



# Zoom Policy - For Participants

## **Before the workshop:**

- Make sure that you are set up in an appropriate work space for the activity.
- Be aware of what is in the background of your frame. You may want to remove any personal or identifiable items, such as family photos etc.
- Wear appropriate clothing for the activity.
- Make sure everyone in your household is aware that you are on a live video workshop.
- Make sure that you are logged in using just your first name and initial only.
- You will receive a meeting id and password via email, do not share this in any way.

## **During the workshop:**

- When you join the workshop you will enter a waiting room. Please join the waiting room 15 minutes before the activity is due to start. Hosts will let you in one at a time, once you have been verified.
- Once all participants have arrived the meeting room will be locked.
- There will always be two hosts in a workshop.
- There may be times when all the participants are muted to facilitate a teaching moment and allow an equal experience for all.
- You do not need to have your video on all the way through the workshop, but it is encouraged.
- Do not record or screen shot anything during the workshop, only hosts will have the ability to do this and consent will always be sought before hand.
- Chat functions will be disabled except for you to communicate with the hosts
- Screen sharing facilities will be disabled, unless you are specifically instructed to do so by the hosts. If asked to do this, make sure you have nothing else open on your desktop.
- We expect all of our participants to follow Little Angel Theatre's code of conduct - to be kind, to be fair, and to show each other respect. Anyone who displays behaviour that is deemed inappropriate or unsafe for other participants will be removed from the class.
- If anything occurs to make you feel uncomfortable or upset, contact your hosts through the chat function or get in touch with Little Angel Theatre.