

30mfm **Discord** guidance

1. To sign up for **Discord**, you just need an **invite**. We will send the invite in an **email** to the 30mfm email list. We are not going to put this on the mfm website, because then anyone could find it and start spamming us. The invite will take you to Discord's website. If you already have a Discord **account**, you should simply be taken directly to the 30mfm Discord server. If not, you will need to set up an account (it's free and quick). We advise you to download the Discord app/client (although you may well be able to use the web-based version of Discord). You can, of course, delete your account after the mfm. We will not be sharing the Discord invite with the world, but it is fine to **share it yourselves** with any phonologist who you think might be interested (but can't make it to the conference).
2. We will be using Discord for two purposes during the 30mfm: (i) to **store posters, slides or handouts** (as a repository, so that people have easy access to them), and (ii) as a way to have **chat**-type communication during the conference. The 30mfm has a Discord '**server**' which has lots of text-based '**channels**', organised in terms of the days of the programme. This worked well during the two online mfms and we are now experimenting to see if participants want to use it during an in-person mfm, too. There is no obligation to engage with Discord during the conference, but we thought we would make it available in case people would like to.
3. Discord will also allow us, if we like, to **discuss** a poster or talk after the poster session or talk session has happened (or, even, in advance of it if you're keen). We will close the 30mfm Discord server a few weeks after the conference (and we will let you know in advance when that will be). Each poster and talk has **its own channel** on the 30mfm Discord server. The idea is for presenters to **upload** their slides, handout or poster to their channel, and anyone attending the conference could use the channel to **post questions** for the presenter in the channel's chat (and the presenter can respond, of course, too). If you want to, you could have a **chat** about a presentation in this way.
4. We are, therefore, asking all presenters to **upload** their own slides, handout or poster to their own Discord channel. **Please do!** If you are giving a talk or poster, you should be able to find your channel pretty straightforwardly (all the necessary channels already exist). The server is set up in terms of the days of the conference. Channels are named using the **surname** of presenters. You just need to find your channel and post your file to it. You do this by clicking on the '+' symbol in the chat/message box at the bottom of a channel. If you click the '+', you should be able to upload a file in the normal file-uploading manner, then type a message to accompany the file and press the enter key. NB: Discord can only host files up to **25MB**. If your file is bigger than 25MB, you could try to reduce it (use lower quality images?) or host it elsewhere and post a link to Discord.
5. Everyone can add **messages** to a channel just by typing in the box and hitting the enter key. This way, you can **chat** about a presentation. You can delete your own messages, too, if you make a mistake (click on the three dots that appear when you hover over your message – at least, that works for me).
6. There are a number of **editors** for the Discord site. We can delete other people's messages, too. We will only do this if someone posts something inappropriate. We can also **remove people** from the server, which again we will only do if they behave inappropriately. If you notice any inappropriate behaviour on Discord, please let us know in the 'general-queries' channel. And, please, be nice to everyone!
7. You can also post **general queries** in the 'general-queries' channel (hence the name...). We will try to check the 'general-queries' channel often, but we will be busy doing other things at the conference, too, and everyone should feel free to answer queries there if you know an answer to someone's question.
8. NB: Discord was invented in order to let people talk to each other while playing online games. This means that it sometimes uses young-person-speak, so you may be surprised how it speaks to you (in its automated replies and messages). We'll cope.
9. You can **rename** yourself easily and add a **picture** of yourself and that kind of thing. You may get notifications from Discord about messages. If you look in your profile, you should be able to turn this off. If you want/like, you can send other people a **private message** through Discord – just click on their name (in the 'online' section of the screen) and type it in the 'message' box.