

ZOOM LOGISTICS AND ETIQUETTE

The functionality of Zoom is best if you can download the **Zoom.us** App and use a laptop. It is possible to join via web browser or a phone/tablet and you will be able to participate fully but some functions won't be available. Please test your mic and video in advance of the session.

- There are a two views (if you are joining from the Zoom app) speaker and gallery.
- We will work between one large group in the 'main room' and spend sections of the day in 'breakout rooms', in smaller groups or pairs
- Please have your microphone turned to 'mute' when not speaking. It reduces audio feedback and additional distracting background noises. Don't forget to come off mute when you are talking though!
- Please leave the meeting running throughout the day, and when leaving for a break take yourself off video and mute your mic
- We will introduce the different functions of Zoom as we work through the day – breakout rooms, chat function and sharing documents. If you have any questions, please raise your hand – in person so the facilitators can see you clearly – or via the blue 'raise hand' on your 'participants' section. This is also a useful function if I ask a general question to all of you (point out raise hand icon)
- Chat box is accessible via the function buttons along the bottom of your screen