

In-Session Zoom Instructions

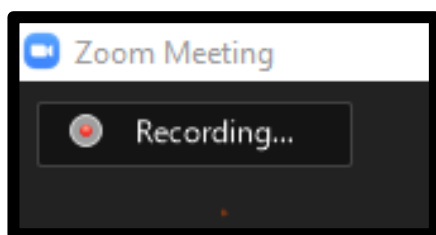
Joining the session

To join the session, please follow the instructions in your email from Contextual Consulting that tells you about how to sign into Zoom. We encourage you to sign in a little early (in case of any technical hitches).

If you find yourselves in the “waiting room”, don’t worry, we know you’re there, we’re just getting set up! We’ll open up the session a few minutes before we kick-off.

Participating in the session

1. Recording



We will be recording the session. There’s a symbol on your screen to confirm that’s happening – normally, it’s in the top left hand corner of your screen (depending on your device).

The purpose of recording the session is so that attendees can return to it if they missed or want to recap anything, and so that people who can’t make it to the live session can watch the recording on ‘catch-up’. The recording will be

available for **3 weeks** after the live event has completed.

2. Mute/Stop Video

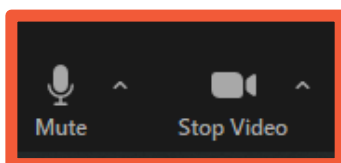
Mute

So that we can manage the session, we ask that everyone puts their devices on mute. Except when you are in breakout rooms (see below for more about breakout rooms), or if we’re in a whole-group discussion and we invite you to come off mute to clarify your question/comment.

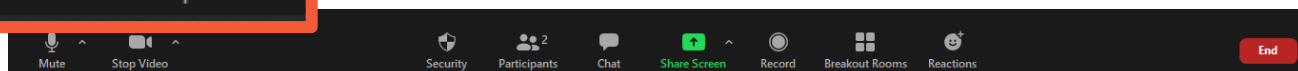
Stop Video

Feel free to choose whether you want your video on or not. It’s helpful for our speakers to see your faces – especially, if you’re asking a question or making comments. And we do encourage you to share your video in breakout rooms (see below). But the choice is yours!

N.B. Don’t forget to stop your video and mute your device if you’re taking a comfort break and taking your device with you 😊

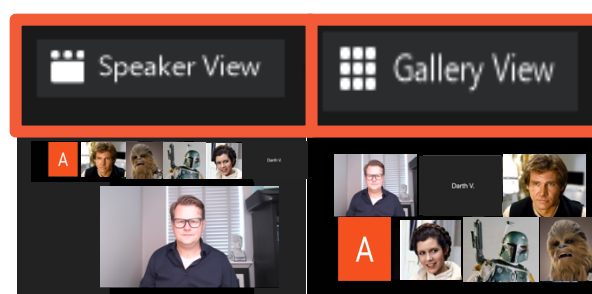


To control whether you’re on/off mute or to start/stop your video, you can use the appropriate button, which is normally in the panel at the bottom of your screen, in the left hand corner (depending on your device!)



3. Speaker / Gallery View

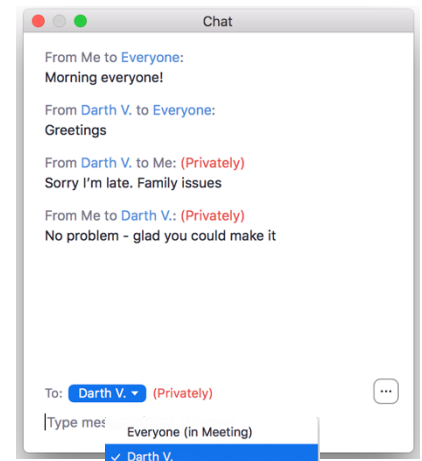
In the main session, you may want to focus your attention on the person presenting, or you may want to see the whole group of participants (especially in a discussion). To help with this, you can switch between Speaker View and Gallery View, using the Speaker/Gallery View button, normally found in the top right hand corner (depending on your device!)



4. Chat

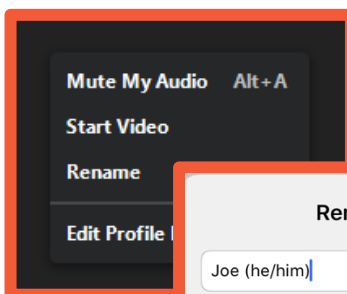
The 'Chat' function will often be used as the main tool for group discussion. To see the chat box, click on the chat button, which is normally in the panel at the bottom of your screen, in the centre (depending on your device!)

The chat box allows you to chat with the whole group or with specific people (privately). You can control that by selecting "Everyone in Meeting" or the specific person's name, in the "To" field at the bottom of the chat box.

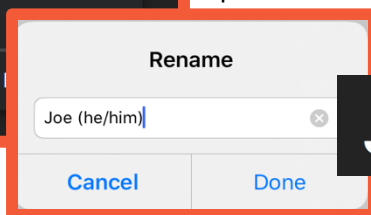


5. Names

So that others know who your speaker is chatting with, it's really helpful to see the name you want to be known by (Zoom sometimes displays a device name, like "Family PC" or "My iPhone" or another family member's name!)



You can change the name, normally by right-clicking (depending on the device!), selecting Rename and updating it, according to your preference.



Joe (he/him)



6. Breakout Rooms

The workshop may use breakout rooms. This means using Zoom to put you, temporarily, into mini-sessions with a small group of other participants, so that you can reflect on the topic and work on exercises together. Sometimes these will be quite short breakouts (around 5 minutes), and sometimes they might be longer. If we do this, we'll give you all the instructions you need, at the time.

There's no recording in the breakout rooms. With that in mind, we very much encourage you to come off mute and share your video, to help the breakout conversations flow smoothly! But, as ever, the choice is yours! If do choose to stay muted/with your video off, please make your fellow breakout participants aware of your decision.

7. Technical Issues

If you experience any technical issues, such as your video or audio not working, first check the settings section in Zoom and make sure all your equipment is tested and configured correctly.

You can access the settings in Zoom by with signing into your desktop client, clicking your profile picture and clicking settings.

If you are on an iOS or Android device, click the gear icon in the app.

If you're not able to resolve the issue, close down the Zoom program or app and restart it.

If this doesn't work, completely close your computer or device down and restart it.

If you're still not able to fix the issue, don't worry! One of our hosts will be on hand throughout. Just privately message them and they will help you out.

