Information and requests for a successful virtual AST-21 meeting

In preparation for the first virtual AST meeting, we'd like to set some guidelines to try and make the meeting as successful as possible. There will be three 2 – 2.5 hour sessions to cover all the necessary topics, so we will need to do as much preparation prior to the meeting as possible to help it run smoothly. Please read through the different sections below to get ready. Thanks!

General set up of meeting and background information:
- There will be one powerpoint show that will contain all the presentations for the virtual session and which will be advanced by one person. Each slide will be numbered to help everyone stay on the same slide if following along from home.
- There will be discussion periods, but please mute your microphone unless you are the speaker, the chair or the moderator during the rest of the session. Consider using audio only to reduce bandwidth usage.
- Please use the 'chat' feature in Zoom to raise your hand, make a comment or ask a question.
- There will be a chair and a moderator for each session. The chair will be the AST co-chairs as usual. The moderator will help keep track of the action in the chat section and will help moderate the discussions based on raised hands, comments and questions.
- Sessions 1 & 3 will be open and session 2 will be closed.
- Please read National Reports and other support documents available on the AST-21 meeting website.
- The talks for each session will be available for download prior to the session. Please download them and be ready to follow along on your computer in case of technical trouble.
- M. Scanderbeg will still produce a meeting report and action items.

Speakers:
- Please share your with Megan Scanderbeg your presentation **2 days** prior to your scheduled day. If this is done via Google Slides, all presentations can be easily combined in Google slides, then saved and uploaded onto the AST-21 meeting website. If not done with Google Slides, please send it via email or some other way. There needs to be time for Megan to combine all presentations into one and share it with the AST-21 community prior to the virtual session.
- Please think carefully about the information you want to present in your shortened time frame. If you have potential action items or questions for the AST, please put these into your talk so that it is clear and can be easily addressed.
- If you have a longer version of your talk that you'd like posted on the AST-21 meeting website to provide further background or more information, please send it to M. Scanderbeg.
- Please send M. Scanderbeg a summary for the AST-21 meeting report. It can include more information than what was presented to provide further background or more details as needed.

National Programs:
- Please submit National reports and commitments (as possible) if you have not already done so.

- Please submit one bullet point on the status of Argo you'd like shared in the first virtual session. All bullet points will be combined and presented by Toshio. This will help to add to the discussion on how National Programs are implementing the Argo2020 design.
- There has been a request to provide information on how COVID is affecting Argo National Programs. It would be wonderful if you could provide a summary on this in your country, if possible. As we look towards things returning back to normal and SeaBird re-opening, it will be important to work together as a community to distribute CTDS appropriately as they become available. There will be lots of information to consider including float readiness, deployment opportunities, float density, etc. If the AST is aware of how COVID is affecting your program, this information can be used as a guide to help prioritize suggested CTD distribution.