Virtual Community Conversation – Guidance for attendees and event etiquette

ALL ATTENDEES PLEASE NOTE:

Virtual Meetings are being recorded and will be published on the Council website and social media after the event. Therefore, by participating in the event, you are consenting to your video / audio etc being used. If you do not wish to be filmed, please turn off your camera.

Also, by registering to this event, you are agreeing to the <mark>**Event Etiquette**</mark>

WHAT IS ZOOM?

Zoom is a web-based video conferencing tool that you can use to meet and talk to individuals and groups of people online. Only those who pre-register for the event will be allowed to attend. All attendees will be sent a personalised log-in and password to ensure everyone's privacy and safety.

HOW DOES IT WORK?

1. You do not have to download anything to your desktop to take part in our online courses via Zoom*. Go to www.Zoom.us

2. Click the "Join a Meeting" tab. You can find the tab on the top right corner of the homepage
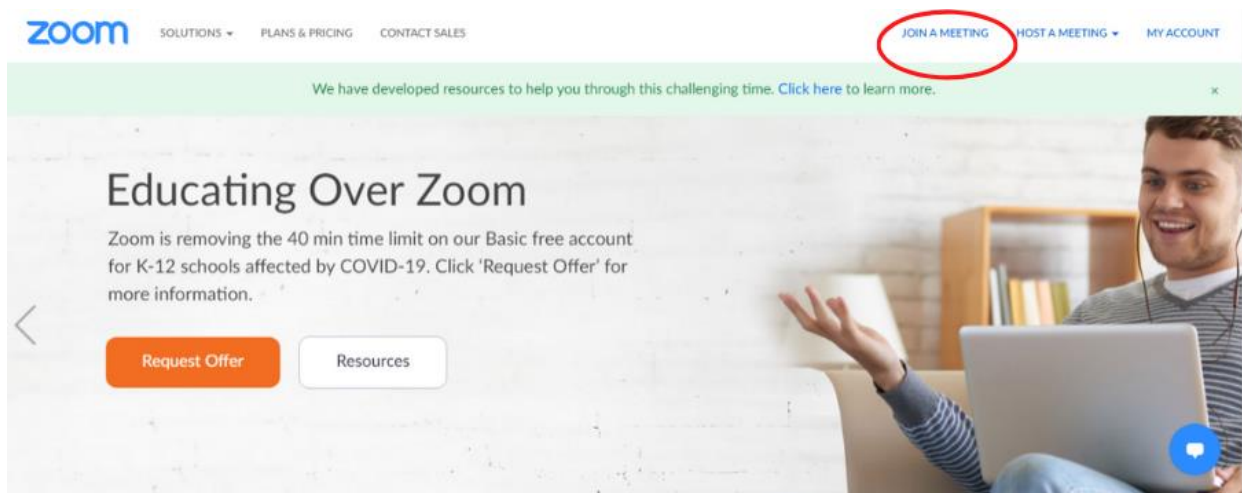
3. When prompted, add your designated Meeting ID (The Meeting ID can be a 9, 10, or 11-Digit number). The Meeting ID will be emailed to those registered between 24-48 hours before the event.
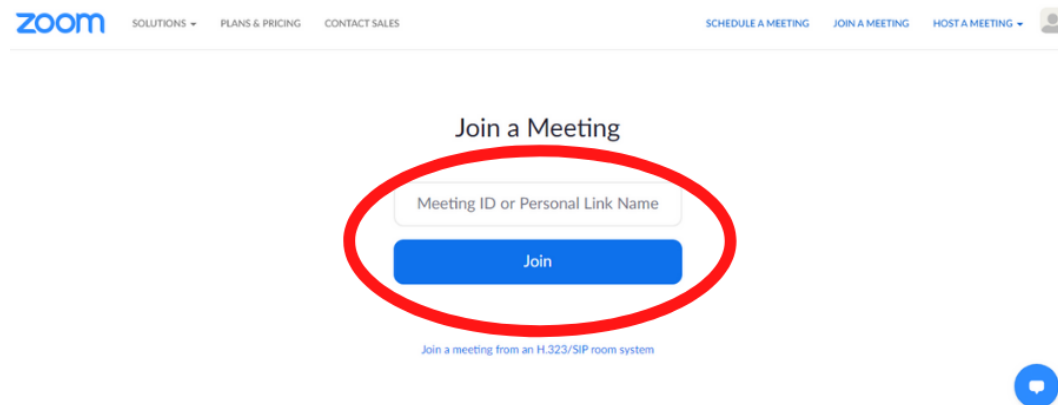
The Meeting ID must not be shared with anyone. Only those registered will be able to join the event.

GETTING PREPARED FOR THE MEETING:

To make sure you get the best experience from the event, below are some helpful hints and tips:

- Set-up your electronic device around 15 mins before your meeting begins.
- Ensure that your device has a power supply or charged battery.
- Check that you have a good internet connection. Disconnect any non-essential devices from the internet, disable any applications you are not using on your computer / iPad / mobile device and turn off any streaming services.
- Try to sit in a quiet, indoor location to control ambient noise.
- Be mindful that you and your background will be visible to everyone. Ensure that anything you do not want others to see is not in view. Zoom has the ability for you to choose different backgrounds or to 'blur' your background.
- Look at the camera (not the screen) when you speak to others in the meeting, so it feels like you're talking directly to them.
- Set-up the camera so that a full head and shoulder shot of you is visible.

ONCE YOU HAVE JOINED THE MEETING YOU WILL:

- Be placed into a 'virtual' holding/reception area. As part of our security measures, a member of the event team will check you off our RSVP list and admit you to the event. For those who are not on the RSVP list – a member of staff will contact you to confirm that you have registered before letting you in. All attendees must have registered via our online form prior to the event.
- Once you have been accepted into the event, you will be able to see the other people in the 'virtual' room.
- When you enter the room, you will be automatically placed on MUTE. Due to the large number of people potentially attending the event, we need to manage the audio to make it easier for people to hear the discussion.

Therefore, throughout the event, you will not have the ability to switch your microphone on or off. The event staff will do this for you, when the host invites you to speak.
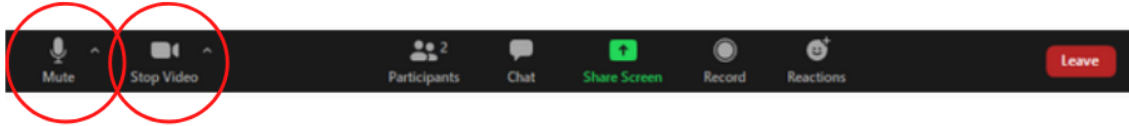
- As per the agenda, there will be several opportunities for you to make comments or ask questions to the panel. During these periods, the host will ask people to flag using the 'Raise Hand' icon. When the host says your name – your microphone will be 'unmuted'.
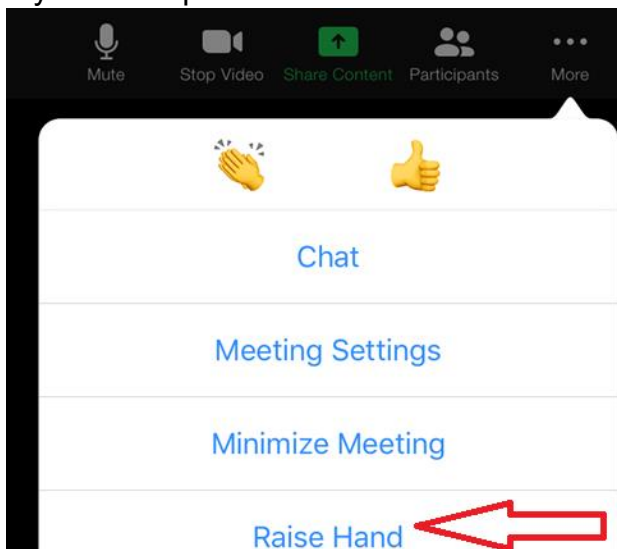
- We may have several virtual polls during the event. These will pop up on your screen, and you will be asked to select one of the multiple-choice options.
- You will have the ability to turn your camera on and off throughout the event. However, if you wish to ask a question or make a comment, we ask that if you have a camera on your computer or device, you turn it on whilst speaking, if you prefer not to be filmed however, audio only is fine.
- If you do not have a camera or microphone function on your computer, you can also use the chat function to ask your question.
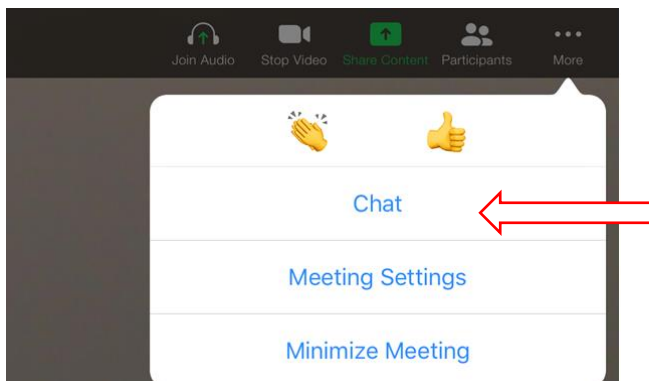
GUIDANCE DURING THE MEETING:

Think about your actions on camera - If your camera is on, always remember that everyone can see you. Try to stay still as too much movement will affect the signal. Please note that any inappropriate behaviour on screen (see the below for guidance), might risk in your removal from the meeting by event staff.

Turn video off/on - You can choose to turn your video off and on again at any time using the 'stop/start video' function.

Adding to the discussion - If your microphone is muted and you would like to contribute to the conversation, you can send a question or statement to everyone or just to the event staff using the 'chat' function. Please note that any inappropriate comments via the chat (see the below for guidance), might risk in your removal from the meeting by event staff.

EVENT ETIQUETTE

We want as many people as possible to be able to hear the presentations and be able to have their say during the event. In order for this to happen, we ask that all attendees are respectful during the meeting. This means that attendees joining this event are agreeing to the below event etiquette:

- No swearing
- Being respectful of the previous speakers
- No discriminatory or offensive comments or behaviour
- No Political comments (i.e.: any attempts to sway any political opinion)
- No comments that are likely to cause offence to public taste and decency.
- No revealing of any personal data or information of other people

Whilst we are confident we won't have to, should anyone behave in a way that does not abide by the above etiquette, the Chair of the event or event staff will mute your microphone or video. Staff will then message the individual to explain why and remind them of the event etiquette.

Should the behaviour continue, the event staff has the ability to remove the individual into another virtual room for a conversation. In a very rare occasion, event staff can permanently block the individual from returning to the event.