

Virtual YEA survival guide

28 September – 4 October

We are very happy to welcome you to the second edition of the Youth Energy Academy (YEA) in Asia. Recognizing the challenges inherent to adapting such an interactive programme like the YEA to a virtual format, we are doing our best to make this a productive and unique training. Thus, we ask that you **carefully read** and **follow these guidelines** and **suggestions**. Hopefully, this will make your life and our work a lot easier.

Before the Academy

There are some important steps for teams to take before YEA starts. Below is a checklist of things to consider. By the start of YEA your team should have:

- The complete Do-it-together (DIT) Kit to build your energy systems (including from the source-it-together list)
- Prepared an adequate meeting space for the team to work together
- Ensured a reliable internet connection
- Arranged group meetings in advance (the YEA organizing team advises all participating teams to meet in person as much as possible and always for group work sessions signaled in the schedule**)
- Made contact with your mentor and made meeting arrangements (if you haven't received his/her contact details please ask the YEA organizing team)
- Installed the [Zoom](#) desktop application (we advise against using the mobile zoom app)
- Installed the [Slack](#) app (on your laptop and/or mobile) ¹
- Completed the pre-training evaluation form ([link here](#)) to be done individually
- Observed and continue to keep close attention to COVID-19 updates from official authorities and inform the YEA organizing team of any difficulties

Please note that we will hold a test call for ALL participants on **Thursday 24th September at 4p.m. Bangkok time**. We encourage that all members to join the test session from the same location where they will join for the V-YEA zoom sessions to ensure a reliable test and troubleshooting.

If you are interested in reading further or looking into last year's YEA please check the [YEA library](#) and listen to the [recordings from last year's sessions](#).

¹ All team members should install these apps. Guidelines on these apps can be found below

During the Academy

The Programme

Please note that YEA sessions make use of different platforms.

Theory sessions (blue in the schedule) will be held in Zoom, while practical DIT work (yellow in the schedule) will make use of Slack where teams will be able to communicate live by chat with other teams and with the trainers in the appropriate Slack channel. During these hours, trainers can launch a zoom call in that channel to clarify any issues with the larger group, but these will happen on an ad hoc basis, as needed.

The programme always indicates the platform for each session, as shown here:

10:30 - 11:00

Session 2 @ Zoom

The Energy Trilemma: Climate Change, Energy and Development

Prof. Joyashree Roy, AIT

13:30 - 17:00

Do-it-Together energy systems @ Slack

Self-guided team work with live troubleshooting with trainers

Please also note that **live troubleshooting** with trainers for the Do-it-Together (DiT) sessions will happen only **after 1 p.m.** (when working hours start for our trainers in Europe). During DiT sessions in Asian morning hours, group work will be mostly self-guided, but mentors (including your YEA Alumni mentor) should be available for guidance at these times.

10:30 - 13:00

Do-it-Together energy systems @ Slack

Self-guided team work

Practical workshops – Building Energy Systems

Intro sessions to Energy workshops

In these sessions we will address the theoretical knowledge concerning energy systems including the theory and function principles of the systems that will be built during the DIY sessions. These will always take place over zoom at 1p.m. Bangkok time.

DIY sessions

In these self-guided sessions, together with your team you will be building a **solar oven, a charging station and power banks.**

In the first session you will start by learning about the safe use of tools through the Tools and Safety video.

For each application we will be provided with a series of videos guiding you through the process.

- Introduction videos: Here you will find the tools and materials you will need for each system.
- Building videos: Here you will see step by step the process of building the system.
- Testing videos: In this last video of the Solar oven & charging station series you can see the test process and the desired end result of the systems.

In order to ensure a smooth workflow please make sure you have in your possession all materials that you were asked to source.

Troubleshooting

During the DIY session our trainers Alex and Katherina will be available on the Slack platform on the channel **#do-it-together_troubleshooting**. You can write to them for any issues, ideas or challenges you may come across. Whenever needed, Alex and Katherina may also launch a zoom call to clarify better some issues.

Energy Clinics

(green in the schedule) are an additional space provided daily for teams to ask questions and discuss their progress with YEA trainers. These are optional zoom sessions that teams should book in advance (just like booking a Doctor appointment in a clinic).



Each team should **manage break and meal times** as appropriate considering your particular needs and time zones.

Please keep in mind that:

- Bangkok time will be used as the reference time zone throughout communications before and during the Academy. To avoid confusion, we suggest all participants to always check time differences ahead of time. Here is a [useful tool](#) to keep in hand.
- All zoom sessions will be recorded for future reference, but as a general rule, all participants are expected to attend and engage in all sessions (in blue).
- Whenever justified, the organizing team can make changes to this provisional schedule. We will always try to accommodate constraints or difficulties teams may have, but participants should bear in mind that we are working across many different time zones (from New York to Manila). Not all sessions will be at comfortable times for all involved and rescheduling sessions will always affect a lot of people, so a degree of flexibility will be appreciated.

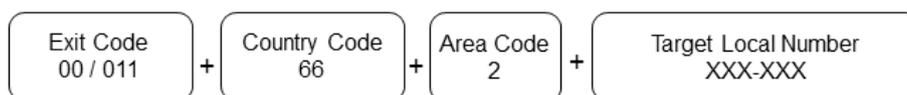
YEA Contact Information

If after reading this guide you have any questions or concerns, please contact one of YEA organizers, with energy.academy@rrcap.ait.ac.th in carbon copy.

Name	Contact details	Support with
Mr. Jonathan Brenes	Jonathan.Brenes@rrcap.ait.ac.th +66(0)82 987 2156	Overall programme, materials kits
Ms. Natanat (Ping) Sittichaiyakarn	natanat.sittichaiyakarn@rrcap.ait.ac.th +66 (2) 524 5368	Admin, bookings, reimbursements
Ms. Susana Guerreiro	susana@ait.asia	Overall programme management



Calling to Thailand



V-YEA Apps

Zoom

Get Started: Zoom Basics

First of all, go to [Zoom](#) in your browser. The platform is compatible with Windows, Mac, Linux, iOS, and Android. The layout will be slightly different depending on whether you are on desktop or mobile. YEA team recommends **all participants to download the free desktop version** (as the browser version has some limitations) and avoid using mobile for our sessions.

Follow the prompts to install Zoom in your computer/tablet/notebook. A confirmation email will arrive in your inbox. Open the message, click "Activate Account" or paste the included confirmation link into your browser, and then at the next prompt, you will need to complete account creation with your name and a strong password.

[Here](#) is a short video tutorial on how to install zoom and its basic features.

Joining a YEA zoom session

Joining the theoretical scheduled zoom sessions will be easy as we will use the **same link/meeting ID (recurring meeting)** thus avoiding confusion with links during the week.

Upon clicking the link, the first prompt will ask you to join with computer audio if you are on PC, and will also give you the option to test your speaker and microphone. At the top right of the meeting window, you can choose to go full screen.

We encourage all teams to do some **test meetings** among its members to become familiar with all features and troubleshoot any issues.

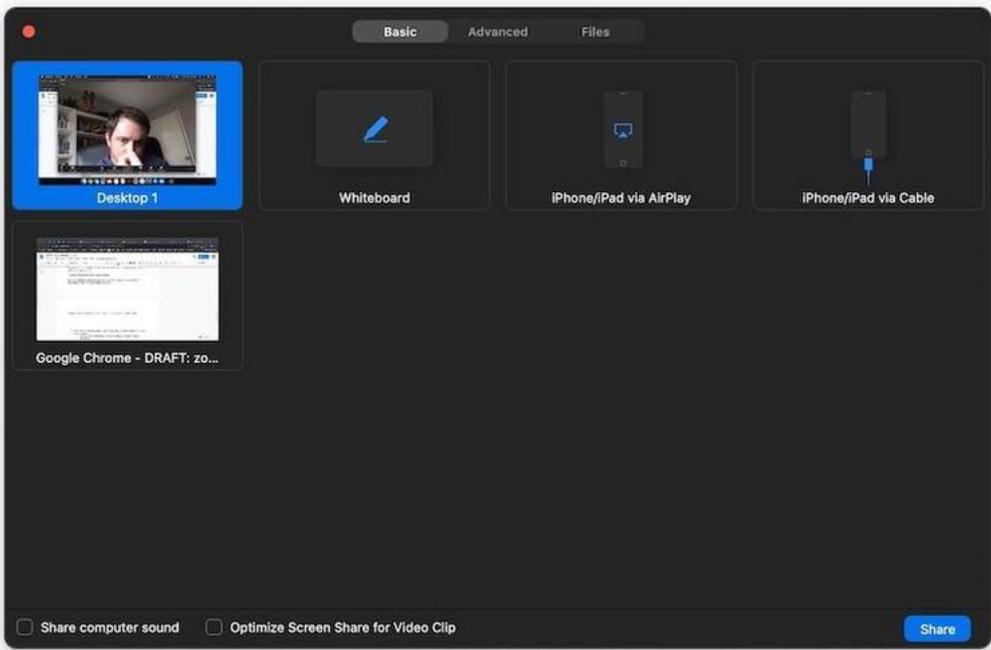
During the session

Two important options that you will be using a lot can be found in the bottom-left part of the black menu tab: the option to **mute/unmute your microphone** and **start/stop your camera**. If you are using an external microphone, speaker, or camera, open up the arrow tabs next to these options to choose which equipment you want to use (external or inbuilt).

Here are some other features to keep in mind:

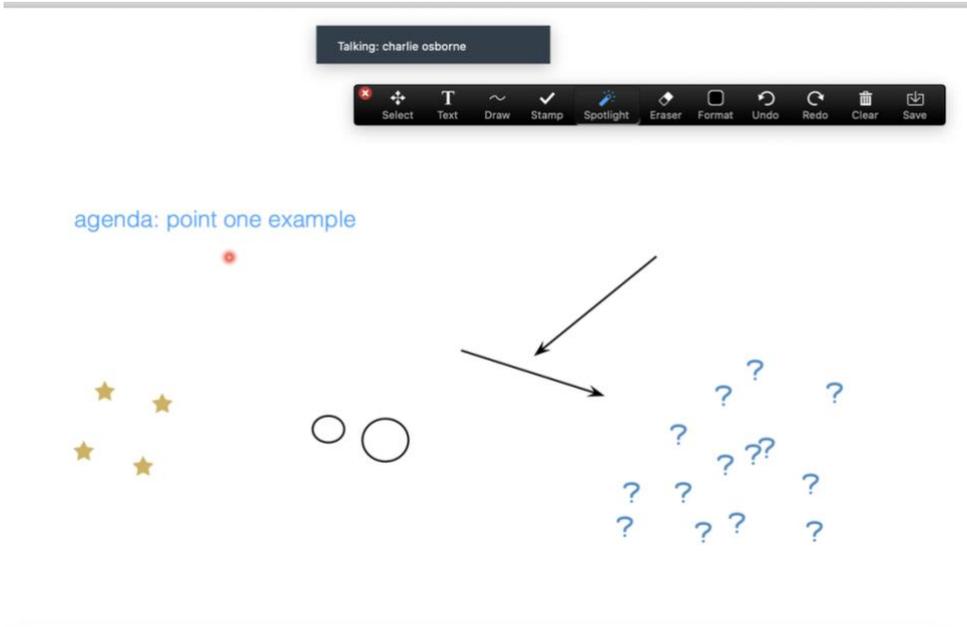
Speaker or Gallery view: At the top, you can pick one of two view options - but this only impacts how you view a meeting by default, Active Speaker is the default video layout - in which the person talking is ramped up to a larger screen - but there is also a gallery layout which brings in every participant on one screen through a form of a grid.

The "**Share Screen**" tab will allow speakers to show their slides, and may also be useful for YEA participants to show work they have been doing, present their project ideas and alike.



When selected, under "**Basic**," you can choose to share your PC screen with others, including your full desktop, browser, or open applications. There is also a **whiteboard option** that can be annotated (more info below). Under "**Advanced**," you can share a screen portion, music or sound only. There is also a file-sharing tab under "share screen" (shown under "Files").

[Here](#) is a video explaining how it works.



The "**whiteboard**" option under the "**Share Screen**" tab is useful if you are canvassing ideas for an exercise or requesting feedback and it comes with different annotation options, including text boxes, arrows, and more. The "spotlight" is a form of highlighter which can be used to bring user

attention to a particular area or point. Likewise, you can also do the same in a word/power point and then share it.

The "**Chat**" tab on the main bar is designed for users to type out questions and messages, as well as share files either hosted by cloud storage providers or stored directly on your PC. We want to have lively and dynamic sessions so **encourage all teams to make use of the chat** box to ask questions and make comments relevant to the session (and avoid using it to have parallel discussions on other topics). Note that you can send messages to everyone in the meeting or to specific persons.

Shared norms and things to keep in mind during sessions

As with any social space or collective gathering, in a virtual setting, it is also important to be mindful of others and promote a respectful environment. In a meeting room it might mean being punctual, avoid interrupting others, not eating in the room or turn off our phones. In a zoom session, there are also several actions we can take to make to make sure things go smoothly and ensure V-YEA will be a positive experience. We can discuss important shared norms for our group, but below are some we would ask you to follow.

ZOOM MEETING ETIQUETTE FOR PARTICIPANTS

<p>Join the Meeting Early You should join the meeting early so that you can test your technology.</p> 	<p> Greet Host Greet the host when you enter so they know you're there.</p>	<p>Remember You Are Always On Camera Prioritize a work-appropriate background and consider your background and lighting.</p> 
<p>Check Your Camera & Microphone Turn your camera & mic on. Meeting virtually is no different from meeting face-to-face. People want to see you.</p> 	<p> Look at the Camera When speaking Look at the camera when you are speaking, just like you would look people in the eye during a face-to-face meeting.</p>	<p>Find Your Strongest Internet Connection Connect to your hard-wired internet. This is not always possible, but try to ensure you have the most reliable internet connection.</p> 
<p>Eliminate Distractions Turn off email notification, put your cell phone on silent, put a sign on the door, & put household pets in another room or outside.</p> 	<p> Mute Your Mic Before you speak make sure that your mic is unmuted. If you do not intend to be heard, make sure your mic is muted.</p>	<p>Use the Chat If it's not a good time to interrupt, privately message someone. Just remember that the host may save the chat.</p> 



Get Started

Slack is a channel-based messaging platform which we will use throughout the week for all communications related to V-YEA. We will use the **Youth Energy Academy workspace** (youthenergyacademy.slack.com) that has dedicated spaces called **channels**. Channels bring the relevant people and information together for each topic or team.

To join the Youth Energy Academy workspace you just need to accept the invitation you will receive in your email and then create an account.

Slack will guide you through the process of setting up your account and will ask you to enter your full name, a display name, and a password. When editing your profile, in "Display name" put your **first name followed by the team name** in brackets – for example: *John (REnergy4All)*, so we can all recognize each other easily.

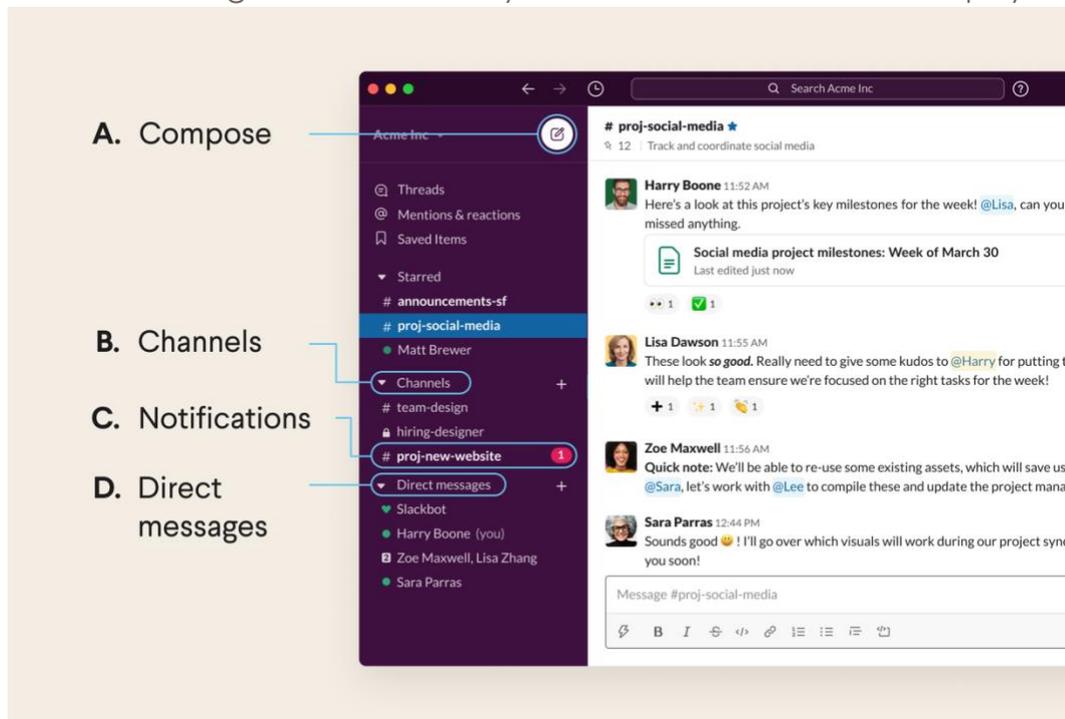
Again we recommend that you download the desktop version (and mobile version if you wish). You can download it [here](#).

Slack basics

[Here](#) is a quick tutorial on the basic features of slack.

1. Sidebar

The sidebar organizes channels you choose to follow and keeps you up to date.



A. Compose

Write a message from anywhere in Slack using the [compose button](#). Messages automatically save until you're ready to send them, and you can access your drafts anytime from the **Drafts** section at the top of your left sidebar.

B. Channels

[Channels](#) are dedicated spaces that organize your work. It allows discussions to be focused on a specific topic or team.

C. Notifications

[Notifications](#) in Slack are different from email or other tools you may be used to — they're designed to give you a clear sense of where you're needed by showing you a **badge** if a teammate mentions you. When there's anything new on a topic, channel names appear **bold** in the sidebar.

D. Direct Messages

[Direct messages](#) are where you can have focused, one-on-one, private conversations without sharing it into an entire channel.

2. Channels

All V-YEA participants will be part of the YEA workspace but will have access only to relevant channels. By default everyone (teams, mentors, trainers, facilitators) will be part of the following channels:

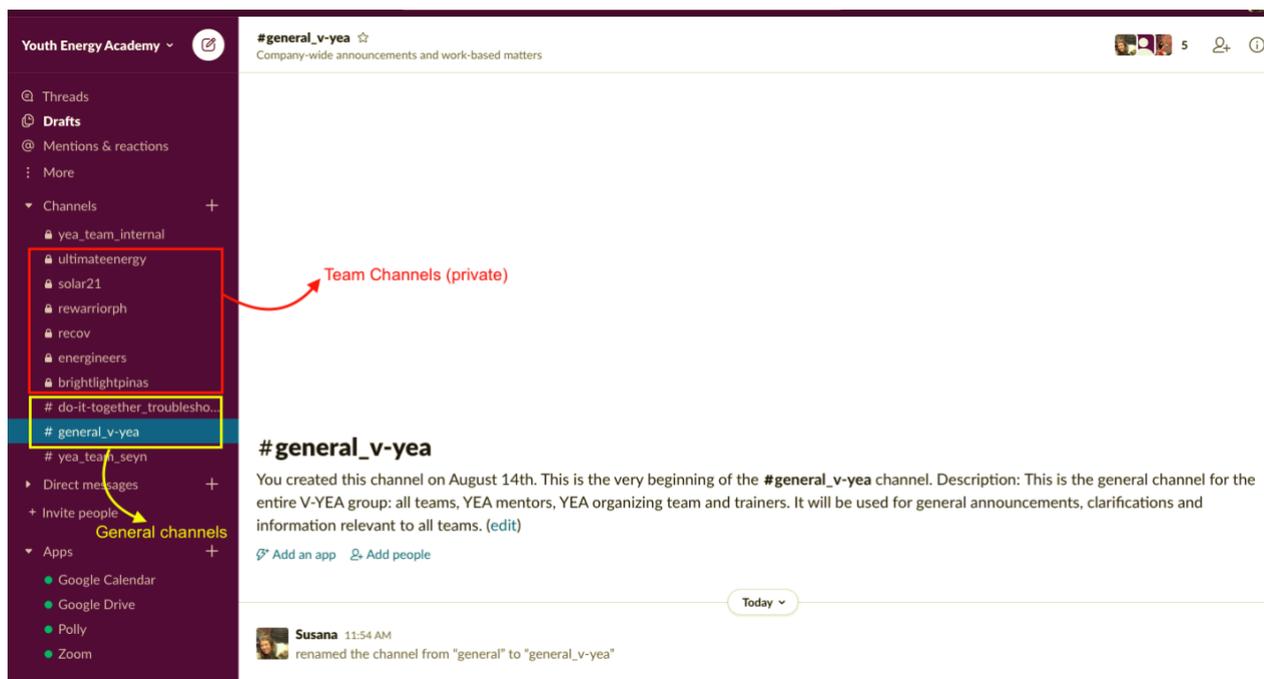
#general_v-yea

This is the general channel for the entire V-YEA group: all teams, YEA mentors, YEA organizing team and trainers. It will be used for general announcements, clarifications and information relevant to all teams.

#do-it-together_troubleshooting

This channel will be dedicated to the Do-it-Together (DiT) sessions (yellow in the schedule) where teams will be working on building the energy systems with the live support of SEYN trainers (Alex & Katherina).

Then each team **has its own channel**, where the YEA team and the team's mentor is also included. Each team channel is meant to be used for team's specific conversation regarding the programme, logistics or anything else that pertains to that team only. YEA mentors will have their own channel for specific mentoring questions and clarifications.



Note that you will only be able to see the channels you are part of.

Using Channels

A. Channel header

The channel header gives you an at-a-glance view of the channel you're in. You can star the conversation, see the member count, and view other important information.

B. Messages & files

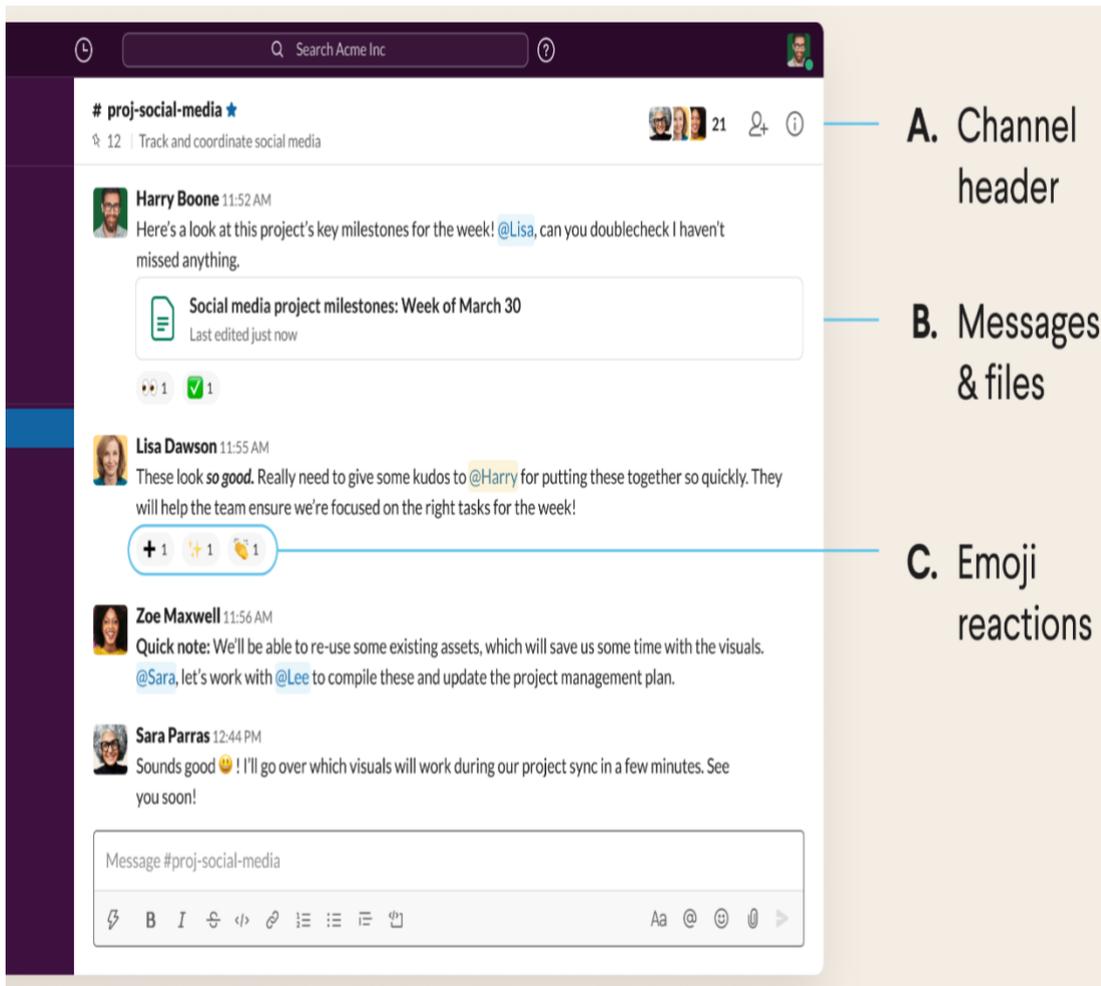
Channels provide you and your team a dedicated space to send messages and share files for a common purpose. When you enter or join a channel, you can scroll up and instantly see all the discussions and decisions made previously — without unnecessary meetings.

C. Emoji reactions

[Emoji reactions](#) are a one-click way to respond to any message in Slack. They can often replace the need for follow-up messages. They help everyone stay up-to-date at a glance and streamline your team's communication in Slack.

Your emoji reaction cheat sheet:

- 👏:clap: — “Well done!”
- ➕:heavy_plus_sign: — “I agree”
- 👁️:eyes: — “Looking at it” or “acknowledged”
- ✅:white_check_mark: — “approved” or “mark it as complete”



3. Message input

You can contribute to the conversation by writing messages, sharing files, and mentioning teammates. Thanks to a variety of options, messaging is flexible, helps keep everyone up-to-date, and allows you to get work done quickly.

A. Format messages

[Message formatting](#) allows you to change the appearance and structure of your messages — you can bold the most important items, break out thoughts with bullets, and more.

B. Mention teammates

Use [mentions](#) in a channel to get the attention of the right person, ask for feedback, or bring someone's attention to specific updates and action items (as you are writing the message enter the @ symbol and type the person's name).

C. Attach files

[Share files](#) in a message directly from your computer or a cloud-based service.

D. Edit or delete messages

You can correct a typo if you spot a mistake after you send a message. You can also [delete a message](#) you've already sent so you can start over.

The image shows a Slack channel interface with several messages and a context menu. Callouts point to specific features:

- A. Format messages**: Points to the rich text editor toolbar at the bottom of the channel.
- B. Mention teammates**: Points to the '@' mention icon in the bottom right of the message input area.
- C. Attach files**: Points to the file upload icon in the bottom right of the message input area.
- D. Edit or delete messages**: Points to the 'Edit message' option in the context menu for a message.

The messages in the channel include:

- Harry Boone** (11:52 AM): "Here's a look at this project's key milestones for the week! @L... missed anything." Includes a link to "Social media project milestones: Week of March 30" and a checkmark reaction.
- Lisa Dawson** (11:55 AM): "These look *so good*. Really need to give some kudos to @Harry... They will help the team ensure we're focused on the right task..." Includes a thumbs-up reaction.
- Zoe Maxwell** (11:56 AM): "Quick note: We'll be able to re-use some existing assets, which visuals. @Sara, let's work with @Lee to compile these and update the project management plan." Includes a meeting notes section with bullet points and next steps.

If you need further guidance here are two more tutorials that can surely help you get the most of slack.

- 1) [signing up](#)
- 2) [Slack Basics](#)