



Association of Learned
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Information and helpful tips for those attending virtual classroom training.

All training is run via Zoom and is designed to be as interactive as possible with breakout groups, pre-course work, polls, Q&As and opportunities for networking and discussion.

- Try and find a quiet space, not in front of a window (so you don't appear in silhouette to everyone else), and put your mobile phone and landline on silent, if possible.
- Remember to participate in the online sessions as a single, separately logged-in user with your own individual device.
- Make sure you have access to a power source (for your laptop, Zoom uses a lot of battery power).
- Check your system requirements and download Zoom at least 20 minutes before the session starts. If you already have zoom, we recommend checking for updates.
- Ensure you have a good internet connection. You are less likely to lose connection if you have an ethernet connection. Close unnecessary applications and check if others in your home are using Wi-Fi as this may result in poor connectivity.
- Please use your webcam, this will help with interaction during the day
- When you join, you will be held in a waiting room until the tutor has started the training.
- On joining, please change your name so that it appears in the following format - First name surname (org name) – acronyms are fine to use i.e. Melissa Marshall (ALPSP).
- We encourage you to ask questions verbally by raising your hand. If you prefer, there is a chat box to ask questions, and the tutor will aim to answer as many as possible.
- Zoom offers an automated live transcription feature. If you wish to activate this feature, click on 'Show captions' in the meeting controls toolbar and save. Note that as this is live there are limitations on accuracy, at present it is only available in English.
- Some tutors, after day one, may ask for your feedback on how the previous session(s) went either by asking you to comment on a whiteboard, send comments to the group or private message the tutors.
- The course will be held under the 'Chatham House' Rules. Please note that we will not be sharing the recording of the session(s). Recordings of the event for personal use should only be taken with express prior permission.
- We will be sharing the slides before/after the session(s). These are for your use only - they should not be circulated.
- Please see point 4.14 of our terms and conditions regarding photographing and/or recording an Event for later use by us, <https://www.alpsp.org/terms->

[conditions/](#) . If you would prefer your image not to be used, please do let us know.

- Many of us are working from home, some of us have children, pets, partners etc, so please do not worry about this.
- You will be given a 5-minute slot towards the end of the last session to give us your feedback. This is invaluable to ensure the course is the best it can be. Please don't hesitate to email any additional comments to melissa.marshall@alpsp.org

Breakout rooms

- You may be put into virtual breakout rooms, so please ensure your webcam is on as it is essential that people can see each other.
- We ask that you actively participate in the breakout work/ discussions to get the most out of the sessions.
- If you need to ask the tutor anything during the breakouts, there is the option to ask for help.
- We suggest that you select a spokesperson when first in the breakout sessions. The spokesperson might be asked to give feedback verbally, using the whiteboard or via other documents/software
- Here is a link to a short video explaining how the whiteboard feature works <https://www.youtube.com/watch?v=yFBuAuZLU3c>