



Association of Learned  
and Professional  
Society Publishers

## Information and helpful tips for those attending virtual classroom training:

- 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
- 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
- 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 wifi as this may result in poor connectivity
- When you join, you will be held in a waiting room until the tutor has started the training
- When you join please change your name so that it appears in the following format - First name surname (co name) – acronyms are fine to use i.e. Melissa Marshall (ALPSP)
- Please use your webcam, this will help with interaction during the day (we'll be putting you into virtual break outs so it is essential that people can see each other)
- There will be a chat box to ask questions and we will aim to answer as many as we can
- The course will be held under the 'Chatham House' Rules. Please note that we will not be sharing the recording of the session(s)
- We will be sharing the slides before/after the session(s). These are for your use only and 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 now working from home, some of us have children, pets, partners etc. We do completely understand that these are unusual times so please do not worry about this.