

AstroCoffee Expectations – Participants

- It is an everyday gathering event. All department members, from undergraduates to faculty, should feel free to join with diverse backgrounds and expertise.
- It is an opportunity to share news, introduce new members/visitors, and discuss recent papers on arXiv over coffee/tea.
- Visitors to the department are welcome to join these discussions.
- We expect to discuss any important, interesting, or discussion-worthy papers, from inside or outside the department, including papers from previous days or weeks.
- We welcome local-author papers, but avoid making them the default focus. For example, hosts would not need to actively approach local authors, but local authors would be encouraged to contact hosts if they would like their paper to be discussed.

AstroCoffee Expectations – Hosts

- Moderate presentation
 - Remind presenter the type of audience, time to talk, and the presentation template
 - *Stop the presenter if time is up: we will introduce a physical timer for this. – not yet implemented*
- What's NOT expected from hosts
 - Prepare to fill the entire 30 minutes
 - Answer all questions
 - Approach local authors for presentation

AstroCoffee Discussion Guidelines

- Audience: all department members, i.e., diverse backgrounds and expertise.
- Presentation template: we recommend to follow this template when presenting
 - Explain broad background, motivation, and the state of the field
 - Explain the major question(s) of the field
 - Explain the question the paper is answering
 - Explain the key claim(s) of the paper
 - Then invite questions. Do not explain technical details, all figures of the paper
- Timing: limit each presentation ~ 5 minutes from the presenter and ~ 5 minutes of discussion.