Wired4Music
Webinar Series: Guidelines for Participants

Thank you for signing up to a W4M webinar! The following guidelines are in place to help ensure all involved – speaker and participants – have the best possible experience.

1. If you haven't used Zoom before you can do an online test [here](). We recommend that you download the Zoom app rather than going through a browser for improved functionality.
2. Check your bandwith using an online speedtest such as [nperf](), [Speedtest]() or [Comparitech](). Details about optimum bandwidth and connectivity for users on Zoom is available [here.]()
3. If you have issues with Zoom there is a troubleshooting guide [here.]()
4. Upon following the link we send you, you will enter the meeting waiting room. We will open the course 5 minutes before the start time. There will be a password to enter. If you have any issues entering please contact admin@sound-connections.org.uk.
5. Your microphone will be automatically muted on entry, please keep it muted throughout unless you are speaking. Please feel free to switch off your video if that is your preference.
6. Please make use of the chat function: introduce yourself, say hi, tell us where you're from and what timezone you are in.
7. If the name displayed on your Zoom profile isn't your full name (for example some people might have 'Zoom iPad') please click on it and select 'rename' in the dropdown box and add in your full name. This is critical to help us identify who is in the session. You can change your name to how you would like to be addressed once in the call.
8. There will be plenty of opportunities to ask questions during the session – please type these in the chat box as the Speaker is talking and the facilitator will ask these questions on your behalf.
9. If you would like to speak, please use the raised hand symbol and the facilitator will bring you in. Use the thumbs up symbol to indicate you have finished.

10. If you have any accessibility requirements that we can support you with during the session (for example closed caption typing) please make Jasmine (jasmine@sound-connections.org.uk) aware of this in advance.
11. Please respect this as an inclusive and welcoming space.
12. Dress code: Casual (please be mindful of others)
13. We recognise that concentrating on a screen for long periods of time can be tiring. We will try and make our sessions interactive and will schedule in regular comfort breaks.
14. We acknowledge that many people have children at home, or other distractions in the background. If this is the case, please switch your video off and keep your microphone muted.

If there is a significant connection issue that is outside our control and that prohibits the session, we will communicate this to you via email and will postpone to a later date.

If you have any further questions, or would like any support with any of this, please contact jasmine@sound-connections.org.uk or admin@sound-connections.org.uk