Virtual Collaboration Tools

ICERM's IT staff supports a wide variety of virtual collaboration tools, software, and platforms. We encourage organizers to contact IT staff before your workshop in order to assure we are ready to support your virtual events. **An ICERM IT staff member will be on all official ICERM Zoom events to provide assistance and technical support.**

Zoom Video Conferencing

ICERM uses Zoom as our primary video conferencing service. Workshop events normally use Zoom Meetings, but we occasionally use Zoom's add-on Zoom Webinars feature for more formal virtual events like public lectures. A short comparison of Meetings and Webinars is below. See the Zoom Introduction for more details and a full technical comparison.

Zoom Virtual Meetings

Zoom Meetings provides meetings with video, audio and screen sharing for up to 300 real time participants.

- ICERM uses Zoom Meetings for most workshop talks, discussion sessions, working group meetings, and virtual social events such as coffee break sessions and workshop receptions.
- Zoom Meetings allow all participants to control their own microphones, cameras, and screen sharing so they can see, chat, and collaborate with each other.
- For officially scheduled workshop events, ICERM's IT staff creates the Zoom sessions and shares the links with all participants.
- During long-term programs, ICERM can support a limited number of recurring working group meetings on Zoom.
- **All attendees, speakers, and session chairs are encouraged to review our Zoom Meetings Guide.**

Zoom Webinar

Zoom Webinar is an add-on to the Zoom Meetings service that allows more formal webinar broadcasting and live-streaming outside of Zoom.

- ICERM sometimes uses Webinar for more formal events such as virtual public lectures.
- Webinar attendees will be in view-only mode but can still raise their hand to request microphone access or use chat to ask questions.
- Most ICERM Webinars are live-streamed on the icerm.brown.edu website via Panopto.

Email/Text Chat Platforms

Slack

Slack is an app and web based communication platform designed loosely around the classic Internet Relay Chat (IRC) model.

- Slack divides chat up into “channels” for topic-based discussion.
- Slack's app is available for all major platforms. A browser-based client is also available.
- Free Slack workspaces retain the last 10,000 messages for a searchable history and also provide 1-to-1 video calling.
- Paid Slack workspaces can support group video calling up to 15 people.

Technical Needs/Constraints

- Program organizers who wish to use a Slack workspace for their program should request Slack setup from ICERM IT staff at least two weeks before the start of an event.
- For group-based events, ICERM staff can pre-create and populate channels on Slack if we are provided a list of groups and participants one week before the start of the program.

Listserv

Long-term programs (Semester Programs and Summer@ICERM) are provided with a program mailing list via Brown's central listserv. All participants are members of the list and can use it to send email announcements to the other members of their program. Listserv is not available for short-term programs.

Web-based Collaboration

Overleaf

Overleaf is an online collaborative LaTeX editor.

- Overleaf provides an online collaborative Google Docs-style editor for creating LaTeX documents. Several collaborators can work together on the same document making edits and suggestions/comments.
- Overleaf is available to all postdocs and Brown university students via Shibboleth login.
- ICERM can also support premium Overleaf projects for other workshop groups on a case-by-case basis. Organizers should contact IT staff to discuss this option.

Technical Needs/Constraints

- Organizers who wish to use Overleaf for their workshop should discuss this with ICERM IT staff at least two weeks before the workshop.

JupyterHub

JupyterHub is a collaborative, online, multi-user version of the popular Jupyter Notebook software.

- Brown CCV hosts a JupyterHub server that can be made available on request to specific working groups.

Technical Needs/Constraints

- Advance notice is required for this service. Organizers should contact IT staff to discuss this option at least two weeks before the start of the workshop.

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