

ZOOM MEETING PROTOCOLS



Using Zoom

- The user experience is much better using the Zoom app on a laptop or desktop computer (Mac or PC). If you haven't already got the app, you can download it from <https://zoom.us>. It takes about 5-10 minutes to install and then create a free login.
- We've set up all of the privacy settings for the meeting so it's secure and private, so please feel free to join us using your webcam. That way we can chat face to face (or possibly screen to screen).
- If you aren't able to download the app, you can also join via a browser (use Chrome or Firefox) using the link emailed to you for your particular meeting.

Your settings

- We've muted your mics and disabled your ability to un-mute them. We'll un-mute you if we need to talk to you.
- We encourage you to keep your video on.
- We've disabled private chat, all chats are public.

Your environment

- Please close any other applications you're working on.
- Please turn off or silence your phone, and put it somewhere that isn't in front of you.
- You might want to let people around you know you're in a workshop and shouldn't be disturbed if at all possible.

During the workshop

- Relax! This is a creative, interactive workshop. You don't have to take notes.
- Please don't chat casually, your focus should be on the Presenter.
- If you need to go to the toilet, get a drink of water, answer the door... any sort of quick departure, please feel free to excuse yourself momentarily. Leave your video on while you do so. Try not to pop out unnecessarily and avoid any longer distractions.

If you need help

- As well as the Presenter, your Teacher and an IRL Moderator are running this Zoom.
- If you have **an urgent question, concern, or something is going wrong** type "Please DM" in the chat and our Moderator will private message you in a private chat.

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- If you have a technical difficulty type “Tech Support” in the chat and our Moderator will do their best to sort you out. If multiple people are having problems there might be a wait, and the Presenter will wait for everyone to catch up.

If you have a question / if the Presenter asks you a question

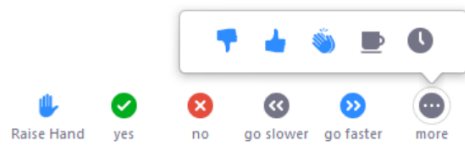
- Click the “Raise Hand” feedback button if you have a question

2. Click the **Participants** button.



3. Click one of the icons to provide feedback to the host. Click the icon again to remove it.

Note: You can only have one icon active at a time.



- From time to time the Presenter might ask a question of the group in general – raise your hand to respond.
- At other times the Presenter might ask a specific person a question – in this case we’ll un-mute you and you can speak directly.

Ready to go? Great.

We’ll put a link to this document in the chat, for you to refer if you need to.