

Forum Chat Response Templates

Note: You must copy/type out the URLs into chat

All replies to posts in the Chat, including those privately sent to presenters or individually, should be sent to the entire Group. Avoid private conversations, unless they are private.

General, link to event Wiki (while waiting for session to start):

Visit the event Wiki page for the agenda and other information:

<https://archivesspace.atlassian.net/wiki/spaces/ADC/pages/4197351426/ArchivesSpace+Virtual+Member+Forum+2025>

Notification of discussion session not being recorded:

This session is intended to be a community discussion. To foster open conversation this session will NOT be recorded.

For questions about the presentation or for the presenter posted in the chat:

(Keep in mind, some questions may not be specifically intended for the speaker and just part of the communal chat)

*Include both lines if a question appears for the presenter

*Use only the second line when encouraging people to post questions

Thank you for your question.

Please post questions for the presenter in the Q&A to get an answer. Thank you.

For questions asking if there will be a recording, including accessing recordings, slides, and/or resources:

Presentations are being recorded. Recordings, slides and any links to resources provided by the presenter will be made available via the forum Wiki approximately 2 weeks after the forum.

<https://archivesspace.atlassian.net/wiki/spaces/ADC/pages/4197351426/ArchivesSpace+Virtual+Member+Forum+2025>

For Presentation Technology Snafus:

Recordings, slides and any links to resources provided by the presenter will be made available via the forum Wiki approximately 2 weeks after the forum. Anything that can't be shown today will be linked on the Wiki.

<https://archivesspace.atlassian.net/wiki/spaces/ADC/pages/4197351426/ArchivesSpace+Virtual+Member+Forum+2025>

For questions to be directed to ArchivesSpace staff, i.e. membership, etc.:

Please reach out to archivesspacehome@lyrasis.org to get further assistance.

For chat posts asking how to do something unrelated or out of scope for the presenter/presentation...:

We recommend you check the ArchivesSpace user manual

<https://archivesspace.atlassian.net/wiki/spaces/ArchivesSpaceUserManual/overview> or post to the community listserv <https://archivesspace.org/member-area/member-listserv/>.

You can also sign up at this link if you are not yet registered.

Accessing JIRA:

For issues having to do with functionality within the application, please file bug reports (<https://archivesspace.atlassian.net/wiki/spaces/ADC/pages/19202056/How+to+Report+a+Bug>) and feature requests (<https://archivesspace.atlassian.net/wiki/spaces/ADC/pages/19202060/How+to+Request+a+New+Feature>) via JIRA: <https://development.archivesspace.org>

If a presenter mentions a specific JIRA ticket:

You can find this and other tickets on the ArchivesSpace JIRA at:

<https://development.archivesspace.org>

For when Confluence goes down:

Due to the Confluence outage, all pages for ArchivesSpace Help and Forum will be down until Atlassian is able to get it back up. We hope it will be very temporary. Thank you for your patience. <https://confluence.status.atlassian.com/>

Reminder to fill out survey:

Thanks for attending our third annual ArchivesSpace Virtual Member Forum! To help us in planning for future events, we'd appreciate it if you would take a few minutes to let us know about your experience by filling out this short survey: <https://www.surveymonkey.com/r/TCD3QSD> You may fill out the survey for each session you attend or all of them together at once.

You may always respond anonymously, but if you include your contact information you will be eligible for a raffle to win an ArchivesSpace swag bag!

Schedule Reminder (after a session):

Thank you for attending "**Receipts or it didn't happen: documenting reference for institutional memory**" Don't forget to check the schedule for today's upcoming sessions:

<https://archivesspace.atlassian.net/wiki/spaces/ADC/pages/4197351426/ArchivesSpace+Virtual+Member+Forum+2025>

Reminder for panelists to send chat comments to Everyone

Hi panelists, please double-check that you are sending chat messages to "everyone" and not just "host and panelists" when applicable. Thank you!

Not Needed Today:

Registration Reminder:

If you have not already done so, you can still sign up for ArchivesSpace Virtual Member Forum Session [X] at:

<https://archivesspace.atlassian.net/wiki/spaces/ADC/pages/4197351426/ArchivesSpace+Virtual+Member+Forum+2025>

