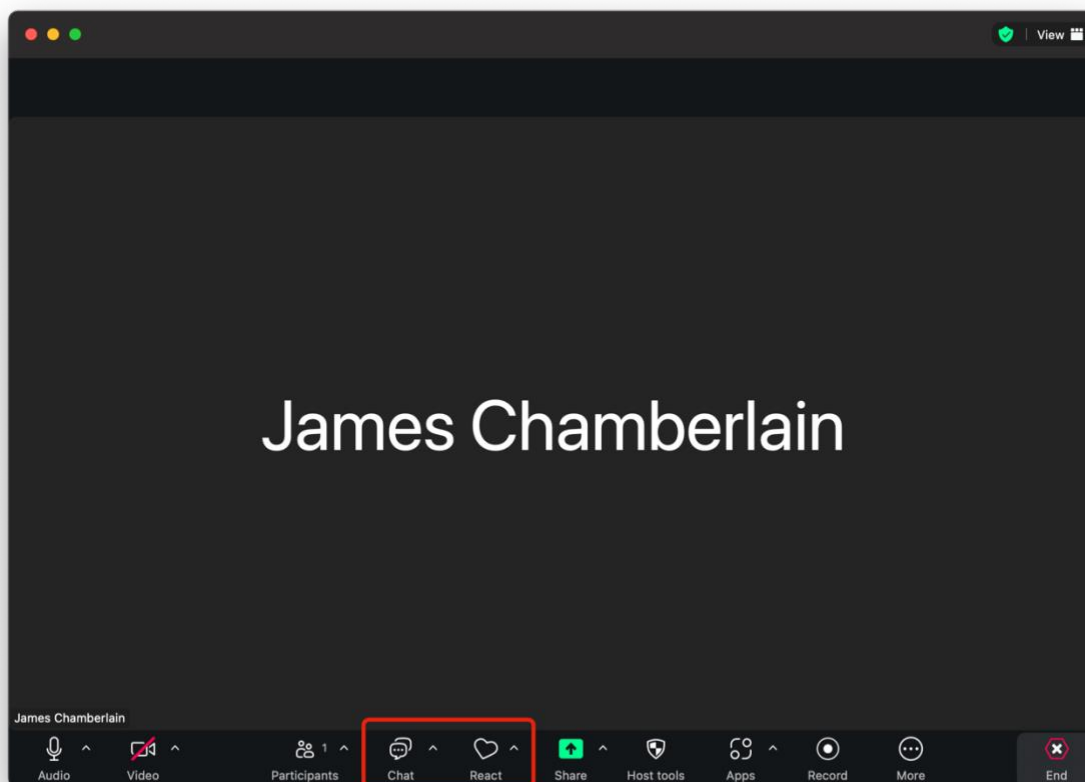


Facilitation notes for ASV cosmology section meetings (March 2025)

- Zoom meetings will be recorded - we will tell you when we start recording
- The presenter will pause at appropriate points to allow questions and discussion.
- If you want to ask a question or add to the discussion, feel free to use the zoom raise a hand button, or put a question in the chat (see screenshot and instructions below).
- You can keep your (zoom) hand raised until you are done with the question or discussion point, some questions may require some back and forth discussion to resolve.
- We will turn off the recording at the end and there will be some time for informal discussion which will not be recorded.
- The recordings will be made available on the ASV website so people can view them if they missed the meeting.

To access chat and raising hand/lowering hand

1. Move your mouse pointer down to the bottom of the zoom window to make the toolbar appear (see screenshot below, red rectangle shows the relevant icons)



2. Click on the heart shaped icon above the word "React" to reveal the raise hand button, click on the raise hand button to raise your hand. A lower hand button will be visible while your hand is raised.

3. To view the meeting chat where you can type questions etc., click on the chat icon in the toolbar above the word "Chat"

From the ASV code of conduct:

BEHAVIOUR AT ASV EVENTS AND IN SOCIAL MEDIA

ASV members are expected to conduct themselves in a dignified and appropriate manner. Inappropriate behaviour at an ASV event, or on the ASV website or related social media, should be reported through the channels provided. Inappropriate behaviour includes:

- Racist, sexist, homophobic, transphobic, or bigoted comments
- Sexual advances or harassment
- Repeated personal harassment, including verbal or physical abuse, bullying, threatening behaviour, insults
- Offensive or obscene language
- Intolerance of a person's religion, politics, or opinions
- Behaving in a way that disturbs the enjoyment of other people, such as loud phone conversations or music or displaying white lights at events held in darkness
- Drunken behaviour, or leaving alcohol and related litter visible at events
- Any actions deemed to be intentionally hurtful, harmful, threatening or inappropriate.

To register as being in the cosmology section so you get cosmology emails etc.

1. In your web browser, go to

<https://www.asv.org.au/>

2. Click on Login which is at the middle of the top of the page.
3. Use your email and password to log in. If you have forgotten your password, click on Forgot password.
4. Your name is at the top of the page now, click on your name to see your profile
5. Click on edit profile.
6. Scroll down to Subscribed Sections, click on the box for Cosmology & Astrophysics
7. Scroll down to the bottom and click on Save.