

Top 20 Coach FAQ

Immersion 2024

1. Do I need to register for Immersion?

Yes! This is how you will get access to [Immersion Central](#), just like all attendees worldwide.

2. How do I log on to Immersion when I'm leading a sit, teaching, or hosting a workshop?

Go to [Immersion Central](#) just like any other attendee and click on the Zoom link for the correct room, either the Retreat Practice Room or the Life Practice Room.

3. What do I need to do once I'm in the Zoom room where I'm leading a sit or presenting?

Send a chat message to the Admin (The Zoom Host will have "Admin" in their name.), let them know you are about to lead, and request that they elevate you to Co-Host.

4. How will people know I am leading a sit?

In Zoom, rename yourself: First Name Last Name - Silent Sit Leader

5. Should I use Insight Timer or my own bell during practice periods I'm leading?

No. For the Lightly Guided and Silent Sits please use [the bells and instructions provided here](#). We recommend against the use of bells otherwise.

6. If something comes up and I can't make my scheduled sit lead in the Retreat Room, should I find a sub?

No. Contact the Immersion 2024 Team at: Chris Dumler (on FB Messenger, WhatsApp, or text +1 (424) 234 9668), Preethi Balan (on FB Messenger or WhatsApp +919810809672), or mail immersion@unifiedmindfulness.com. We need to be aware of all changes so that the Admin Team knows exactly which coaches need to be elevated to co-host.

7. Should I just reach out to Dave or Becky myself to save time?

No. They will need ALL of their attention on keeping the rooms up and running. During Immersion, contact only Preethi or Chris with questions and alerts. We will communicate with the admin team. The only exception is if you are currently leading a session in a Zoom room, then you will be in direct contact with the Admin in your room.

8. Can I run polls and/or breakout rooms?

No. You can screen share, but not run polls or breakout rooms. You can ask the Admins to mute/unmute and turn chat on and off for you, but other polls and breakout rooms will not be utilized during Immersion.

9. Should I start my presentation right on time, or wait until I think enough people are in the room?

All sits and presentations should start exactly five minutes after the posted start time.

10. I have some creative ideas for teaching my technique in the Retreat Room. Can I go for it?

Please teach by the standard technique instructions from Pathways in the Retreat Room and life practice room, emphasizing experiential practice. With only 55 minutes, we recommend that at least 20-30 minutes of that time is spent in guided practice. Make sure you are clearly explaining What - Why - How for newcomers and check for understanding. All more in-depth questions should be held for your Q&A session in the Life Practice Room.

11. Is it okay if I run over a little bit since the next program will start five minutes "late?"

No. All programs must end on time so that attendees and coaches have some breathing room for a stretch and/or bio breaks between workshops and sits.

12. What if I'm leading a Q&A session after teaching a technique? Can I leave early if we run out of questions or stay longer than 45 minutes if there are more questions?

No. If people stop asking questions, try some spontaneous hedonic or other general probes to generate reports and questions. End 15 minutes before the next session no matter what. This is our only built-in break of more than five minutes. We want participants to be able to count on it.

13. When I'm presenting and don't want the chat bar to be active, what option should I select in Zoom?

We prefer that you verbally ask the Admin to change the chat settings during your session. If you forget and accidentally change the settings yourself, the Admin will be monitoring to make sure that the settings are correct.

14. When I'm not actually presenting, should I help out by answering practice questions in the chat bar?

No. Chatting distracts from the presentations, so we best support other coaches by not engaging with participants during their presentations. This also allows the presenters to more easily keep tabs on what has been addressed, and limits confusion as to who is qualified to answer UM questions and who isn't.

15. It feels awkward to me not to answer questions. Isn't there something I can do to help people who ask questions in chat when the presenters are busy?

Yes! You can recommend that they attend the Daily Unpack with Julianna at the end of the day to ask any questions they still have or direct them to the coach's bio page on the UM website, so they can reach out directly to the coach who is presenting.

16. Is it cool to promote my new book, class, or other offerings during my presentation verbally, in the chat, and/or on printed materials uploaded to the Immersion website?

No. In order to keep the focus on UM for our attendees, the playing field equitable, and the Immersion experience professional, please do not explicitly promote your outside ventures during Immersion.

17. Wait, then how are attendees going to be inspired to contact me and how will they find out about all the awesome stuff our coaches are doing?

You're welcome to mention your credentials and invite people to find out more by going to your bio on the UM website. You can also post the link to the coach page on the UM website throughout Immersion. Feel free to state your specialties and professions, e.g. "I've published a book on mindfulness in the workplace and have an online course available this Fall. Find out more by looking up my bio and the bios of all of my colleagues on the UM website."

(<https://unifiedmindfulness.com/unified-mindfulness-coaches>)

18. I'm nervous about managing all the Zoom functions because I'm only used to participating, not running a class. What do I need to know?

Both Zoom rooms will be meeting format, not webinar, so the appearance will be familiar to you. Every sit, instruction period, and workshop will have an admin in the room to support you. If you don't know how to mute/unmute people and turn the chat on and off, or if you want someone else to manage it for you, all you have to do is ask the Admin in chat or verbally to manage these functions when you need them. The most important thing is to alert the Admin when you arrive in the room where you're leading so they can make you a Co-Host. Co-Hosts can always unmute themselves. Admins will default to muting the room until Co-Hosts ask them to allow unmuting during Q&A times.

19. What else can I do to be confident the day I lead and/or present?

Connect to the Internet via an ethernet cable if possible. Make sure your OS, web browser and Zoom client are up to date. Some [other tips can be found here](#). Make sure you've got your environment set up appropriately, using this [guide](#).

20. What should I do if an attendee seems distressed or expresses being triggered or needing support?

- Be clear that mindfulness is not a substitute for medical and mental health support, and that we recommend clearance from professionals to practice when there are any underlying conditions.
- If the support is not extreme and is framed as a practice question, encourage attendance at the Daily Unpack with Julianna.
- Remind any individual who seems triggered or distressed that they can email the support@unifiedmindfulness.com. We will have coaches available to triage adverse reactions