



ZOOM COURSES & WORKSHOPS – ETIQUETTE & TIPS

This information sheet offers useful tips
to help us all enjoy the Zoom experience during our Festival

BEFORE THE EVENT

1. **Install Zoom** on your device. It's free:
www.zoom.com If you are unfamiliar with Zoom, try it with family/friends beforehand.
2. **Joining Details:** Check in advance that you have the [joining details/link](#) for the event (See Note 8).
3. **Set the Scene:** Find a quiet space without interruptions or background noise. Ideally with good lighting on your face so you can be seen clearly. Try to avoid backlighting from bright windows.
4. **Tune your harp:** Please make sure you do this before your Course.
5. **Camera:** Adjust your camera to around eye level, if possible.
6. **Notifications from Applications:**
Turn off notifications from applications running on the device you are using.
Turn off pings, ringtones and other noise-making notifications on other devices you might have nearby.
7. **Familiarise yourself in advance:** If you are unfamiliar with **Zoom**, join 10-15 before the start time to get to know the features you may wish to use **for Courses:** mute/unmute, stop/start video, chat etc.
8. **Join the Event 10-15 minutes before start time:** **Clicking on the link sent to you is the easiest way to join a 'Meeting'**. It will take you to **Zoom** and usually enters the password for you. If you have any issues with the link you can select 'Join' within **Zoom**, enter the **Meeting ID**, then **Password**. Ensure these are accurate including upper/lower case letters if relevant.

DURING THE EVENT

1. **Video**
Courses: **Video ON**
Workshops: **Video OFF if you wish**
2. **Microphone**
Courses – Mute your microphone when you are not speaking to the Tutor.
Workshops – You will not be able to unmute (unless initiated by the Workshop Moderator).
3. **'Speaker View'** Use this to focus on the Tutor or Presenter. (This view will vary depending on the device you are using).
4. **Questions during Courses:** Your Tutor will advise how best they wish to be notified of questions.
5. **Questions during Workshops:** These can be typed in 'Chat'. The Workshop Moderator will co-ordinate questions for the Speaker.
6. **You are on camera:** Be aware of this during Courses and avoid doing other tasks, e.g. checking emails, looking at your phone, etc.
7. **Look into the camera** when talking. Direct eye contact into the camera while speaking gives attendees the impression you are looking at them rather than off to the side.

After the event

- Click on the **'Leave the Meeting'** button to leave the 'Meeting'.

General

- Please be considerate, and treat all other participants with respect.
- Remember that while some of those taking part will have experience of using Zoom, others will be novices.
- Remember that what you and others say may be recorded.