



Participation Guide



PREPARE: Download Zoom Software & Test your Hardware

Software: Download the Zoom app onto your computer. It's free. You will not be able to use a **phone or web browser version for this workshop as we use some powerful Zoom features.** Once it's downloaded open up the Zoom app (it's a blue icon with a white video camera logo on it). Sign up, create a username / password (don't lose it)

Computer: Connect with a laptop or desktop computer. A phone or tablet can be challenging for sessions that last longer than an hour and where your stable image must be on screen for all to see. Each participant needs their own computer connection to fully participate.

Internet Connection: A robust, stable connection is critical. Close all other applications on your computer (in particular mail, browsers and messaging apps) to maximize internet connection for your video. Limit others in your home or office on internet 'hogging' application if possible. Note, virtual backgrounds use a lot of bandwidth!

Webcam: a must have!

- Webcam is best at eye level, so you can look directly to the camera, on the same screen you are using to view the webinar. With built-in webcam on a laptop / desktop, place the device at eye level.
- TEST before the workshop to ensure the camera is recognized by zoom.

Headphones/Microphone: Poor audio quality is as painful as bad video.

- It is best to use a headset with a dedicated microphone.
- TEST before the webinar, either headphones or the one built-in to your computer
- Small, comfortable, wired earbuds with microphone input are great. (Many phones come with a set)

PARTICIPATE:

Secure location! Make sure you are in a quiet space with no excess noise. Close the door and ensure you will not be overheard or disturbed. Use headphones and be secure.

Lighting: Best lighting is on your face, from the front, don't have strong light behind you - no sunny window behind you or strong overhead light. A desk lamp behind your computer works, as your monitor gives some light but not enough to be seen clearly. The value of video connection is that we can connect by seeing each other's face, eyes and even some body language. We need to see each other the whole session. A busy distracting background is harder to view than just a simple wall behind you.

Focus: You must singularly focused, listening curiously in our workshop. Your listening impact is massive – much higher than what you will say. We are in a virtual space – but together we create that space and intimacy. When we are together, turn off all other technology (put your phone on airplane mode) and do not allow interruptions. If you must leave – turn off your video and leave the space. None of us can actually multi-task.

Breakout Rooms: We will be using breakout rooms during our workshop. Your facilitators will give you specific instructions, including:

- When a breakout begins, you will receive an invitation on your screen. Click "Join".
- You will be removed from the 'main room' and placed into a new room for a short time.
- A timer is available at the top of your screen and you will be warned before the breakout finishes

Chat: A space for all to see what you type. We will use that feature as well at times during the workshop.

Virtual Hands-On Lab Etiquette

1. Join 10 minutes early and exit all other applications running on your computer.
2. Test your hardware and software the day before. Set up an account and input your name as you wish it to appear on screen. Log on with only one device, if two speakers or microphones are in use they will create feedback.
3. Sit close to the screen with your face lit well and clearly visible on screen.
4. Avoid sitting with the window behind you. A little attention to lighting goes a long way.
5. Please attempt to use a headset for the best audio quality
6. No public spaces, driving, interruptions. This is a private workshop.
7. When you're talking, look at the camera, not the screen. You'll make more authentic connection.
8. When you speak, go slow and speak clearly. Be brief – succinct is appreciated by all.
9. Only the moderator may interrupt another participant. Trust and respect us all.
10. Keep yourself on mute except when you are speaking (or about to).
11. Although you will be 'on mute' much of the workshop; be present, truly engaged. Nod your head. Listen curiously. Focus on each other. No email, texts or other distractions. Fully participate or leave.
12. Own your experience. Take notes. Ask questions. Get what you need.
13. Your participation will create an interactive, engaging and effective workshop. Connection matters to us all. Smile!! Thanks for joining us.

