PARTICIPANT INSTRUCTIONS DURING
# & AFTER VIRTUAL ZOOM PRESENTATIONS

Zoom Meetings

❖ Each participant in the zoom sessions must register with The Heritage Institute before beginning the course.
❖ Non-registered participation is discouraged.
❖ We'll use Zoom Meetings. Watch this video if you're new to **Zoom**.
❖ When you join the call, you will be taken to a "waiting room" landing page and will wait until the host admits a number of participants.

Video Session Participation

❖ You can choose to have your camera on or off. (Click the video icon on the left side in the control bar)
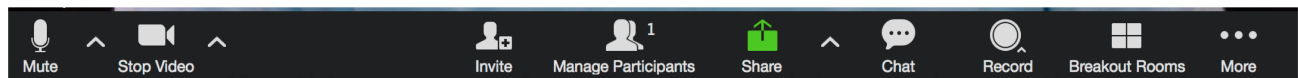
❖ Participant audio is muted in Zoom Meetings until the presenter finishes lecturing, and then turned on during a discussion, unless otherwise suggested.
❖ Please do not use the chat until **AFTER** the presentation, as which time the presenter will field questions.
❖ After the presentation we will put participants into break-out groups for discussions focused on specific questions.

After Live Session

❖ Log onto your Heritage Institute online course and select the session/ assignment in question after each session. If you attended, write a few sentences on what you took away from the presentation. If you did not participate in the session, view the recorded presentation and write a few sentences on the main takeaways from that presentation. In addition, watch the other video(s), read the article(s) (if any), and write a paper as directed in the syllabus.
❖ Please rate each session using the link provided.
❖ Hours or credit are awarded based on our record of your participation in the course. You must comply with the above to get your transcript.
❖ Registrants fo**r** Overcoming Post-Pandemic Stress have six months from the time of registration to complete.
❖ This course will be taken offline as of 1/15/2023. Therefore, you must complete the course by that date. No extensions will be granted.
❖ This course will be closed for new registrations as of July 18th, 2022.
❖ You'll receive a confirmation email once you complete the class/course.
❖ Please select the evaluation link to provide feedback on your experience.

Technical Stuff

- ❖ Unless you just want audio, use a device that has a built-in camera so you can be seen.
- ❖ Participant microphone is muted automatically when you enter the session. The host will unmute all or certain participants from time to time.
- ❖ A desktop computer is preferred for easier control or an iPad. Cell phones are more difficult to navigate.
- ❖ Adjust your sound controls to mid-way – not too loud or too soft.
- ❖ For sound/ microphone issues, see the following videos:
  - **Mac IOS**   **More on Mac**   **Windows**   **More on Windows**
- ❖ If sound/ mic issues persist, refer to the meeting invite details on the session schedule document found in the Introduction of your online course and call in on the telephone number for your time zone.

Questions - Contact Yvonne Hall

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