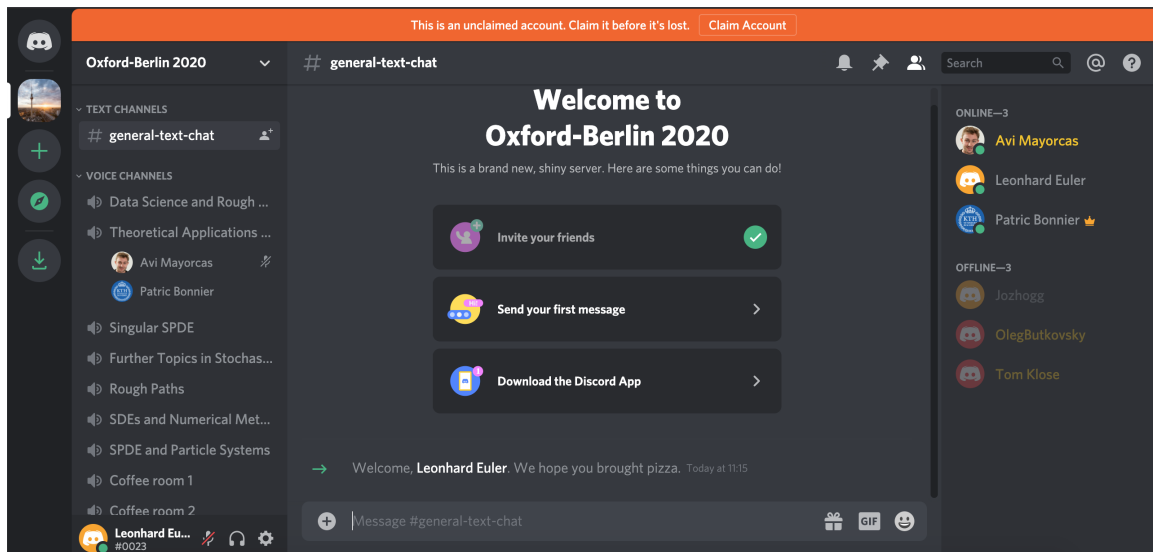- Patric Bonnier (Oxford)

- Avi Mayorcas (Oxford)

How to Use Discord

Discord is a web-based chat room service. We currently have a dedicated server for the conference and it can only be accessed with the link above. If you do not have a Discord account you will be presented with this page upon clicking the above link:
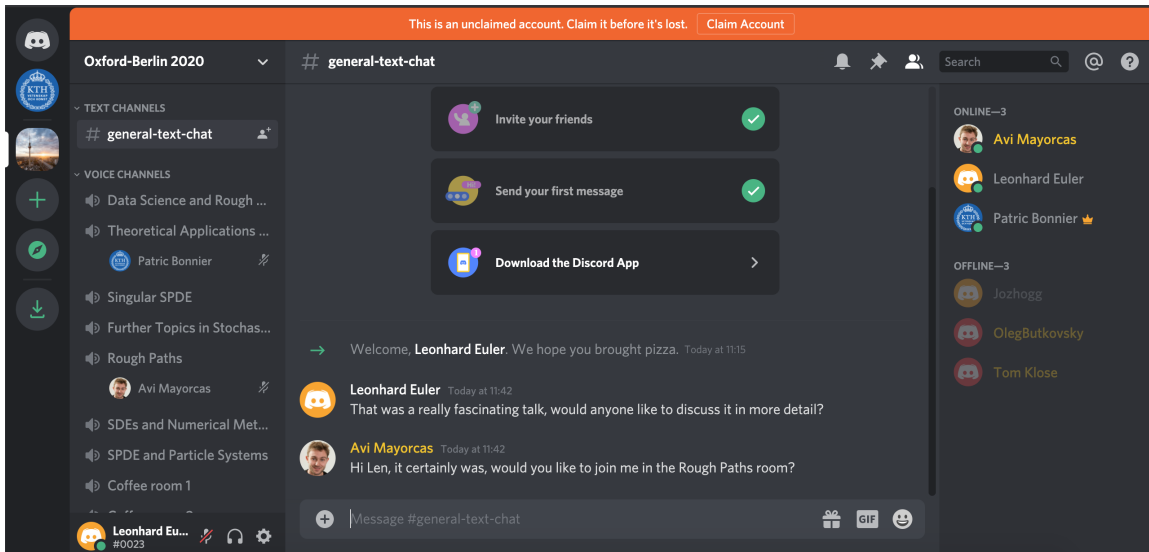

You will need to choose a username, read and accept the terms and conditions and then you may be presented with a *reCAPTCHA* which you will need to complete. Once you have done these things you will be given the opportunity to make a permanent account, you can ignore this as well as the tips and tutorials that will appear. If you do not make a permanent account you will have to repeat these steps each time you leave and want to rejoin the server.

In this case I chose the username *Leonhard Euler* and once in the server I automatically join the general-text-chat. Your screen will then look like this:
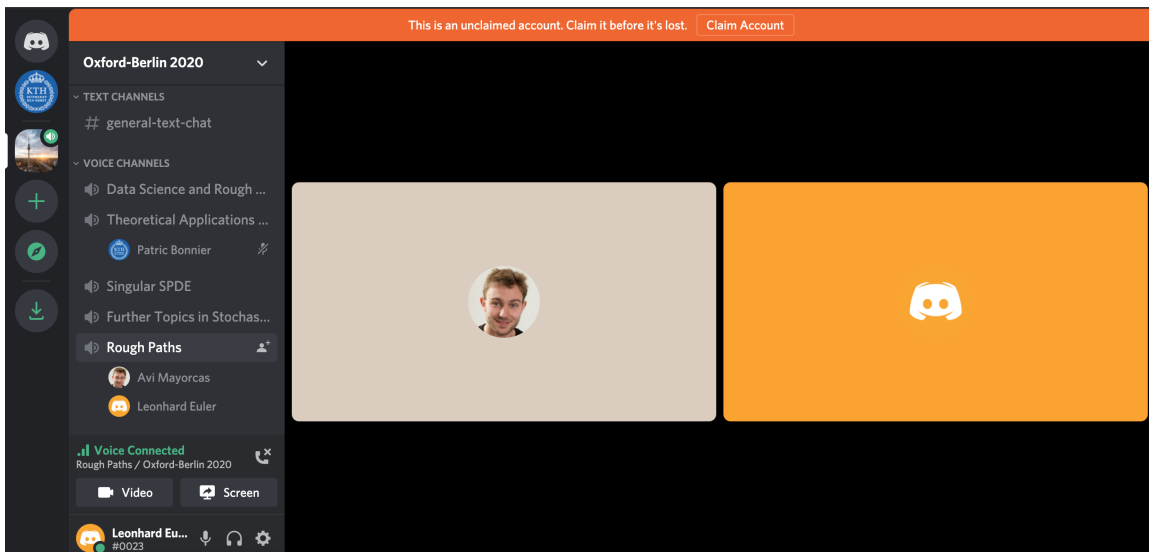

On the left hand side you can see the available text and voice channels. There is currently one text channel, the general-text-chat. You can also see that Patric and Avi are in the *Theortical Applications of Signatures* voice channel. On the bottom left you can see that I am muted, but have access to the audio. On the right hand side you can see all the participants currently online and those with permanent accounts not currently online.

If I'd like to have a chat with somebody I can join the *Theortical Applications of Signatures* voice channel with Patric and Avi, or any other that people may be in. However, instead I'll reach out on the general chat:

You can now see that Avi is waiting for me in the *Rough Paths* room. I can join him there just by clicking on the name of the room. Upon joining any voice room for the first time you will be asked to give Discord access to your microphone and you will be un-muted if you do so. You will also be prompted to turn on your video, but you can ignore this. After these steps the room looks like this:

Leonhard, Avi and anyone else who wishes to join the room can now discuss over voice. By the same procedure conversations can be moved over to any spare coffee rooms, or you can request an additional room be set up by the organisers. If you wish you can use video in the chat rooms, however if there are a large number of people it is probably more stable with cameras off, but feel free to try it.