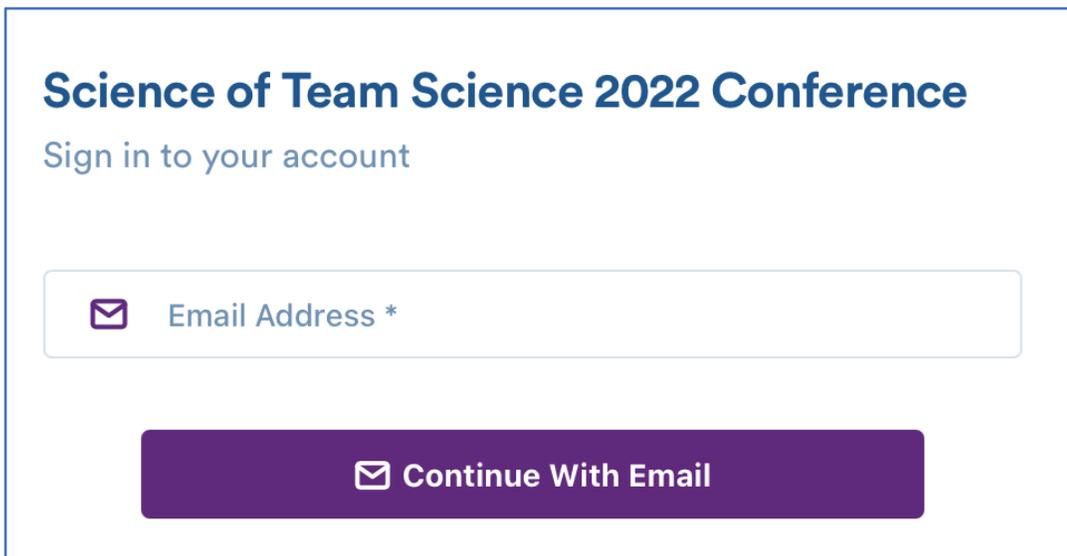


## Workshop Sessions

For SciTS 2022, below are step-by-step instructions to log in and join the conference and find your workshop on the Hubilo platform.

1) In your Chrome browser, go to the main Hubilo page using this link:  
<https://events.hubilo.com/science-of-team-science-2022-conference/home>

2) Type in your email address in the box provided and click “Continue with Email” (see Figure 1, below).



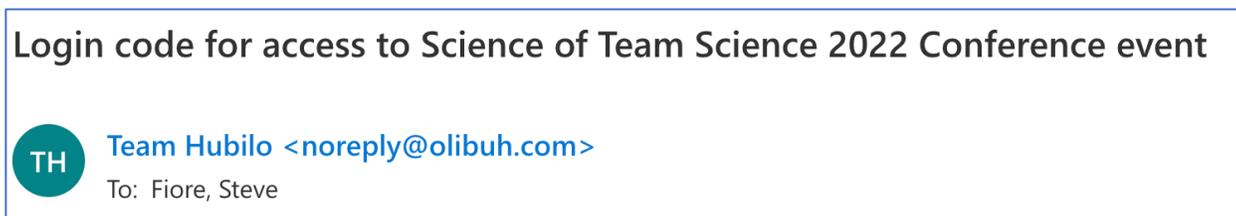
**Science of Team Science 2022 Conference**  
Sign in to your account

 Email Address \*

 Continue With Email

Figure 1. Hubilo login box

3) Hubilo will then email you a personal login code to your email. This is a security feature that also means you do not need to remember a password. The email will look something like what is shown in Figure 2.

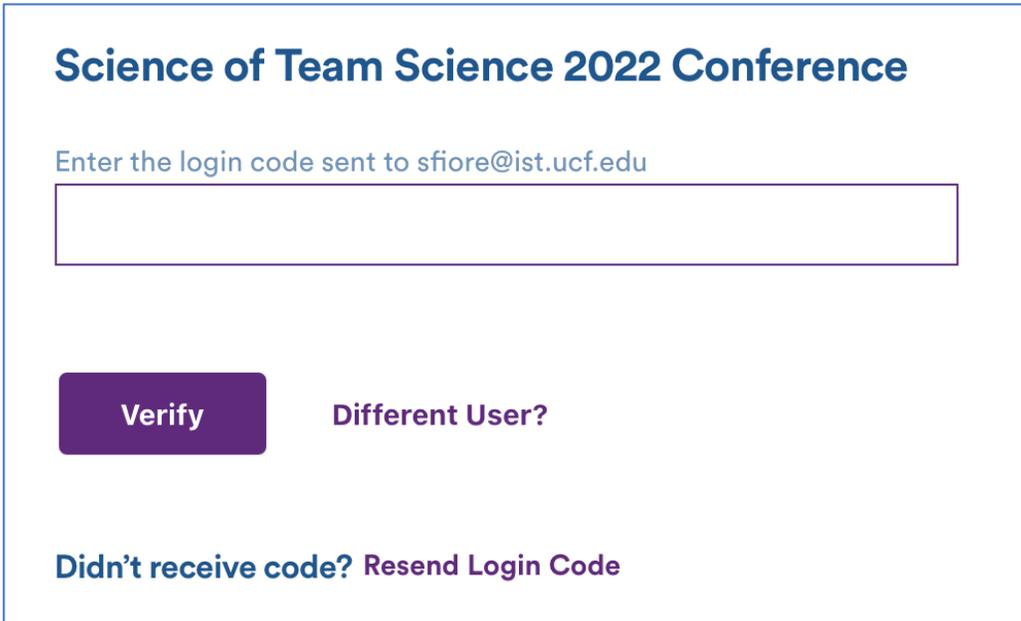


**Login code for access to Science of Team Science 2022 Conference event**

 Team Hubilo <noreply@olibuh.com>  
To: Fiore, Steve

Figure 2. Example of email header from Hubilo

4) Enter in the code Hubilo sent and click Verify (see Figure 3). This will take you to the Hubilo main “Reception” area.



The screenshot shows a login verification page for the Science of Team Science 2022 Conference. At the top, the title "Science of Team Science 2022 Conference" is displayed in a large, bold, blue font. Below the title, there is a text prompt: "Enter the login code sent to sfiore@ist.ucf.edu". Underneath this prompt is a large, empty rectangular input field. Below the input field, there is a purple button labeled "Verify" and a link labeled "Different User?". At the bottom of the page, there is a link that reads "Didn't receive code? Resend Login Code".

Figure 3. Verification code entry.

5) To access the your workshop, simply click on the “Agenda” icon at the top of your screen (see Figure 4).

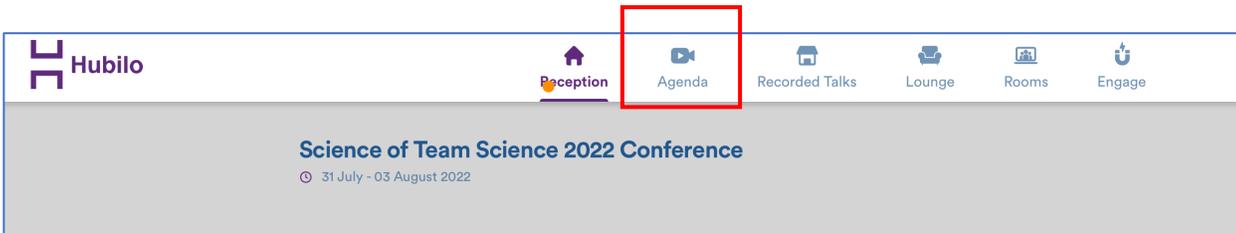


Figure 4. Accessing conference Agenda.

6) When in the Agenda page, choose Monday to see the workshop options (see Figure 5).

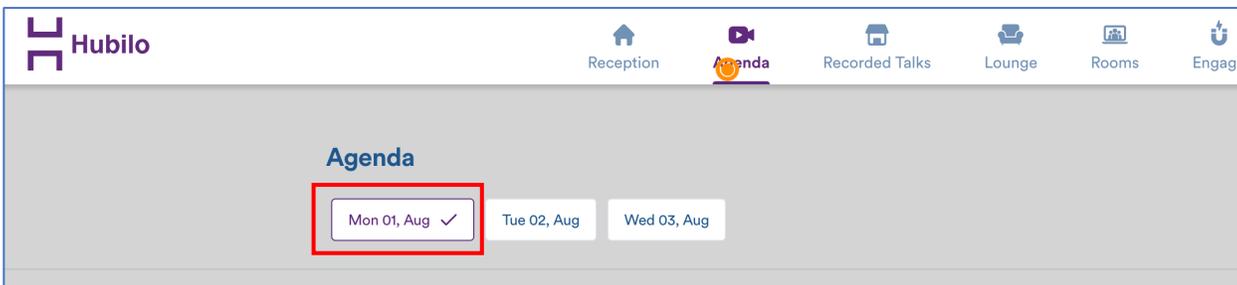


Figure 5. Choosing workshop day on agenda page.

7) When in Monday page, you will see the morning and afternoon workshop options. You will only see the workshops for which you have signed up. That is, although below you see six workshops, when you sign in, you will only see the workshops for which you have been registered. In that, you will find the Zoom link you are to use (see Figure 6).

The screenshot displays the 'Agenda' page for ScITS2022. At the top, there are navigation icons for Reception, Agenda, Recorded Talks, Lounge, Rooms, and Engage. Below the navigation, the 'Agenda' section is active, showing a date selector for 'Mon 01, Aug' and a 'Show Live Agenda' toggle. The main content is organized into time slots. The '10:00 AM' slot, labeled 'Mon 10:00 AM - 4 Sessions', contains three workshop cards. The first card, 'Team Science 101', is highlighted with a red border. It includes the title, time '01 Aug, 10:00 AM - 01:00 PM', and a 'Zoom Link' under the workshop description. The other two cards in this slot are 'Collaborating with Evaluators in Team Science' and 'Network Leadership in Convergence Research Teams: An Emergent Model'. The '01:30 PM' slot, labeled 'Mon 01:30 PM - 3 Sessions', contains three more workshop cards: 'Convergence Research Development: Integrating Team Science into National Science Foundation Center Proposals', 'Collaboration Planning Facilitator Training', and 'Mindset Matters: Using the TEMS to Launch and Support Teams'. Each card features a title, time, and a 'Workshop:' label followed by a truncated description.

Figure 6. Example for choosing Team Science 101 workshop showing where to see the Zoom link.