

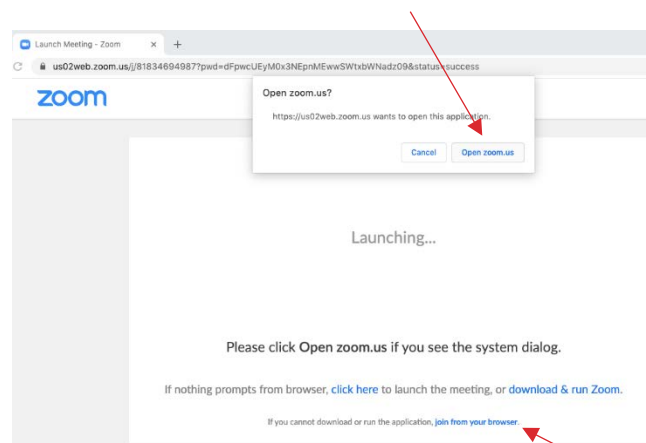
Zoom Guidelines

Golden Rules of Online Meetings

- **Minimise background noise.** Try to sit in a quiet place away from background noise like cars or air conditioning units. Be aware of where your microphone is and make sure it isn't covered up or touching any clothing which could make others unable to hear you.
- **Think about where the light is.** The academy is an opportunity to connect with peers, so it is important for everyone to be able to see your face clearly. Sit where the light is facing you and not behind you. For example, don't sit in front of a window.
- **Be on time (aka early!)** Login to the session 5-10 minutes before the start. It is a good opportunity to check everything is working, to say hello to everyone and to keep the event on time.
- **Tell everyone who you are.** Your Zoom name is your name badge! Make sure it says your full name and perhaps include your organisation's name too.

What do I need to do?

5-10 minutes before an event, you will need to click on the link provided in your confirmation email (sent to you on Monday 29 June). This will open the Zoom software automatically. If you are prompted to enter a meeting ID or password, you will find these in your confirmation email.



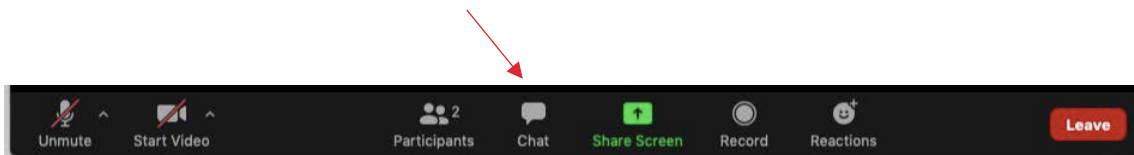
We recommend that you use the Zoom software, however if you are unable to (for example, if you have a firewall which prevents it) you can access the session through a web browser. Please note that some Zoom functions will not be available in the browser version.

Will people see me?

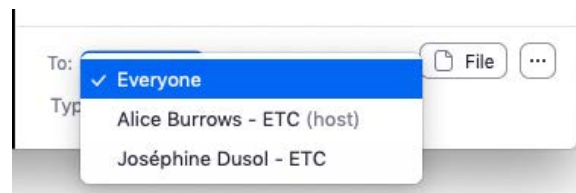
For Zoom Meetings you will need to enable your video and microphone so that you can interact with everyone.

How can I talk to other participants?

You can interact with other conference participants through the Zoom chat function.

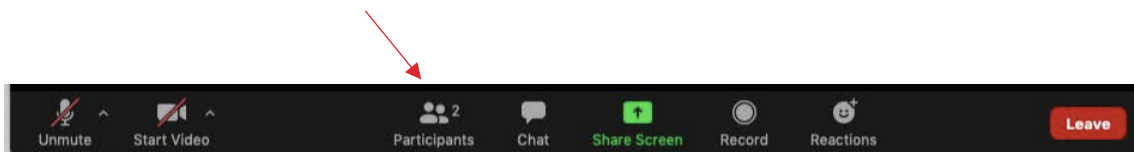


You can switch between sending a message to everyone or to one person.

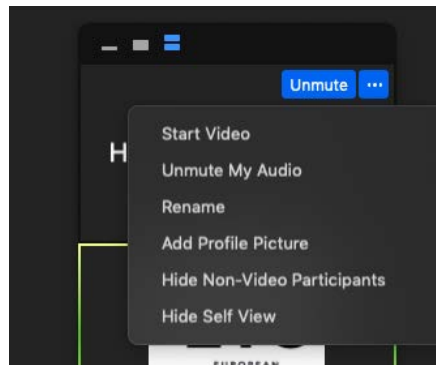


How can I see who else is attending the event?

You can click on the participants button and see a list of everyone who is in the event.



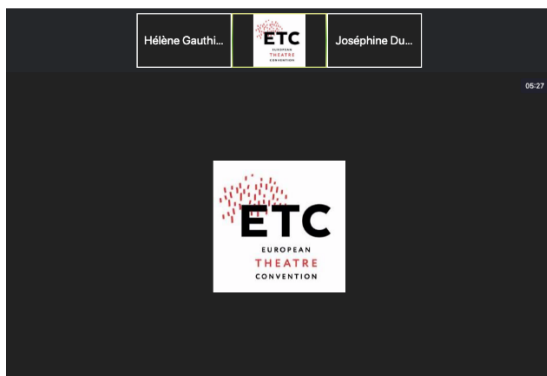
Usually, ETC would provide name badges for each participant. So, instead, to help others know who you are, please ensure your full name is visible on your video. You can rename yourself by clicking on the three dots at the top of your own video and clicking 'Rename'.



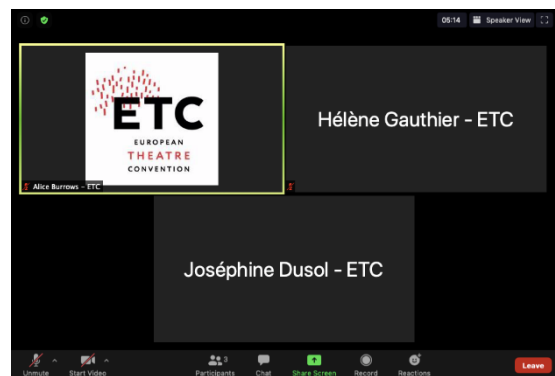
Can I change whose videos I can see?

You can change what you see on your screen to view just the person speaking or everyone in the meeting. In 'Speaker View', you will see the video of whoever is speaking. This will change between videos automatically. In 'Gallery View' you will see all of the videos of participants in a grid. If there are more videos than can fit on the screen, you can click across to view more.

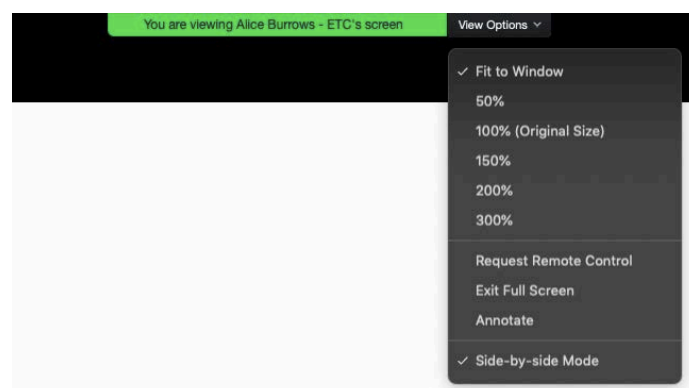
Speaker View



Gallery View



When the speaker is sharing their screen to show a PowerPoint presentation or a video, you can click on 'View Options' at the top of your screen to change what you see.



What is a breakout room?

In a Zoom Meeting, all participants are in an online 'room'. The host is then able to create smaller rooms within this meeting to allow participants to talk in smaller groups. We will use this function during the Mentoring sessions. Once the breakout rooms are opened, you will automatically join one of them. Once there, you are able to re-join the main room at any point. Anything shared in the Zoom chat while you are in a breakout room will only be shared with those in your breakout room. When the host wants to bring everyone back to the main room, you will see a 2-minute timer in the middle of your screen. You can either click 'join main session' or wait for the timer to reach 00:00 at which point you will automatically re-join the main session.

Zoom 'How-To' Guides

More guides can be found in the [Zoom Help Centre](#)

[Joining a Test Meeting](#) (how to test your video and audio on your own)

[Attendee controls in a meeting](#) (how to mute/unmute, start video, chat, send reactions)

[Joining by phone](#) (how to join, how to mute/unmute)

For any questions, please contact Teresa on tpfaud@europeantheatre.eu