



VIRTUAL SETUP

What you need to be ZOOM READY for a fun, interactive and empowering experience

- The meeting link (and passcode) will be sent in the week of session delivery - stay tuned.
- Ensure you are on your own computer away from others (sound feedback issues) and if you can minimise background noise.
- Highly recommended to **use a computer** rather than an ipad or mobile or chromebook (some Zoom features don't work on these).
- If you could ensure you are on the Zoom app - you can download here: <https://zoom.us/download> (some Zoom features don't work on the browser).
- Also update to the **latest Zoom version** (see here how to update: <https://tinyurl.com/UpdatingZoomLatestVersion>) and ensure its all working: <https://zoom.us/test>
- Check your audio / video <https://zoom.us/test> (the button next to audio ^ allows you to test your audio).
- Test your speed at <https://fast.com/>. Zoom suggests 3 Mbps minimum; higher is better.
- If you could also ensure you have Chrome or Edge on your computer.



Expectations to ensure you have a **FUN, INTERACTIVE** and **IMPACTFUL** experience

- Join the zoom room - **20 minutes before** the scheduled start time. If you have a nickname, change to your real name in order to be easily identified. Initially, you will be in a waiting room, before being accepted into the room. There, you can connect with other participants before the session officially commences. The Zoom room will be locked once the session commences at the start time, to avoid uninvited guests, hackers and other interruptions.
- It is expected that you attend **the whole session in full** with active participation (no multitasking please during the session - it works best if everyone gives their full attention!)
- Also to have your **video on** throughout the entire session + good sound please (headphones usually help!)
- **Play full out** - you get what you give, so give this experience the **best of you**. Light up the chat box with comments and asking questions, show love with emojis if you connected with something that was said, get involved in breakout activities, take up virtual challenges and so much more.
- View in **full screen** and **adjust your volume** so you can hear me clearly
- Have microphone on **mute**
- Have a **pen and paper** and take notes (and take them as if you were going to teach someone else - best way to learn). Ensure **workbook** is printed out for completion throughout the session
- Have plenty of **water** next to you to stay hydrated
- If you drop off, **come back** using the same link you used to join.
- Be prepared to move....a lot :)
- Sessions are hands on, and interactive. If the session is greater than one hour, you will require you to interact with other participants in **breakout rooms**.
- To date, this has never been an issue, but it needs to be said that inappropriate behaviour, including being rude, hateful, or insulting - either via chat or video - will not be tolerated and participant(s) engaged in this behaviour will be removed. **Respect** for all please.



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INSPIRING TENACITY, OPTIMISM & EMPOWERMENT

For sessions greater than 1 hour

For sessions greater than 60 minutes, we will be using the following collaboration tools for group activities so ensure you are familiar with the following:

- Google **Docs, Sheets, Slides** (pretty sure you're across these apps)
- Google [Jamboard](#) (super easy to use - awesome app)
- Zoom Whiteboard & Annotation

During the workshop, there will be breakout activities and you will be allocated to a group. Each group will be asked to select an e-note taker, who will be the person filling out the Jamboard, or Sheets file during group discussions. This person will share their screen, so everyone can see and contribute. Easy peasy.