ATMO sphere

Global Network for Clean Cooling Experts

(powered by Slack)

OVERVIEW

We are a global community of HVAC&R industry experts, end users, OEMs, academia, NGOs, equipment manufacturers, government representatives, industry associations, suppliers, engineers, and contractors united around the common cause of clean cooling for all.

We discuss matters around natural refrigerants, global market trends, sustainability, industry events, latest news, and innovative advances in the climate-friendly HVAC&R space; creating a platform for networking through both offline and online initiatives.

Join the conversation.

DOWNLOADING SLACK AND JOINING ATMOsphere

How to join us

Becoming a member

You should have a Slack invite from ATMOsphere in your email inbox - it should say 'Your invite to join a Slack Workspace' (search on 'Slack').

Click 'Join now' and follow the instructions.

The workspace address is: atmocommunity.slack.com

Go to this link to register

IMPORTANT

Phone app

In the App store or Google Play store you should be able to search on Slack and download the app. If you log-in using the details you used to become a member then you'll be able to use it on your phone. You'll only get a notification if someone specifically tries to contact you in particular (so not likes a whatsapp group chat).

Desktop app

Google 'Slack download' and you'll see links to both a Windows and a Mac version of the application. When you open this application it'll ask you to put in the details of the workspace and your log-in details.

Getting started

● Set up your profile. Upload a photo and create a short bio.

● Set your status, notification preferences, and availability.

● Introduce yourself in #new_members channel and say something about who you are and what you do.

● If your favorite topic isn't being discussed, bring it up!

● All are welcome to contribute regardless of their experience or skill
level.

● We expect that you will treat others with respect. See the Code of Conduct.

How to contribute

● Jump right in and engage!

● Ask questions — be sure to ask members for help or advice.

● Go ahead and answer questions posted by other members.

● Why not ask for feedback on something you're working on — a blog post, an e-book, an idea, a product, a design, and so on.

● Say hello to new members and welcome them into the community.

● Have a positive attitude — be friendly, helpful, and encouraging.

● You can use emojis to react to posts.

GETTING STARTED WITH SLACK

Below is a view of the desktop Slack app so you can see the different features

A '**Get started**' tab will appear for you in your first days and it will help you get setup on Slack.

This section allows you to see those threads, channels and other items where you are involved.

Channels are the different group chats you are a part of. Click 'Channels' will allow you to find more.

Direct messages are those you've sent to specific people that no-one else can see.
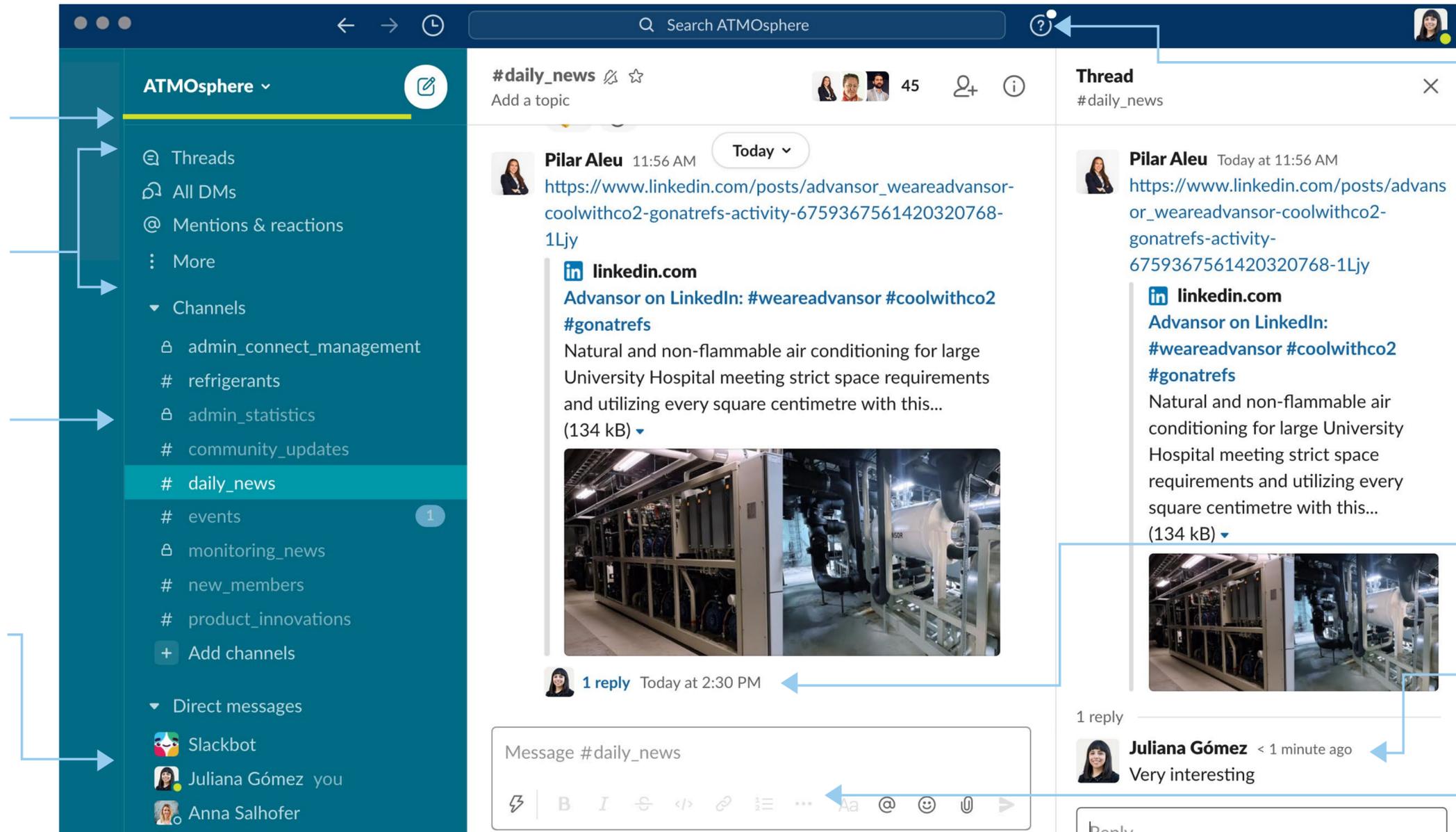
Search bar to find old chats and key information

Threads are a space on Slack to respond directly to something someone else has said. It keeps conversations uncluttered and on topic. Threads appear when you click messages.

You can write and format messages at the bottom

NOTIFICATIONS

You want to get this right

By default, Slack informs you every time someone posts anything on Slack.

This might suit you but for you most people that will be far too much news and pop-ups.

We recommend setting it up so you only get informed when there are 'Direct messages, mentions and keywords' - to do this, follow these instructions.

Click on your personal control panel (top right of screen) and then click on preferences
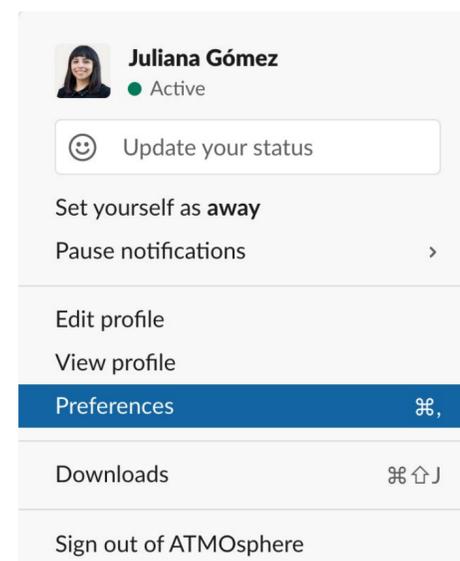
By default you are on the 'Notifications' screen where you can click radio buttons and the drop down and select your preferences.
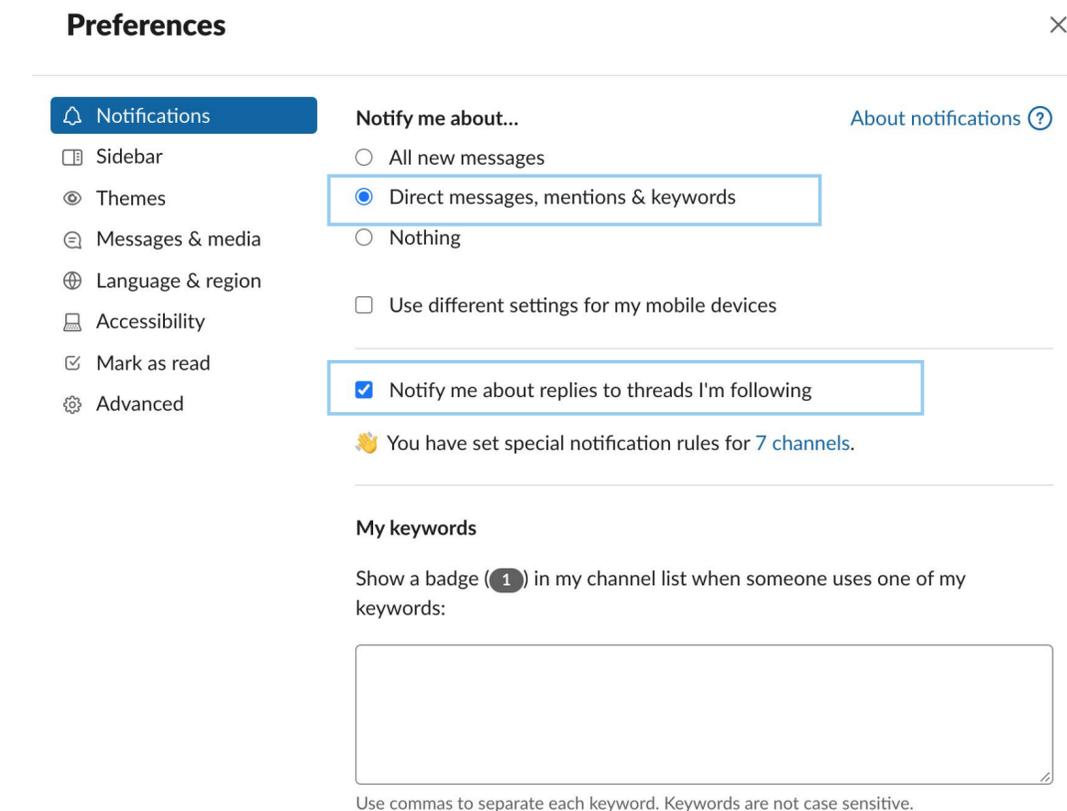
Code of Conduct

We reserve the right, always, to deactivate accounts at our discretion should anyone choose not to abide by the requirements of our Code of Conduct.

Purpose

A primary goal of the ATMOsphere community is to be inclusive to the largest number of participants, with the most varied and diverse backgrounds possible. As such, we are committed to providing a friendly, safe and welcoming environment for all, regardless of gender, sexual orientation, ability, ethnicity, level of experience, socioeconomic status, and religion (or lack thereof).

This code of conduct outlines our expectations for all those who participate in our Slack community, as well as the consequences for unacceptable behavior.

We invite all those who participate in ATMOsphere community activities to help us create safe and positive experiences for everyone.

Clean Cooling Agenda

The ATMO Connect community has the Clean Cooling Agenda at its core with a key focus on natural refrigerant technologies. We will not tolerate posts promoting unsustainable cooling technologies, such as harmful synthetic refrigerants or energy inefficient solutions.

Expected Behavior

The following behaviors are expected and requested of all community members:

● Be friendly and patient.

● Be welcoming. We strive to be a community that welcomes and supports people of all backgrounds and identities.

● Be considerate. The community language is English but remember that we're a world-wide community, so you might not be communicating in someone else's primary language.

● Be respectful. Not all of us will agree all the time, but disagreement is no excuse for poor behavior and poor manners. Members of the ATMOsphere community should be respectful when dealing with other members as well as with people outside the Connect community.

● Bullying and other exclusionary behavior aren't acceptable. This includes, but is not limited to:
• Violent threats or language directed against another person.
• Discriminatory jokes and language.
• Posting sexually explicit or violent material.
• Posting (or threatening to post) other people's personal information ("doxing").
• Personal insults, especially those using racist or sexist terms.
• Unwelcome sexual attention.
• Advocating for, or encouraging, any of the above behavior.
• Repeated harassment of others. In general, if someone asks you to stop, then stop.

Anyone asked to stop unacceptable behavior is expected to comply immediately.

Consequences of Unacceptable Behavior

Unacceptable behavior from any community member, including staff and those with decision-making authority, will not be tolerated.

If a community member engages in unacceptable behavior, we may take any action deemed appropriate, up to and including a temporary ban or permanent expulsion from the community without warning.

Moderators reserve the right to delete excessive self-promotional or commercial posts.

Content that has been identified as objectionable, inappropriate, or off-topic will be subject to deletion by channel moderators. Posters will receive a warning and risk being blocked from the channel if unacceptable behavior persists.

These decisions are made by shecco in its sole discretion.

Reporting Guidelines

If you are subject to or witness unacceptable behavior, or have any other concerns, please notify us as soon as possible. You can either comment "@complaints" on the unacceptable post to notify

Privacy

● To foster accountability for what people post, no anonymous display names are allowed.

● Do not presume anything you say on Slack will remain private, so act accordingly. Private (direct) messaging is available if you want to keep information out of the public.

● If you want to publicly disclose anything discussed here, ask permission first.

● Membership to this community is a privilege, not a right, and you can be kicked out at any time if you breach our Code of Conduct.

Reporting misconduct of flagging a post

To notify the moderators/ Connect admin about any misconduct or breach of the community's Code of Conduct, simply comment on the post using the tag "@complaints".

CHANNELS

How to use them

New_members

Say hi and tell us a bit more about yourself and your interest in clean cooling and natural refrigerants. You can share a short message, perhaps even a video.

Daily_news

Latest Clean Cooling (incl. Natural Refrigerant) updates from around the world. Feel free to post company news and share images, videos, LinkedIN posts, tweets and links to articles from leading publications worldwide.

Product_innovations

ATMOsphere members can share latest clean cooling (natural refrigerant) product innovation info here with others. Please refrain from using this channel as a 'sales' channel.

Community_updates

This channel is for workspace-wide communication and announcements by Community Moderators.

Events

Events list covering ALL regions of the world (whether online or physical) related to clean cooling / natural refrigerants. Feel free to post your organization's events.

Refrigerants

Public Channel to discuss everything related to refrigerants, whether natural or fluorinated.

#Virtual_trade_show

Public channel to exchange, network before, during and after ATMO_VTS (30th March 2021). https://atmo-vts.com. Place to discuss what you can expect

Market_data

Market Research and data from different sources. Relevant reports covering topics relating to clean cooling and natural refrigerants. Feel free to post your organization's market data.

Skills_and_training

Available training courses and discussions around training needs (skills gap). Feel free to post your organization's training sessions.

Members are encouraged to post in all channels and share your own updates too (except the #get_started and #community_updates channels)

HELPFUL TIPS TO GET YOU STARTED

Other things you need to know to get the most from this

Tagging

If you would like to get the attention of all the members in a channel or specific members you can tag "@here" for all members of the channel to be notified of your message or"@" a specific name to notify only
that person.

Threads

Slack can get a bit noisy, in order to reduce the noise in the channels make use of creating a thread for that specific comment.
To do that, simply hover over the comment and click the callout icon to reply. Only that person will be notified as oppose to the whole channel.

Pinning

If you are needing easy access to an item/message, you can pin an item in the channel by hovering over the message, select more actions, pin to channel. When you would like to access a pinned item you can click on the pin at the top of the channel.

Starring

If you belong to multiple channels, the starring tool will definitely come in handy. If you star a channel, slack will list it at the top of your sidebar so it's easier to find. Simply open the channel and click the star under the heading. You can also star messages within a channel, by hovering over the message and selecting the star. When you would like to retrieve your starred items you can click on the star to right of the search bar.

Notifications

You can update your notifications at anytime, you can even update notifications within a channel. Within a channel, you can change your preferences by clicking the channel settings icon at the top. You can update overall notification preferences by selecting your name at the top of the sidebar. Here, you can also enter specific "keywords" that you might like to be notified about.

Searching

If you would like to find a message that you need but can't remember where it was, and would like to avoid trawling through 100's of messages, you can use the search bar in the top of the app to filter your search to find exactly what you are looking for. Try using these functions to narrow down your search "in:" for search a specific channel, "from:" & "to:" to look for message from/to a particular person, "before:" & "after:" to timebound your search.

SLACK DOs & DON'Ts

How you should use it to get the most out of it

● **DO** keep it professional – don't share personal information. Slack is a work tool and should be used for work. Keep your language professional.

● **DO** familiarize yourself with the community and its available channels.

● **DO** be mindful of push notifying people. Only use "@channel" if it is really relevant to everyone in the channel – do not misuse.

● **DO NOT** treat Slack like email. Write more concise messages to keep the conversation going.

● **DO** communicate. If you are in the middle of a discussion in a channel on Slack, it is good etiquette to let everyone know when you decide to leave. Instead of leaving the message unattended, it is a good practice to tell them that you have seen the message and would get around to acting on it later.

● **DO** respect personal boundaries. It is important to remember that not all chats can be done publicly.

● **DO NOT** send multiple messages to an unresponsive member.

● **DO** mind the channel's purpose. Post relevant information in the relevant channel.

● **DO NOT** ask the same question again, star the conversation instead. Every time you discuss something that you feel might be useful later, star mark it. You can star channels or direct messages to move them to the top of your left sidebar, or star messages so you can easily come back to them later.

● **DO NOT** use emojis like you would on other apps. Just because it looks like a chat app, you do not have to go overboard with the use of emojis.

● **DO** keep slacking to a minimum during weekends and respect people's personal time.

● **DO reply to a topic using the reply-in-thread option instead of creating a new post. This keeps conversations together.**